

# Regents Canoe Club Committee Meeting Agenda



Date: 01/12/2021

Venue: Zoom

## 1. Attendance and Apologies

Minutes of last meeting and matters arising

Agreed okay

Octave, Jess, Hugh, Andrew, Ben, Thanh, Clarissa

Apologies:

## 2. Kit & equipment

Orange Code arrived at the weekend. Asked about the rewind, don't yet have a date, but will not be before xmas.

Hugh getting quotes for some new Cags. Will be looking for helpers to support with repairs.

## 3. Update on IBC / Thursday

Any issues from canal duty members to be passed to Octave. Issue with the resident and gate has been sorted, but any further issues to be flagged.

Octave to keep communication lines open with IBC. Limited progress for plans for the IBC/site 2023. Meet with IBC in Dec for rental agreements for 2022.

For future decisions, two aspects of the club need to be considered. Helping people paddle regularly, and getting new people. Where do we want the club to be?

JST to contact Victoria docks for potential storage and access .

Committee discussed potential to merge with another club, and become the White water branch of the club. Decided to wait till we have an idea about what we want before approaching any clubs.

Locks across the canal site are being suited and then we get a copy of the new keys. We cannot access teaching room currently, but will we still want access to it as we had previously. To be checked when the new keys are allocated.

## 4. Membership

5 people signed up Dec NME

CH reviewing the process of organising the membership details

## 5. Finance Update

For internal use only

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Membership is very close to pre covid figures.

Committee discussed the dual authorization. Narclays and Natwest can do this, but need an administrator to open the account. Debate on who this should be as the committee changes regularly. Thank to investigate feasibility and potential account openers.

Thank to give access to Octave and Jess to transparency of the finance system.

Thank to find an auditor for next year.

## 6. Trip Updates

Future Trips with organisers

- Xmas Dart 17<sup>th</sup>-19<sup>th</sup> Dec
- Early dart 7<sup>th</sup> – 9<sup>th</sup> Jan
- Feb Dart 11<sup>th</sup> – 13<sup>th</sup> Feb

Lakes 5<sup>th</sup> March – BA to check availability

Twernyn bank hol first bank hol JST to check availability

2<sup>nd</sup> July Tweryn weekend JST to check availability

ITWW course is now three weeks early, WHY weekend is on the 13th/15th May, shepperton and items to be moved around too.

ITww2 course is a choice between the 1<sup>st</sup> and 2<sup>nd</sup> weekend in August. BA to contact the WYE to get dates confirmed.

JST to check MEM potential dates. 1 month after the intro course.

Oct 21/ 22<sup>nd</sup> - 29<sup>th</sup> Oct – Calluna book JST to book

LV in March or April JST to investigate

Tees Trip – RH from membership to organise

11<sup>th</sup> Jan for an award social / curry. Ask for volunteer in NFC.

Year book – Ask for volunteer in NFC

## 6. Pool updates

Committee approve taking two payboats to the pool.

JST and HE to chase contacts regarding storage

Jan pool dates have been requested, waiting for confirmation / signing of contracts

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## 9. Safety/Training

Subsidy request. EB for first aid - Approved

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Subsidy request. JT for leadership training. - Approved

## Incidents:

A few incidents have taken place on trips. The issue is that the reporting is slow to committee, and that reporting procedures have not been taking place.

Remind members where our policies are held on the website – NFC OA

Trip organisers need to fill out a trip report – Pack on the website. CH has been working with EM/ RH and will point them to the trip reports

Discussion followed regarding moving the B&E to another time of the year.

## 10. Any Other Business

### Xmas opening:

23<sup>rd</sup> Open (kit return for dart trip)

27<sup>th</sup> – Bank hol closed

30<sup>th</sup> – Aim to cover with Duty

3<sup>Rd</sup> – Bank hol closed

## Outstanding Actions

For next year, come up with a new way to register to new members onto one spreadsheet and simplify it each year. AHO to share previous research on this.

Future decision: Committee to look at the comparison of a 1 week NME signup open, to longer opening sign up window. Ongoing

AHO/BA – looking into rules surrounding GDPR

Action on what membership means- CH to define what the terms of each category is.

HE to audit pool equipment and to review pool boats, and look at any that need moving over from canal

JST/CH/AU to look up alternative insurance options

## New Actions

OA to get light repaired on canal, flood light

JST to propose a date for the next AGM

OA to look at getting light repaired at canal site

TC to investigate feasibility and potential account openers from within the club.

TC to give access to OA and JST to transparency of the finance system.

TC to find an auditor for next year.

HE to cut padlock off the post box as no one has key.

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JST and BA to investigate various accommodations under the trips

JST and HE to chase for pool storage

BA to chase for B&E incident report

## **Complete**

HE to write a kit list for new location comparisons, so we know what space we may need.

TC to do a review of the ITWW to summarise for committee

CH- One set of keys has a mail box key. All key holders to be asked to check if they have a key for the box. No one has the key

## **No longer relevant.:**

Following committee dates:

Meeting every 6 weeks:

12<sup>th</sup> January

23<sup>rd</sup> February

6<sup>th</sup> April

AGM TBD