

Regents Canoe Club Committee Meeting Minutes



Date: 20/10/2021

Venue: Zoom

1. Attendance and Apologies

Minutes of last meeting and matters arising

Agreed okay

Octave, Jess, Hugh, Clarissa attended

Apologies:

Thanh, Ben, Andrew

2. Kit & equipment

Code about to be delivered to shepperton – orange

Potential for some paddles to be swapped around at the pool. Happy for someone to do this, but let Hugh know the numbers that are swapped

IBC broke a lock to one of our stores. Contractor needed access to do a repair, so forced access in the cupboard.

Red driveway gate code has been changed.

3. Update on IBC / Thursday

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

There is a new manager for IBC

Considering other ways of making money. Aware the rent may be increased. Actions:

1. look at alternatives for boat storage / other areas rental costs
2. Look at increasing within the budget for the membership levels

Octave to keep communication lines open with IBC.

4. Membership

One member SH approved for Associate Member.

NME

Need to do a bank transfer for the last session. One card machine is broken.

Currently two months behind on nme in webcollect, invoice to be recalculated based on current membership/old members, and 1 member is questioning the amount taken from her account.

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5. Finance Update

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

Insurance: Everything is currently insured

6. Trip Updates

Future Trips with organisers

- Exmoor 29 – 31st October
- Scotland week 8th November.
- Wye and Usk 26th – 28th Nov
- Xmas Dart 17th-19th Dec
- Early dart 7th – 9th Jan
- Feb Dart 11th – 13th Feb

Potential lakes trip in Feb or March.

All upcoming trips, pools to be added to website calendar. Any new additions to go to Andrew.

Refund:

4 people in the MEM car break down. refunding accommodation, kit costs. The lunch costs was cancelled. The committee felt it was important to note this was the members first coached trip. All future requests for refunds will be considered on a case by case basis.

6. Pool updates

Rolling course is booked for three weeks in November.

9. Safety/Training

10. Any Other Business

a) Visitors for £5 must be in cash. Action to clarify the procedures, and what to do with cash?

Duty holder is to let committee know who has brought a guest, and then Treasurer will send the club member an invoice for £5

Update: we believe the above is working well.

b) Christmas opening:

23rd Open (kit return for dart trip)

27th – Bank hol closed

30th – Aim to cover with Duty

3Rd – Bank hol closed

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c) Finance & decisions should be made at the meeting, not over emails. Lack of response to emails, does not always indicate agreement.

JST to add to forward agenda items noted within emails.

d) CH filled out the covid questionnaire. Clarissa/Octave to review questionnaire post covid survey and return if still within timeframe.

e) Last week we had the barge key handed over. Hugh has a copy, and there is a procedure for opening this.

Outstanding Actions

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. Apparently one set of keys has one Kit audit

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

AOH to check why there was only a week before for the NME. Potential to trial having the NME open for a month or a longer time so that there is increased time to sign up.

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

AHO/BA – looking into rules surrounding GDPR

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

HE to change locks for kit cupboards and follow up on the broken into cupboard, change the lock.

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

CH has the BAs that need repairs. To be sewn.

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

New Actions

OA to get light repaired on canal, flood light

HE to write something for the NFC about kit hire for newer members

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

OA to add a poll for the lakes trip for dates / 2 or 3 days into NFC.

CH/OA to review questionnaire post covid survey and return if still within timeframe.

Complete

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JST to look at organizing rolling course
HE buying a boat



No longer relevant.:

Following committee dates:

Meeting every 6 weeks:

1st December
12th January
23rd February
6th April
18th May