

Regents Canoe Club Committee Meeting Minutes



Date: 14/7/2021

Venue: Zoom

1. Attendance and Apologies

Minutes of last meeting and matters arising

Agreed okay

2. Update on IBC / Thursdays

IBC now moved their Thursdays overlapping group to Fridays.

Octave to have a meeting with IBC on Friday on future relationship and agreements.

Octave to check crossover dates with the upperdeckers club. Duty officers to be aware of any crossovers. Any issues to be passed to Octave.

3. Membership

- Level of renewals

- NME

127 Members currently including new members.

36 New members (last two months)

21 Associates

Committee approved Katie to be as associate member

NME returning to once a month

NFC to go out asking for supporters on the canal for newer members

4. Finance Update

Looked at setting up access for others to raise invoices, bills and approvals.

Conclusions were that Thanh to continue the accounting so avoid confusion later on.

Club is on track financially based on previous years.

Thanh and Octave to continue with current approval method going forward via txt or email. Another control to check against previous orders and similar expenses.

5. Trip Updates

- Wye trip

Successful trip, and a good introduction for beginners to White Water Canoe.

- IWW1 course

Starting tomorrow, coaching lists have been sent out. Confirmation so the weekend trip can go ahead.

Reduced amount of numbers to 12 students, and spreading out over vehicles/across the accommodation due to Covid. The committee acknowledge that there may be a risk that this does not cover costs to put on, but the focus and priority is on introducing new members to white water and the course.

- Lee Valley

5th September 5:30-7:30

To be advertised on Sunday 25th NFC

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-Shepperton trip – Went really well.

- MEM September

Message to go out in NFC for a volunteers. Coached trip, all new members to try and get them on.

11th – 12th September

- IWW2 course

Ben has done dates, and checking on feasibility. Suggested dates to cover over September/October.

- Future bookings for Winter paddling

Proposal for a Scotland week 8th November. Ben to support Jane to organize.

Potential Dart trips in Jan / Feb. Clarissa has investigated Dart trip accommodation.

- Request to go out in NFC - we cannot book some of the normal accommodation for the dart trips, and so we are looking for volunteers to look at some accommodation.

Dart, Tees, Lakes potential

6 People per room for accommodation, while trying and make the costs of the whole trip reasonable

-Website Calendar

Andrew to add on the Website one items.

Clarissa to have a draft trip information. When the trip gets advertised it goes on the website.

Pool session to be added to calendar

MEM in sept, Exmoor Oct

Pencilled in dart trips

Advertised trip requests for Nov/Dec, Brecon Tees for people to investigate accommodation

6. Pool updates

Jess to sign and return the contract and send dates out in fortnightly. Check for volunteers. NFC for volunteers

Hugh to go to visit the pool to audit equipment. Handover and walkthrough with the pool / changing rooms, and hand over. Inspect whether there is more space for more to do better drills.

Thanh to check what the pool costs were for equipment, and check minutes for when this might have increased.

7. Safety and Training Update

- Training Subsidy Reports

Approving subsidy White water leader course requests:

4 people for training and assessment: Elise Emma Kate Steph

2 people for training: Clarissa Jane

Safeguarding course is now mandatory as part of leadership course

NFC soon regarding training to advertise items that they can do in a couple of weeks.

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8. Equipment Update

Kit day to start at 12 until BBQ at 6pm.

NFC to go out tomorrow with updated timescale.

During event request attenders to donate for rolls and salads.

Hugh to contact John about hiring BBQ

New payment terminal to be ordered – Hugh

Monthly hire of kit to be reverted back at end of August.

Key holders are covering kit hire currently, but rota to be put in place

Hugh has found out the locks to order for the kit cupboards s would all have the same padlock.

9. Any Other Business

Outstanding Actions

DS and TC to liaise about accounts and finding auditor. – ongoing

DS to check with IBC about running weekend courses. – Octave to review this, and look into Sunday paddles/ potential of using this as a training course - Risk assessments needed for Sundays. Octave to speak to IBC about this.

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. Apparently one set of keys has one Kit audit

AHO/BA – looking into rules surrounding GDPR

AHO to add a message to go out in NFC for volunteers to assist with being at the canal to be supportive to new members of the club

TC / BA / CH to work together: Creating a workflow on how to raise things on Xero. Will also investigate having more than one user on Xero.

HE review how to manage the kit so it doesn't all wear out at the same time.

HE to check if we need a special meeting for kit/canoe offer.

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

HE to check where we need to discuss kit at a special general meeting.

HE to get a disinfectant sprayer for the kit. To do to check if we cannot borrow IBCs.

New Actions

Complete

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TC to look into a proposal for how best to sign off payments. The separation between those raising and those approving costs agreed with the committee. – Agreed for TC and OA to carry on

HE to email AO about symptoms of covid for RA

No longer relevant

OA to send a message to all members detailing the rules in place regarding attending site on Thursdays and the overlap with another group. – IBC have moved their other event.

Following committee dates:

Wednesdays, now at every 4 weeks while we organize the reopening:

Wednesday 14th July

Wednesday 11th August