

Regents Canoe Club Committee Meeting Minutes



Date: 5/5/2021
Venue: Zoom

1. Attendance and Apologies

Attendance: Octave Auger, Andrew Hughes-Onslow, Ben Ainsworth, Clarissa Horilczenko, Hugh Ellacott, Thanh Cung, Jessica Skeggs-Thirkettle

2. Minutes of last meeting and matters arising

All approved and correct record

3. Finance Update (TC)

- TC is almost through with the Audit.
- Once completed BA will transfer the access to the accounts.
- A few pre-payment of trips, which we have managed to roll over
- Reserve bank balance is all in order
- Payments for membership are coming in. 1 member has applied for associate membership.
- List of credit notes that all older than 1 year to various members of the club. These have been left as donations to the club to be used towards trips. There is one to be discussed owed for £60 to DS.
- TC to be looking closer at the club turnover due to the smaller amount brought in.

Action: In 6 months time to review audit

Action: 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.

Action: Clarissa to take on booking accommodations in advance

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4. Safety and Training Update

1. Incident Reports
2. Training Subsidy Reports

- Kate is looking to set up a leadership course
- David Hill around some coaching courses email
- AHO and Colin were discussing the intro courses. Still currently in lockdown and so it is a bit difficult to guess where we might be. Committee are unsure about what might be available and how we might be able to run trips in the future. To review again dependent on government rules. Need to be in touch with YHA for accommodation, as it's paid and Steve did do some re-scheduling around the dates. To be investigated further.
- Risk assessments have been recently updated, but to be reviewed in line with sharing accommodation/cars based on regulations.
- Keep an eye on British Canoeing on guidance for future trips where possible.
- HE applied for a British canoeing coaching course. 1 other member applied for the bursary. OA has reference ready for club members

Waiting for proposal to discuss from government, British Canoeing, YHA for guidance on how to manage trips in future.

5. Equipment Update

- Leak found in the axiom, not a split, but a drip. Think it's weldable, without compromising strength of the boat.
- Discussing with pool about storage of kayaks. Happy with whatever they go with, although to consider how high to lift the boats, manual handling, and vertical racking.
- HE to send JST the email to investigate a schedule for reopening the pool

6. Trip Updates

- HE trying to organise a canoe trip

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- Focus on some beginner trips to help those from 2019 and the recent NME to have something to look forward to. Example, an accessible Scotland trip.

- Silvia did a Lee valley , work out how many who are not signed off who would be interested.

Clarissa to investigate the places that are already booked. Copy committee into emails.

Dart trip, and alps credit on AirBnb.

Thanh can look at 3 trips have been rolled over, Trywern trip deposit, Exmoor trip, chalet in France for Alps. Action to follow up with Thanh to look at how to look through fiancé system to follow pre-payments

7. NME

- Andrew updates:

Clarissa and Andrew restarting them. Outdoors from May. Need to decide format and frequency. Happy to do them every couple of weeks to give a chance.

Backlog is high to keep us busy. Have some volunteers, and take payment on the day and contactless. Taken the pool one, so might need a 2nd one. Need to confirm payments. Smaller but regular clubs. Two people, one for payments, one for boats.

More people going on the canal

5 people are volunteered from the club to cover the NME.

Intro to flat water paddling based on intro to water, charged a small amount to cover pool sessions. Andrew to send it to BA to review idea.

TC to take control of Sum-up and reset the password for the card payments

Membersip

Associate membership requests:

2 requests have been submitted.

Both has been approved.

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8. Insurance

JST to review the club equipment insurance when it comes up
BC insurance. Thought it would auto-renew. 2 weeks out of date. AHO to follow
up. How many members / water licenses do we need? TC to review. 150 to renew
going forward.
BC have a competitor now, Water skills academy, do cover everything

9. Committee Role assignments

- HE to do kit on a Thursday. Ask for volunteers once trips start Not running trips yet.
- Pool session organisers. Not open yet. But will need volunteers.
- Open and closing the canal. Silvia and Whitika wants to give them back. Olga has a set of keys, Octave to send email about to ask about the keys to all current key holders. Jane to have a key. Clarissa to have a set of keys. Octave to have the spare keys until we find some one else. Happy for Jane and Olga to keep keys, to make a rota afterwards. Whatsapp group for those who cant make it
Clarissa to make a rota for opening/closing after the confirmation of key holders once key posts are held.
- Duty is till end of May. Committee turns up and does rota for June. Clarissa to do the duty rota alongside the NME and the open/closure rota. To get the duty rota back onto the Sunday emails.
- Trips and socials, to be organized in future when possible.

TC to keep Clarissa up to date with the amount of people who have renewed membership

10. Any Other Business

NME to start on the Monday, note to go in the Sunday newsletter 17th May

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Intro course. Andrew to arrange a call on how to manage the intro courses.

1. Actions
 1. Actions outstanding from last committee
 1. JST to check with MA about mail box key.
 2. Previous committee to ask IBC for rent reductions for closing. - waiting to hear about membership figures before taking this forward. Octave to look at the rental agreement.
 1. AHO to tweak plans for ITTW to incorporate weekend and day trips. - Setting up a meeting in the next couple of weeks with the coaching
 2. 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
3. DS and TC to liaise about accounts and finding auditor. - ongoing
4. Tan and Andrew to pay British Canoeing asap

Following committee dates:

Wednesdays every 6 weeks:

16th June

28th July

8th September

20th October