

Regents Canoe Club Annual General Meeting 2019 – Minutes

Date: Monday 15th April 2019

Time: 19.30 – 22.15

Location: Barge, Regents Canoe Club, 16-34 Graham Street, London N1 8JX



Description

1. Welcome & Apologies

In Attendance: Mark Donaldson (MD), Liza Sumpter (LS), Kate Balderson (KB), Steve Betts (SB),

Christine Dove (CD), Simon Drayson (SD), David Hill (DH)

Apologies received: Ben Doran, Clarissa Horilczenko

Other members present: Ben Ainsworth, Dave Chamberlain, Rachel Ufferts, Claire Taylor, Jessica Skeggs-Thirkettle, Caroline Williams, Hugh Ellacott, Mark Rowe, Laura Heykoop, Octave Auger, Adam Peacock, Matt Collins, Sarah Ford, Olga Beschastnykh, Paul Wathan, Daniel Scott, Rachael Fisher, Steph Shore, Andrew Hughes-Onslow, Brian O'Connor

Chair: Mark Donaldson

Minutes: Christine Dove

2. Minutes: The minutes of the 2018 AGM held on 19th April 2018 were presented to the meeting and approved unanimously by a show of hands subject to the following minor amendments:

Olga to provide missing info at 'X', Kate B was appointed to the role of Equipment Officer and not Comms. The recommendation for free Membership for those who have been Members for 20 years was not taken forward.

3. Matters Arising

1. Consideration to setting up a Finance Sub-Committee – to be addressed in Treasurer's Report
2. Review of subsidies based on Ralph's suggestion – considered in January 2019 Training Meeting and no changes recommended. Subsidy claims much lower than previous years. A cap on annual training subsidy sum was discussed – to be considered further by in coming committee and full Membership to be consulted.
3. Appropriate number of proxy votes for each Member to hold – to be addressed in a proposal to amend the Constitution later in meeting.
4. Review what Members want from Trips and survey on Club Policy – discussed at length by committee but not progressed due to other priorities.

4. Committee Officer Reports

CHAIR – MD

Specific Tasks undertaken, to Chair Committee Meetings, send our Notes From Canalside.

The Club had an active year, lots of trips, 2 x Coached Trips, 2 x Rolling Courses, 2 x Intro Course, Socials.

Thanks to Members supporting new Members / those completing courses, and in particular to Kryztof for opening up so regularly, to Liza for running canal sessions bi-weekly, MD, Adam, Dave, Ben D & Steve for Pool Sessions, and Steve & Liza for overseeing New Members Evenings.

Redevelopment of Britannia for 2021 will include a kayak store.

A Review of Club Finances has been undertaken.

The Club was subject of a sophisticated email fraud resulting in a £1275 loss. The matter is still with Police to investigate.

Licence with IBC expired 2018 and it they have agreed to renew for further 3 years at same rent.

Club Insurance cover has been improved & savings made on premiums.

Risk Assessments reviewed and updated.

GDPR – Liza & Dave led on implementing policy to meet legislation to ensure we are compliant around data handling.

Minor amendments to the Constitution are proposed after reviewing.

SECRETARY – CD

Attended 10 out of 12 Committee Meetings, and took Minutes. Booked pool sessions and Canoe England Forms.

MEMBERSHIP SECRETARY – LS

202 Members – 12 less than last year. 87 female and 115 male.

100 signed up for New Members Evenings and of those 64 joined the Club.

Half of the Clubs income is from NMEs so we need to ensure this continues and if possible provide a better offer and try to retain those who join to renew the following year. There have been a good number of Volunteers helping with NMEs.

Worked on GDPR with Dave C, to draft Privacy Notice, process for data management and deletion of old data.

SAFETY & TRAINING -CH

Report presented by MD in CH's absence.

Incident & Accident Reports – one each from Alps Trip and Scotland Trip and a correction to the 18/19 records as there was one incident then.

Involved in Risk Assessment Review.

Organised an Annual Training Meeting – 12/2/19 – focus on coaching and seeking Member's suggestions, which included Leadership, 1st Aid. Concerns about sufficiently number of qualified coaches for IWWK courses to take people on moving water, but in future IWWK course participants will also become Club Members which will mean the Club is not coaching non Members.

Training Subsidies given for appropriate training.

Club run Courses – 2 x Rolling, 2 x IWWK, 2 x Coached Trips. Not enough takers to run a Leadership Course.

1st Aid course to be organised with outside providers.

MD thanked CL for long service to the Club in this role.

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EQUIPMENT – KB

Equipment all OK. No boats lost on any Trips. Some paddles lost.
Thanks to those assisting with Kit Hire duties, in particular Moke and Johannes.

COMMUNICATIONS – BD

Lots of Website changes made.
New hosting & Dropbox.
Google Maps is now via a link on the website to show Club location as otherwise there would now be a charge.
Involved in responding to general enquiries.

NON PORTFOLIO OFFICERS

SB

Involved in Rolling Courses, IWWK Courses & NMEs.
Arranged Duty Officer Rota.
Booked Trip Accommodation.

DH

Focussed on Trips, Accommodation Booking & Socials – quiz, BBQ, Jan meal out, Xmas Party.
Arranged Tryweryn Trip May BH. No Tees Trip due to lack of time & accommodation.

TREASURER – SD

See Report (attached)

Attended 9 of 12 Committee Meetings and attended all trips! Shredded 4 boxes of papers.
New Risk Assessment for cashless Club. Email approval of payments reviewed and set to highest security setting. Existing Bank Account does not provide for dual payment approvals so seek 2nd Committee Member to approve currently via email anything over £100. Explored other accounts but none provide dual approvals.
HE suggested 'Unity' system – one person sets up payment and second logs on to authorise.
Stopped using Go Cardless as delays in payments.
CT asked if likely to get back £1275 defrauded from Club. Seems unlikely. (MD)
Target to have circa £40K in hand. As long as clear for what purpose (RF).
Kit spend less this year and included pool equipment spend. (DC)
Trips not for profit, but to increase reserves, think about accepting some make profit or other sources of income (DH)

QUESTIONS TO OUTGOING COMMITTEE

PW – How many of those completing IWWK courses join and continue at Club? Probably circa 60%. (LS)
Circa 505 of those attending NMEs not seen again (RU). Perhaps need more events and better offer for new people (RF)

PW – What is the definition of an Incident to be recorded? At present if hospital visit needed and / or Incident Form completed but difficult to define exactly. Should we record near misses? (DH) Discussed Canoe England recommendations at Training Meeting. RCC Website and Incident Form to be updated to include 'lessons learnt'.

ACTION for next Committee – implement new Incident Report Form and ensure Members are aware that all need to take responsibility for safety and recording information.

PW – NFC has been 'slimmed down'. Preferred old version. Rather than duplicate information, there is now a link on NFC to the website with details. (MD). Perhaps only needs to be fortnightly if not enough needs sharing (RF), but MD confirmed usually at least one item to be shared per week.

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CT – asking if the Club is now affiliated to Canoes England following lapse earlier? Confirmed.

DH – would be nice to have more varied trips e.g. Washburn, Medburn, Nene, but lack of interest for some and lack of suitable leaders, so need to encourage Members to consider taking up Leadership Training.

5. Auditors Report & Approval of Accounts

Dan S approved accounts. Put to Membership and approved.

MD thanked DS for work as Auditor.

6. Appointment & Remuneration of Auditors

Dan S is prepared to stand again.

ACTION for next Committee – Review requirement for Auditor to be appointed at AGM.

7. Review of Membership Fees

SD confirmed that Membership numbers have gone down and costs gone up. The Club's surplus and therefore reserves are not as much as ideally should be to ensure the Club can continue even if income drops.

CT asked about a monthly pro-rata rate? **LS** suggested probably wouldn't make much difference to income and would be an administrative burden.

OB suggested reduced sum if join in last few months? **OB** - £5 not large increase in overall scheme of things, **KB** – confirmed Committee had scrutinised costs to reduce as much as possible, **CT** – increase relieves some stress from the Committee and Accounts.

DH suggested focus should be on income generation. Fundraising? (**SF**), Grants from **CE**? (**MD**)

ACTION for next Committee – Investigate introducing Direct Debit for payment of fees.

8. Motions for consideration by Members

1) Club Membership Fees 2019/20

Following review of the Club's finance, the Committee recommended that the Membership Fee be increased from £70 to £75 and other fees increased proportionately.

The increase in Membership Fee from £70 to £75 was put the vote and carried unanimously.

2) Proposed Amendments to the Constitution

Five amendments to the Constitution were proposed – as per separate document attached. In Summary

1. Improvement to document format and presentation including a record of changes made
2. Membership subscription arrears duration – to be reduced to one month and if not paid, that person is no longer considered to be a Club Member
3. Proxy Voting – No Member can be appointed more than two proxy votes
4. Payment Approvals – all payments on behalf of the Club will need to be authorised by two of the three appointed signatories if the value is over £100.
5. 'Approval' Section to show when the Constitution was last amended and properly approved.

Discussion. **CT** sign off of payments previously contrary to Constitution so being brought into line.

HE – no bank system to enable this system of approving expenditure. May need to

review

Constitution if find a bank with dual signatory.

BA – checks should be undertaken on small payments periodically and no one

should pay

themselves without second approver.

ACTION for next Committee – ensure system of regular checks and no one to pay themselves without second approver.

The Proposed Amendments to the Constitution were put to the vote with following outcome:

1. Passed Unanimously

2. Passed – 1 against, remainder in favour

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3. Passed – 1 against, 1 abstained, remainder in favour

4. Passed – 1 against, 2 abstained, remainder in favour

5. Passed Unanimously

9. Election of Management Committee 2019/20

Nominations were received for the following people for the following posts and put to the Meeting to Vote

Secretary – Liza S (Proposed by Claire T, Seconded by Sarah F) – **Agreed**

Safety & Training – Ben A (Proposed by Clarissa H, Seconded by Martin B) – **Agreed**

Communications – Andrew H-O (Proposed by Krystof, Seconded by Mark D) – **Agreed**

Non Portfolio Officer - Steve B (Proposed by Tim J, Seconded by Dan S) – **Agreed**

The following Nominations were made at the Meeting, and put to the Meeting to Vote

Non Portfolio Officer - Wayne (Proposed by Holly, Seconded by Laura H) – **Agreed**

Chair – Kate B (Proposed by Claire T, Seconded by Matt C) – **Agreed**

Treasurer – Dan S (Proposed by Mark R, Seconded by Matt C) – **Agreed**

Non Portfolio Officer - Dave H (Proposed by Mark D, Seconded by Paul W) – **Agreed**

Equipment – Hugh E – (Proposed by Mark R, Seconded by Rachel U) – **Agreed**

Membership – Caroline W (Proposed by Claire T, Seconded by Kate B) - **Agreed**

10. Any Other Business

- The Committee recommended giving Life Membership of the Club to Tom Beaumont in recognition of all he has done for the Club over the years. **Agreed** Unanimously.
- Biosecurity & Environmental Protection – Dave C proposed that the Club promote better environmental protection in Club practices.

ACTION for next Committee – look into Environmental Protection and BioSecurity

- Site Redevelopment – Matt C asked if there was any news on this. Mark D confirmed that it was still a possibility
- Licence to Occupy the premises from IBC – Liza S reported the document was still awaited but agreed verbally.

Meeting Closed 22.00