



Minutes: Committee Meeting, 21st December 2010, 7.45pm – 10pm

Location: 42 Half Moon Lane, London, SE24

Attendance

- Andy McMenamin – Chair
- Phil Cumming – Membership Sec
- Geoff Campbell – Treasurer
- Jacqui Marsh – Kit Officer
- Miranda Kronfli – Training & Safety Officer
- Katie Wade – Social Sec
- Judes Armstrong – Cremorne Liaison Officer

Apologies (received)

None – all Committee were present

Previous Minutes and Actions	Actions
<p>The minutes of the last meeting held on 7th September 2010 were circulated. No comments were received and accordingly the minutes were accepted as true and accurate reflection of the meeting.</p> <p>Outstanding actions were reviewed – see summary of actions below. Key points discussed:</p> <ul style="list-style-type: none"> • Club Quiz Night – Jacqui will contact The Bedford in Balham for potential dates in April or May and agree room hire costs. Katie to then organise event with help from others. • Group Safety Kit – the Centre has bought some flares which are also available for the Club to borrow on trips. • Group Boat Repair Kit – Jacqui has put together a Boat Repair Kit comprising a multi-tool set, alum keys, epoxy putty, duct tape, cable ties, which can be borrowed on Club trips (Note: Geoff to provide some roofing tar). • Website Flickr Feed – Miranda will look into organising a group login to enable others to upload their photos to feed through to the website. • Poster / leaflets – a Club promotional leaflet has been designed by Judes and Charles however given the recent Canoe & Kayak article it was decided to postpone printing the leaflets out. Instead a run of Club business cards (designed by Judes) have been produced. Some of the cards have been left at the Centre given that they had received several enquiries about the Club (Note: members to contact Judes if they want a stash of business cards). 	<p>All to note</p> <p>Jacqui to action with support from Katie and others</p> <p>All to note</p> <p>Geoff to action</p> <p>Miranda to action</p> <p>All to action as appropriate</p>
Membership Update	
<p>Phil provided an update on membership. As of the 21st December 2010 CKC had 43 paid up members. There were at least another 4 or 5 people who had expressed interest but not yet joined.</p> <p>Membership has been increasing steadily helped a little by the introduction of the mid year rate and the Club was getting known around the region and given the frequent traffic to the website Google was indexing new pages very quickly. The Club also had a four-page article devoted to it in the December 2010 edition of Canoe & Kayak Magazine, and a short mention in Issue 23 of Ocean Paddler.</p>	<p>All to note</p> <p>All to note</p>



<p>Key statistics had been obtained from the BCU to help get a feel for how CKC compares with other clubs. Key points:</p> <table border="1" data-bbox="177 360 1027 562"> <thead> <tr> <th></th> <th>Average Club¹</th> <th>CKC</th> </tr> </thead> <tbody> <tr> <td>Number of members:</td> <td>83</td> <td>43</td> </tr> <tr> <td>% Female:</td> <td>33%</td> <td>49%</td> </tr> <tr> <td>% BCU members:</td> <td>34%</td> <td>42%</td> </tr> <tr> <td>% Qualified coaches:</td> <td>10.5%</td> <td>19%</td> </tr> </tbody> </table> <p>¹ figures are averaged across all 420 or so affiliated clubs</p>		Average Club ¹	CKC	Number of members:	83	43	% Female:	33%	49%	% BCU members:	34%	42%	% Qualified coaches:	10.5%	19%	<p>All to note</p>
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<p>Treasurers Update</p>																
<p>Geoff reported that as of 21st December the Club had around £1,500 in the bank account – however there were still some expenses due. He predicted that the Club will finish the membership year with around £900 in the bank. Income to date includes membership fees, guest fees, and the grants from the Royal Borough and Sport England. Key outgoings included expenses relating to safety kit purchases, coaching fees, and boat and equipment purchases.</p>	<p>All to note</p>															
<p>Geoff thought the current membership fee structure was too complicated and that it should be reviewed for new fees due at the start of March 2011.</p>	<p>All to note</p>															
<p>After some discussion it was agreed that pending formal adoption at the AGM the new annual membership fee structure as of 1st March 2011 would be as follows:</p> <ul style="list-style-type: none"> • Full Membership - £75 • Basic Membership - £25 	<p>All to note</p>															
<p>The £2 capitation fee would remain for individuals who are not members of the BCU in their own right.</p>	<p>All to note</p>															
<p>Full Members would be entitled to all basic membership benefits but can also attend Thames sessions and have access to Club owned boats and equipment on Club organised trips at no extra cost. Kit hire fees would only be incurred if borrowing boats and equipment for personal trips.</p>	<p>All to note</p>															
<p>Basic Membership has been introduced for individuals who are either based outside of London and cannot readily access the Thames sessions and / or have their own boats and equipment and have no need to use Club owned assets. Usage fees would be incurred for attendance at Thames sessions and should boats or equipment need to be used for Club organised trips.</p>	<p>All to note</p>															
<p>It was also agreed that an “early bird” discount of £5 would be applied to anyone renewing their full membership in the first month (i.e. March).</p>	<p>All to note</p>															
<p>Cremerne Liaison Officer Update</p>																
<p>Judes reported that services were still being reviewed across the borough. The Centre is under pressure to become as self-sufficient as possible. Anything the Club could do to help bring in money would be much appreciated (e.g. corporate groups – note current action below).</p>	<p>All to note</p>															



<p>The Friends of Cremorne Riverside had been established to help organise fund raising activities for the Centre.</p> <p>Judes also mentioned that the Club were encouraged to get involved in this year's Kayakathon on the 17th April (same day as the London marathon) (paddle from Shadwell to Chiswick and back). Anyone interested should contact Judes.</p> <p>There is also a Cremorne Adult Users Group trip to Cornwall planned for end of August or early September. Phil mentioned that the inaugural Isle of Wight Sea Symposium would be held on August Bank Holiday Weekend so hopefully there would be no clash. Judes would check on proposed dates but there is likely to be a small number of places available to members of CKC. Anyone interested should get in contact with Judes directly.</p> <p>Judes also mentioned that the Centre were due to be getting an additional sea kayak (via the Adult Users Group) which would be available to CKC to use. Judes thought this was likely to be a Valley Avocet.</p> <p>This led onto a discussion about kit storage – see below.</p>	<p>All to note</p> <p>All to action as appropriate</p> <p>All to action as appropriate</p> <p>All to note</p> <p>All to note</p>
<p>Kit Officer Update</p>	
<p>Jacqui reported that all sea kayaks and gear bought with the Sport England funding had arrived. The total CKC owned sea kayak fleet now comprises:</p> <ul style="list-style-type: none"> • 2 x Valley Avocet • 2 x North Shore Atlantic RM • 4 x Valley Aquanaut LV • 1 x Valley Aquanaut HV <p>The area below the raised platform had been kindly racked out by the Centre and padlocks had been provided for the front steel grills (Post Meeting Note: all boats are now labelled and named after oceans and seas).</p> <p>There is a matching set of gear for each sea kayak (i.e. paddles, helmet, cag, BA, and spraydeck). All kit has been labelled. However, this was currently stored at Jacqui and Phil's house until a storage solution could be found at the Centre. Jacqui also has the Club dry bag, Bilge Pump and Repair Kit.</p> <p>Paddles and helmets could be stored under the platform with the boats in suitable containers. Options were still being reviewed but a metal coffin / container seemed appropriate for the paddles, and a lidded dustbin would be fine for the helmets. Jacqui to action purchasing storage containers as soon as possible.</p> <p>Solutions for storing other kit (cags, BAs, spraydecks) at the Centre still need to be determined. Jacqui to liaise with Judes and Andy to find an appropriate solution.</p> <p>Jacqui also suggested rechargeable batteries be explored for the diffuser lights.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Jacqui to action</p> <p>Jacqui, Judes and Andy to action</p> <p>Jacqui to investigate obtaining rechargeable batteries for the Club diffuser lights</p>



<p>She also requested to buy additional lights for Club use – which was approved. It was also noted that Maplin no longer offer the cheap divers torch and that other alternatives were being explored.</p>	<p>Jacqui to purchase additional diffuser lights for Club use</p>
Qualifications and Training Update	
<p>Miranda reported that nobody had responded to her email about skills and qualifications needs.</p> <p>Phil said that it may be that some people are not necessarily that clear what their options were. A Paddler Development page had been added to the website based on feedback from several people in the Club who thought it would be helpful to others.</p> <p>Phil said that the following training courses had been organised / pending:</p> <ul style="list-style-type: none"> • Moderate to rough water handling (scheduled) • 2 Star training / assessment (scheduled) • Foundation Safety and Rescue Training (when it gets a bit warmer) • UKCC BCU Level 1 coaching course (pending sufficient interest) • 3 Star Sea training / assessment (delivered by Rob Davis from Seapoint pending interest from Club) <p>Andy was reminded that there was an open action to check what training courses could be provided / offered at Cremorne.</p> <p>The importance of attending pool sessions was discussed – both Phil and Geoff had circulated several emails about the Sunday night Brixton session. As soon as the pool in Southfields re-opened it was hoped that an <i>ad-hoc</i> rolling clinic would be introduced for CKC members.</p>	<p>All to note</p> <p>All to note</p> <p>All to note All to note Phil to action Phil to action Phil to action</p> <p>Andy to action</p> <p>All to note</p>
Grants Update	
<p>In respect to the funding received from the Royal Borough, the Club had delivered half its obligations. Two further 3 week courses would be scheduled before the end of March / April 2011 for SW10 residents. All of the Committee would need to help ensure that this is delivered.</p> <p>Phil and Andy reported that the first two courses had gone well and several of the participants were interested in getting involved in the Club, but were waiting until it warms up a bit. 6 of the participants were eligible for the BCU 1 Star Award – Phil still needed to organise certificates for them.</p> <p>Reports relating to obligations in respect to the Sport England funding would be due in around August / September time, and would largely be based on total participation.</p>	<p>Committee to action as appropriate</p> <p>Phil to action</p> <p>All to note</p>
Website	
<p>Geoff raised a couple of functionality issues with the current website and wanted to explore use of Groupspaces as an alternative solution. This largely related to contacting members and specific members (e.g. leaders) and logging incidents or near misses for later learnings. However, he also said that Groupspaces had membership database and payment functionality.</p>	<p>All to note</p>



<p>Phil reported that he had already spoken to Toons sometime ago about introducing an online membership form with payment functionality. Toons assured him that this was possible and would be able to be integrated into the existing website before the new membership year starts on 1st March.</p> <p>Phil said that he and Toons had looked at Groupsaces and had hoped that it could be integrated into the current website (driven by WordPress) – however this was not currently possible. Furthermore, the membership form and payment functionality were currently divorced from each other. Andy stated that he wanted to make sure that any solution would work with the existing website.</p> <p>It was noted that given that only paid up members were added to the existing Google Group this had some of the functionality that Geoff was after but could not be locked down to only communicate with certain individuals (e.g. trip leaders). That said, there were limitations with Groupsaces (i.e. you have to login to Groupsaces to send emails unlike with Google Groups, plus only managers could send emails not general members).</p> <p>It was agreed that Geoff set up a Groupsaces account for the committee and Thames session leaders to trial as a members only controlled forum and report back at a later date.</p>	<p>Phil and Toons to action</p> <p>All to note</p> <p>All to note</p> <p>Geoff to action</p>
<p>Thames</p>	
<p>Further to Andy’s recent email (13th December) about Thames sessions he had put together some draft notes for the Committee to review and feedback on. This comprised a “Leader’s Checklist and Briefing Notes”, a “Welcome to the Chelsea Kayak Club” note which could be circulated to new members, and a draft “Club Operating and Safety Procedures” which had been prepared by Phil using the Centre’s existing procedures and risk assessment as its basis.</p> <p>Andy asked all the Committee to review and feedback so that key information could be circulated to trip leaders and the wider membership as soon as possible.</p> <p>A general discussion was had regarding guest paddlers. Generally guest fees had been waived if people decide to join – but some people had taken a few liberties and attended without paying. At times (although rare) some people had overstated their experience. All email enquiries go through to Phil, who vets individuals as much as he can via email and sometimes follows up with a conversation by phone. Geoff said that there had been occasions where people had attended and he did not know who they were. Phil said that generally the leaders are advised on who is attending the Thames session, and if they are not sure they could always contact him or Andy.</p> <p>It was agreed that a simple sign-in sheet be developed which every guest paddler is required to fill-in at the start of the session and pay the £8 there and then rather than after the session. This would be kept in a folder in the Club locker.</p>	<p>All to note</p> <p>Committee to action</p> <p>All to note</p> <p>Phil to action</p>



<p>Post Meeting Note: Thursday Thames sessions are primarily about socialising and getting some exercise. However, further sessions at Cremorne would be arranged during the day (e.g. a Saturday or a Sunday) to provide an opportunity for people to brush up their skills, etc.</p>	All to note
Future Trips	
<p>Given the time only a brief discussion was had regarding future trips – Miranda suggested that a note be circulated inviting suggestions from the wider membership.</p> <p>Katie suggested a Club paddle down to Westminster on the day of the Royal Wedding (29th April 2011). Subject to access this may be possible and would be looked at nearer the time.</p> <p>Andy was asked to confirm if the Centre's trailer could be borrowed for Club trips and report back on any conditions that would be imposed.</p> <p>Phil reported that he was investigating self-guided / independent paddling options for the 2011 overseas expedition.</p>	<p>Miranda to action</p> <p>All to note</p> <p>Andy to action</p> <p>All to note</p>
AOB	
<p>The AGM was discussed briefly – Phil would propose dates for the end of February.</p> <p>Andy thanked Geoff for hosting the meeting and for providing a fantastic dinner for everyone!</p>	<p>Phil to action</p> <p>All to note</p>
Post Meeting Note	
<p>Given the topics discussed at the Committee Meeting there was no time to discuss socials – however a drinks / food social event would be organised either late January or early February for a long overdue celebration of the arrival of the new boats.</p> <p>Jacqui is now registered with the BCU as the designated Club Welfare Officer, and Olwen is registered as the designated Deputy Club Welfare Officer. These are official Club positions but not necessarily Committee positions. They are also able to sign CRB forms for any existing UKCC / BCU coaches who need to apply for or update their disclosures.</p> <p>The first Club AGM would be held on 1st March 2011 in the Upstairs Room of the Horse and Groom in Belgravia – more details to follow.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>

Summary of Actions:

No.	Action	Action Raised	Responsibility	Status
1.	Club quiz night to be organised – other volunteers to help organise please contact Katie	May / September / December	Jacqui / Katie / All	Open
2.	"Finder's Fee" offer to the Club in return for putting forward groups for Team Away Days	May / September	All	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
3.	Club to buy a VHF Radio	May	Jacqui	Closed
4.	Review of locations in SE and SW which would hire boats and equipment to the Club for trips	May	Miranda	Closed
5.	Contact with Seapoint Canoe Centre and report back	May	Phil	Closed
6.	Identify training needs of members	May / September	Miranda	Open
7.	Email Club regarding Thames session sign-up process	May	Phil	Closed
8.	Submit Sport England Funding Application	May	Phil	Closed
9.	Geoff to prepare a 3 Year Financial Plan for the Club	May	Geoff	Superseded
10.	Report on outcomes of Borough's Sport Development Officer meeting	May	Phil	Closed
11.	Report on outcomes of Borough's Club Development Working Group	May	Phil / Andy	Closed
12.	Advice / information on funding for coaching qualifications available from Phil	May / September	All	Open
13.	User rights for website for all members	May / September	Phil	Open
14.	Photo gallery options for the website	May	Phil / Miranda	Closed
15.	Interest sought in a New Zealand trip between February and May 2011 – contact Jacqui	May / September	All	Open
16.	Report back on Adriatic Kayak Tours	May	Judes	Closed
17.	Rough water handling course – Phil to report back on options	May	Phil	Superseded
18.	Additional days paddling at Cremorne	May	Andy	Superseded
19.	Summer social	May	Katie	Superseded
20.	Opportunity to purchase CKC Diffusers – contact Jacqui	September	All	Closed
21.	Committee to discuss group safety kit options with Harry	September	Committee	Closed
22.	Options for a group boat repair kit should be explored	September	Jacqui	Closed
23.	Club Christmas Social to be organised	September	Katie	Closed
24.	New boat celebration / let off expired flares social evening	September	Katie / Geoff / Sue / Val	Closed
25.	Club Update & Socials to follow separate Committee meetings	September	Katie	Open
26.	VHF Radio course	September	Kate	Open
27.	Moderate to rough water handling course	September	Phil	Closed
28.	Options for Club training courses run by the Centre	September / December	Andy	Open
29.	Assist qualified sea leaders on trips to clock up	September	All	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
	hours for 4 Star			
30.	Email outlining options for Pool Sessions	September	Phil	Closed
31.	Reference to Club and Centre relationship on website – review and amend website as necessary	September	Phil	Closed
32.	Review options to enable Club photos to be uploaded onto site Flickr feed	September / December	Miranda	Open
33.	Article about Club for Canoe and Kayak Magazine	September	John / Phil	Closed
34.	Andy to liaise with Harry regarding Simon Willis podcast visit to Cremorne	September	Andy	Closed
35.	Poster / leaflet promoting the Club for outdoor shops, etc	September	Judes / Charles	Closed
36.	Volunteers needed to organise monthly trips to Seapoint	September	All	Open
37.	Trip to the Solent area in autumn / winter	September	Richard B	Closed
38.	Trip with Liquid Logistics	September	Phil	Open
39.	Kilchoan 2011	September	Geoff	Open
40.	Overseas self-guided options – report back to Committee	September	All	Open
41.	Sponsored Paddle with Centre	September	Judes	Closed
42.	Trips to Cornwall with Centre	September	Judes	Closed
43.	Loan and use of Cremorne trailer / minibus	September / December	Andy	Open
44.	Clubmark status / action plan	September	Jacqui / Phil	Open
45.	Geoff to provide some roofing tar for Club Boat Repair Kit	December	Geoff	Open
46.	Members wanting a stash of CKC business cards should contact Judes	December	All	Open
47.	Anyone wanting to get involved in this year's Kayakathon should get in touch with Judes	December	All	Open
48.	Anyone wanting to go on the Cremorne organised trip to Cornwall should get in touch with Judes	December	All	Open
49.	Containers for storing paddles and helmets under the platform should be reviewed and purchased ASAP	December	Jacqui	Open
50.	Options for storing other kit at the Centre need to be reviewed and determined	December	Jacqui / Andy / Judes	Open
51.	Jacqui to explore use of rechargeable batteries for the diffuser lights and report back	December	Jacqui	Open
52.	Jacqui to buy additional diffuser lights for Club boats	December	Jacqui	Open
53.	A Foundation Safety and Rescue Training course would be organised in the spring	December	Phil	Open
54.	Phil to email Club about 3 Star training weekend with Seapoint	December	Phil	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
55.	Committee to help ensure remaining borough funding responsibilities are discharged by March / April 2011	December	Committee	Open
56.	Phil to issue 1 Star certificates to borough funded beginners course participants	December	Phil	Open
57.	Determine online membership form and payment solution which can be integrated into the website by end of February 2011	December	Phil / Toons	Open
58.	Geoff to trial use of Groupspaces as a controlled discussion forum	December	Geoff	Open
59.	Committee to feedback on information prepared by Andy in respect to Thames sessions	December	Committee	Open
60.	Phil to develop a sign-in sheet for guest paddlers – all guest paddlers are now required to pay the £8 fee up front	December	Phil	Open
61.	Miranda to circulate an email inviting suggestions for future trips from the wider membership	December	Miranda	Open
62.	Phil to circulate proposed dates to the Committee for the first Club AGM	December	Phil	Open