



**Minutes:** Club Meeting, 7<sup>th</sup> September 2010, 8pm – 10.30pm

**Location:** Upstairs Room, Horse and Groom, 7 Groom Place, Belgravia, London SW1X 7BA

## Attendance

- Andy McMEnamin
- Phil Cumming
- Geoff Campbell (part of meeting)
- Jacqui Marsh
- Miranda Kronfli (part of meeting)
- Katie Wade
- Kate Peel
- Judes Armstrong
- Jacquelin Magnay
- Sue Gerrard
- Val Corse
- Charles Kilner
- Sheila Snowden
- Harry Whelan
- Martin (prospective member)
- Cynthia Robinson (prospective member)

## Apologies (received)

Olwen Ross, Manda Kiely, El Abbott, Debs Helsdon, Tim Mansell, David Townsend, John Mayne

Chairs Opening Remarks	Actions
Andy opened the meeting welcoming everyone to the Clubs second open club meeting – remarking that so many new faces at the meeting was a testament to the Clubs growth since the last meeting – because of this a quick round of intros took place. Two attendees – Martin and Cynthia – had turned up to find out more about the club.	All to note
Previous Minutes and Actions	Actions
The minutes of the last meeting held on 25 <sup>th</sup> May 2010 were circulated. No comments were received and accordingly the minutes were accepted as true and accurate reflection of the meeting.	All to note
Outstanding actions were reviewed – see summary of actions below.	All to note
Membership Update	
Phil provided an update on membership. As of the 7 <sup>th</sup> September 2010 CKC had 32 paid up members (Val joined on the night).	All to note
Membership has been increasing steadily and a small advert about the Club in the Team South section of BCU's August Canoe Focus Magazine had resulted in several new members and a number of enquiries from active sea paddlers from outside London. The Club is fast approaching its target of 40 new members by membership year end and may well exceed it.	All to note
There are now more women than men in the Club – approaching a 60 / 40 ratio women to men.	All to note
A number of beginners have also approached the Club and had been pointed to the Centres adult beginner sessions.	All to note



<p>Given the Club is now half-way through its membership year a midyear rate of £40 is being offered to new members (plus the £2 BCU capitation Fee).</p>	<p>All to note</p>
<p>Phil also reported that over 20% of the Club owned their own boats.</p>	<p>All to note</p>
<p><b>Treasurers Update</b></p>	
<p>As Geoff was delayed getting to the meeting Phil provided a brief report on financials. As of 7<sup>th</sup> September 32 paid up members and 9 guest paddlers (i.e. those who did not actually end up joining) had resulted in revenues to date of £2,154. Expenditure to date includes fees to the RBKC and subs to Canoe England and expenses in relation to a VHF Radio, lights, batteries and small bungees.</p>	<p>All to note</p>
<p>The Club has also received funding of £3,752.20 from RBKC via its REACH Programme for equipment and coaching fees (see below).</p>	<p>All to note</p>
<p>Therefore whilst the bank account is looking healthy significant expenditure on equipment and fees to the Centre for coaching are due very soon.</p>	<p>All to note</p>
<p>Phil reported that whilst the Club is fast approaching its target of 40 members by year end this does not necessarily mean that everyone will rejoin. The Club should also consider other fundraising options as well – see below. Harry said he had a number of things to report in respect to funding in his update – see below.</p>	<p>All to note</p>
<p><b>Kit Officer Update</b></p>	
<p>Jacqui provided an update on kit and a proposal for other items for the Club to consider.</p>	<p>All to note</p>
<p>Since the last meeting an Icom M33 VHF Radio, more batteries, some small bungees and an additional 5 CKC Diffuser Lights had been bought.</p>	<p>All to note</p>
<p>The Club has also ordered the following which should be delivered in two to three weeks:</p> <ul style="list-style-type: none"> <li>• 2 x RM Northshore Atlantics (Red)</li> <li>• 1 x RM Valley Aquanaut HV (Red)</li> <li>• 3 x IM CF Tybee Paddles</li> <li>• 3 x Neoprene Decks labelled with “Chelsea Kayak Club”</li> <li>• 3 x Day Tour BA (Red)</li> <li>• 3 x Newfoundland Cags (Orange)</li> <li>• 3 x AP4000 Helmets (Black)</li> </ul>	<p>All to note</p>
<p>Jacqui mentioned that she had emailed the Club to see if anyone would like to purchase their own CKC Diffusers.</p>	<p>All to action as appropriate</p>
<p>Jacqui also proposed to buy 303 Aerospace Protectant (UV screening protectant) which had been recommended by a number of people to help prolong the life of the boats given that they will be stored outside under the raised grate. The sliders for the skegs would be taped over with duct tape as they would not really be needed for Thames sessions.</p>	<p>All agreed to proposals put forward</p>



# Chelsea Kayak Club

<p>Jacqui outlined additional equipment for the Club to consider buying for group safety kit as follows:</p> <ul style="list-style-type: none"> <li>• First Aid Kit</li> <li>• Tow Line</li> <li>• Bilge Pump</li> <li>• Coastal Flares</li> <li>• Additional VHF Radio</li> </ul> <p>A short discussion was had regarding flares and whether the Club should or should not own such items given their potentially hazardous nature. Harry offered to purchase a number of the items (e.g. flares and VHF radio) to have as shared kit for the Centre and Club to use.</p> <p>Group boat repair kit was noted as still outstanding as an item for discussion and would be considered outside of the meeting.</p> <p><b>Post Meeting Note:</b></p> <p><i>It has been agreed that the Club will buy the following: First Aid Kit, Bilge Pump, Duct Tape, 303 UV Protectant, Waist Towline and the possibility of installing a Deck Mounted Towline for one of the new boats is being investigated. The Centre is going to buy a set of coastal flares and an additional VHF Radio which it will make available to the Club to use. A number of Club members also have their own VHF Radios, including Phil, Toons, Geoff, Richard B, etc.</i></p>	<p>Committee to discuss with Harry outside the meeting on best way forward</p> <p>Jacqui to action</p> <p>All to note</p>
<p><b>Funding Update</b></p>	
<p>Phil gave an update on funding applications. The Club had put in an application to the Sports England's Small Grants Programme at the start of July and was still awaiting a decision. Phil has spoken to the awarding officer and we should hear something around mid to late September. If successful the funding would enable an additional 6 boats and equipment to be bought on the basis the Club would sustain and demonstrate a growth in participation – so fingers crossed!</p> <p><b>Post Meeting Note:</b></p> <p><i>The Club's funding application to Sport England has been conditionally approved! Last bits and pieces of paperwork are in the process of being sorted out for the funding to be finalised.</i></p> <p>As indicated above, the Club was also asked to submit an application for a small amount of funding to RBKC's REACH Programme on the basis that the borough wanted to increase sport participation in certain areas, including the World's End estate. This funding would enable equipment to be bought (see above) and a 12 week programme of sessions largely open to residents of the World's End estate to be run. The first two courses have been scheduled: the first starting on the 12<sup>th</sup> September and the second starting on the 3<sup>rd</sup> October. Individuals successfully completing the course would receive the BCU 1 Star Award and then have the opportunity of either paddling with the Club or paddling with the Centre on their adult open sessions.</p>	<p>All to note</p> <p>All to note!!!</p> <p>All to note</p>



<p>The Club is in regular contact with the borough's Sport Development team and is developing a good relationship. Phil, Geoff and Andy have also attended the boroughs Club Development Working Group. The next meeting has yet to be scheduled.</p> <p>The Club should be open to additional funding opportunities. Jacqui, Katie and Judes would look into organising a quiz night in the autumn / winter whereby any proceeds would be shared between the Club and the RNLI (this was a pending action from the last Club meeting in May).</p> <p>In terms of training there may be funding available for coaching qualifications in London through ProActive. There are also additional funding routes available for people who are residents of the Royal Borough. If anyone would like further information they should contact Phil.</p>	<p>All to note</p> <p>Jacqui, Katie and Judes to look into organising a quiz night in the autumn / winter</p> <p>All to note</p>
<b>Thames Sessions</b>	
<p>Phil mentioned that the Thames sessions were going well and during the summer months the Club (with one or two exceptions) had been able to continue running sessions when cover was low. Many thanks go to Gavin McEachran who kindly stepped in a few times to avoid the session being cancelled.</p> <p>Everyone was reminded again of the importance to look after equipment borrowed from the Centre and treat it as if it is their own.</p>	<p>All to note</p> <p>All to note</p>
<b>Socials Update</b>	
<p>Katie said she was looking into the Club Christmas Social – more details to follow.</p> <p>It was suggested that there should be an event to celebrate the arrival of the new boats (hopefully the first of many). Geoff also suggested that this be combined with his proposal to let off his expired flares to let everyone to experience what they might be dealing with, etc. Val, Sue and Martin also mentioned that they had some expired flares which they could also bring. Harry agreed that this event could take place at Cremorne in mid to late October. Afterwards the Club could either go to the Exotica of India Restaurant (depending on numbers) or one of the pubs for food and drink, etc.</p> <p><b>Post Meeting Note:</b></p> <p><i>Following a discussion with the Committee after the meeting it was agreed that going forward Committee Meetings would be held separately but a Club Update &amp; Social would be organised to follow shortly afterwards to bring everyone up to speed but to focus on the fun aspects of the Club.</i></p>	<p>Katie to action</p> <p>Katie to action with the support of Geoff, Val, Sue and others as appropriate</p> <p>Katie to action as appropriate</p>



<b>Qualifications and Training Update</b>	
<p>Miranda said she would send another email around the Club enquiring about Club training needs – be it sea kayaking specific or general. For instance, the recent 2 Star course that was supported by Phil in Thames Ditton. Phil mentioned that there were a number of people in the Club that should really be thinking about gearing themselves up for 3 Star Sea.</p>	<p>Miranda to action</p>
<p>There is a summary of the performance and leadership, safety and coaching awards on the Resources section of the Club website.</p>	<p>All to note</p>
<p>Kate was potentially looking to organise another VHF Radio course with Timuna Sea in the near future.</p>	<p>Kate to action</p>
<p>Phil said he was proposing to organise a moderate to rough water sea kayak handling course and was in contact with a number of providers.</p>	<p>Phil to action</p>
<p>Harry mentioned that the Centre would be able to run courses on the Thames including rough water handling. Andy said he would discuss options with Harry post meeting and report back.</p>	<p>Andy to action</p>
<p>There was a discussion on what was required before people could put in for their 4 star leader assessment. In addition to at least five personal trips individuals needed to have at least an additional five trips where as a minimum they had assisted a qualified sea leader. Phil mentioned that he had arranged options for anyone wishing to improve their leadership skills by assisting a qualified sea leader – options include with Owen Burson on the Isle of Wight, Rich Pearsall with Liquid Logistics, and the folks at Seapoint Canoe Centre in Kent. Anyone interested in these options should contact Phil for more information.</p>	<p>All to action as appropriate</p>
<p>Phil also mentioned that going to the pool to practice skills, particularly support strokes and rolling was important. Options included the open session at Brixton Pool and <i>ad-hoc</i> sessions at a pool in Southfields. Phil will prepare an email on pool sessions and circulate it around the Club.</p>	<p>Phil to action</p>
<b>Website / Marketing</b>	
<p>Phil asked for any feedback from the website – so far feedback from people outside the Club had been positive. Jacquelin mentioned it was not necessarily obvious that the Club was a separate entity to the Centre. She also enquired whether it was possible to have a reference to the Club on the Cremorne Riverside website – Harry said that unfortunately he had little control over this because it was hosted on the borough’s main site.</p>	<p>Phil to review website and make any amendments as necessary</p>
<p>The site is getting reasonably high hits (a total of 2,029 hits in August) – without further analytical software it is not possible to determine discreet users. It is however possible to see search terms used to find the Club (generally combinations of Chelsea and Canoe or Kayak) and many referrals had come from Canoe England and Sea Kayak Guide Book websites.</p>	<p>All to note</p>
<p>Phil mentioned that everyone should have login access to the website – all members should be able add items to the calendar and write their own blogs. It is important to keep the website content fresh – so volunteers to write blogs on trips, etc would be much appreciated.</p>	<p>All to note</p>



<p>The photo gallery Flickr feed had been fixed on the website however currently no one can upload photos apart from Miranda. Miranda to look at options to enable more photos to be uploaded onto the Club's Flickr site</p> <p>In addition to the small mention about the Club in the latest Canoe Focus Magazine, Phil said that the Club had also been asked to prepare an article of up to 1,000 words for Canoe and Kayak Magazine. Copy is due by the 17<sup>th</sup> September and John had offered to start pulling it together with the support of others as appropriate.</p> <p>Harry also mentioned that Simon Willis from Sea Kayak Podcasts.com was planning to visit the Centre to undertake interviews and may be a possibility to mention to the Club. Andy agreed to follow up on this.</p> <p>After a bit of discussion about general marketing / promotion Charles and Judes agreed to work together to produce a poster / leaflet about the Club to distribute amongst outdoor shops, etc.</p>	<p>Miranda to action</p> <p>John to action with others as appropriate</p> <p>Andy to action</p> <p>Judes and Charles to action</p>
<p><b>Future Trips</b></p>	
<p>A number of trips are organised or in the planning, including day trips to Folkestone, a day with P&amp;H Kayaks, a moderate to rough water sea kayak handling course, and of course the Scilly Isles.</p> <p>It was generally agreed to try to arrange a trip down to Seapoint / Folkestone at least once a month. Phil has contact details for the Seapoint folks.</p> <p>Phil reported that Richard B had volunteered to organise a trip somewhere on the Solent in the autumn / winter – more details to follow.</p> <p>Phil said he was in discussion with Liquid Logistics about a trip to Dorset which would be open to those at or around 3 Star level plus would also count towards hours for aspirant 4 Star leaders. More details to follow</p> <p>Geoff said that the return trip to Kilchoan in Scotland had been set at week commencing 4<sup>th</sup> June 2011 and would be for a week. Discussions had been had with Sea Kayak Oban who should be able to provide boats.</p> <p>Following the successful Sweden trip thoughts were turning to next year's overseas adventure. The west coast of Kefalonia was a possibility. Volunteers are needed to look into self-guided options overseas and report back to the Committee.</p> <p>Judes reported that the company she paddled with in Croatia did not offer self-guided options – however there were other operators out there which did.</p> <p>Jacqui reminded everyone again that she was going back to New Zealand for a few months at the start of 2011 and that if people wanted to head over there during this period a sea kayak trip could be organised. Anyone interested in this should contact Jacqui directly.</p> <p>Phil mentioned that he was looking at doing an overnight trip in open canoes which included a bit of coaching beforehand. This would provide a</p>	<p>All to note</p> <p>Volunteers welcome</p> <p>Richard B to action</p> <p>Phil to action</p> <p>Geoff to action as appropriate</p> <p>All to action as appropriate</p> <p>All to note</p> <p>All to action as appropriate</p> <p>All to note</p>



<p>taste for a possible future longer canoe touring trip further afield (e.g. Scotland). More details to follow.</p> <p>Andy raised the possibility of a Club trip to the Anglesey Sea Symposium in May 2011. Details / booking information are not yet available – as when they are information would be circulated.</p>	<p>All to note</p>
<p><b>Cremorne / RBKC News</b></p>	
<p>Harry provided an update on where things stood in respect to the Centre. Clearly public services across the UK are under significant scrutiny due to the spending review instigated by the Coalition Government. Cremorne's future was by no means certain and more information would be known in October. However, Harry was upbeat and said that the relationship the Club had developed with the Centre and the borough was very important.</p> <p>In addition to coaching fees, the Club had raised £300 of "finder's fee" money for corporate team days and this would mean a reduction in what was owed to the Centre next April.</p> <p>Harry also spoke briefly about the Cremorne Users Group – Andy was representing the Club but because he was now working part time for the Centre it was no longer appropriate for him to continue. Harry therefore proposed that Judes represent the Club going forward. There is also a significant amount of money available that could be spent on equipment for Club use.</p> <p>Harry mentioned that the Centre was organising a Sponsored Paddle next year which the Club may be able to get involved in. Judes agreed to follow up on this.</p> <p>Week long trips to Cornwall were also planned in August and September 2011 which would be open to the Club to attend. More details on this to follow and would followed up by Judes.</p> <p>Harry mentioned that the trailer was available to be loaned out to the Club providing that it did not impact Centre activities and the Club was responsible for any damage. The minibus may also be available but would require users with a PCV licence for insurance purposes. Andy to follow up with Harry on these details.</p> <p><b>Post Meeting Note:</b></p> <p><i>Following Judes agreement to represent the Club on the Cremorne Users Group she was seconded into a newly created position on the Club Committee – that of Liaison Officer.</i></p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Judes to action</p> <p>Judes to action</p> <p>Andy to action</p> <p>All to note</p>
<p><b>AOB</b></p>	
<p>Based on enquiries from several members Phil was in discussion with a provider to supply Club branded kit and clothing, etc. Options include splash tops, performance tops suitable for paddling, gilets, hoodies, fleeces, caps, beanies, kit bags, etc. Learning from previous issues in other clubs there is no liability to the Club – people simply order what they want. Certain items will benefit from bulk orders so there will be ordering windows for some items, whereas others can be bought all year round.</p>	<p>All to note</p>



<p>The items will feature the Club logo and colours are combination of black and royal blue. More details available shortly.</p> <p>Andy asked about the status of the Club's progress towards Clubmark. Jacqui and Phil reported that meetings and discussions had taken place with Clive Whitton (Canoe England) and was progressing well – an action plan would be prepared over the coming weeks and more information would follow then.</p> <p>Andy reminded everyone that we are a club, and they are members of it, rather than clients of a service organisation - therefore, if anyone had an idea, bring it forward. If people want to see more trips on the sea then all volunteers are welcome. If you're not sure where to start, there is quite a bit of expertise in the Club now.</p>	<p>Jacqui and Phil to action</p> <p>All to note</p>
<b>Next Club Meeting</b>	
<p>Committee Meeting: w/c 6<sup>th</sup> December 2010, day and location TBC</p> <p>Club Update &amp; Social: January 2011 – date and location TBC</p>	<p>Committee to note</p> <p>Katie to action</p>

### Summary of Actions:

No.	Action	Action Raised	Responsibility	Status
1.	Club quiz night to be organised in the autumn / winter	May / September	Jacqui / Katie / Judes	Open
2.	"Finders Fee" offer to the Club in return for putting forward groups for Team Away Days	May / September	All	Open
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	May / September	All	Open





# Chelsea Kayak Club

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	Open
21.	Committee to discuss group safety kit options with Harry	September	Committee	Open
22.	Options for a group boat repair kit should be explored	September	Jacqui	Open
23.	Club Christmas Social to be organised	September	Katie	Open
24.	New boat celebration / let off expired flares social evening	September	Katie / Geoff / Sue / Val	Open
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	Open
28.	Options for Club training courses run by the Centre	September	Andy	Open
29.	Assist qualified sea leaders on trips to clock up hours for 4 Star	September	All	Open
30.	Email outlining options for Pool Sessions	September	Phil	Open
31.	Reference to Club and Centre relationship on website – review and amend website as necessary	September	Phil	Open
32.	Review options to enable Club photos to be uploaded onto site Flickr feed	September	Miranda	Open
33.	Article about Club for Canoe and Kayak Magazine	September	John / Phil	Open
34.	Andy to liaise with Harry regarding Simon Willis podcast visit to Cremorne	September	Andy	Open
35.	Poster / leaflet promoting the Club for outdoor shops, etc	September	Judes / Charles	Open
36.	Volunteers needed to organise monthly trips to Seapoint	September	All	Open
37.	Trip to the Solent area in autumn / winter	September	Richard B	Open
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	Open
42.	Trips to Cornwall with Centre	September	Judes	Open
43.	Loan and use of Cremorne trailer / minibus	September	Andy	Open
44.	Clubmark status / action plan	September	Jacqui / Phil	Open