



Minutes: Annual General Meeting, 26th February 2012, 7.30pm to 9pm

Location: Upstairs Room, The Draft House, Battersea Bridge Road, SW11

Attendees: Jacqui Marsh (current Chair), Phil Cumming (current Membership Sec), Geoff Campbell (current Treasurer), Gieve Momtahan (current Kit Officer), Miranda Kronfli (current Training Officer), Tom Watson (current PR and Marketing Officer), Richard Bate, David Townsend, Neil Simpson, Dan Kennedy, Angelina Twumasi, Rob Horton, and Christophe Merdes.

#	Agenda Item
1	Apologies
	Apologies were received from: Olwen Ross, Tim Mansell, Ann Gales, Martin Sharpe, Jacquelin Magnay, Rob Davis, Judes Armstrong, Kate Peel and Fiona Gooch.
2	Chairs report / summary of year
	<p>Jacqui welcomed everyone to the Club's third AGM and opened the meeting.</p> <p>There were no matters arising from the minutes of the previous AGM, which were accepted as a true record.</p> <p>It had been another successful year with membership levels holding steady and a diverse number of trips including local day and weekend trips, Kilchoan, Pembrokeshire, Sardinia and Denmark. Clearly it had also been a busy year generally with the Jubilee Celebrations and the London 2012 Games amongst other things impacting on people's time and ability to get involved in Club activities. The Club also carried out its first membership survey and a number of actions were already underway – a summary of results would be circulated very soon.</p> <p>The Club continued to enjoy a positive relationship with Cremorne however it is clear that there will be big changes ahead as the Centre transitions to become part of an employee led mutual from the beginning of April 2013. Consequently with the Centre's renewed and very commercial focus it is likely the Club will need to find a new premises to operate out of in the very near future. Conversations were underway with various parties and further details would be made available to the Club as soon as possible. See "Motions for consideration by Members" below.</p> <p>Jacqui thanked all the existing Committee as well as personally thanking key individuals who had done more than their fair share of supporting the Club over the past year, notably: Stuart Bain, Kate Peel, Olwen Ross, Andrew McMenamin, Vern Smith, Richard Bate, Keith Dimond, Neil Simpson, Alex Hester and Toons.</p>
3	Reports from Committee Members
	<p>A summary from existing Committee Member's follows:</p> <p><u>Membership</u></p> <p>Phil reported that the Club finished the year with 61 paid up members – there were two debtors. Gender ratio was 70% male to 30% female. 86% of the Club were Full Members.</p> <p>A summary report of the membership survey had been prepared and would be circulated to members in the next day or so. The Committee had reviewed the results and comments and a number of actions were already being taken forward.</p> <p>He also gave thanks to Toons for his continued assistance with website admin.</p>



Finances

A summary of accounts had been circulated before the meeting (see Appendix 1). Geoff talked them through and clarified what expenses had been incurred over the year, and the different items making up the income, such as membership fees, guest fees, etc.

The Club finished the year with £1,331.57 in the bank. Money from membership fees was up 17%, but overall income was flat since there were no other income sources like with previous years (e.g. training courses, Pub Quiz, etc).

Expenditure had increased as a result of an increase in Cremorne fees and the cost of the trailer storage. Expenditure on kit was down from £1,566.26 to £559.54.

Overall there was a small cash surplus of £148.72.

Kit

Gieve provided a brief overview of current Club kit purchases and issues during the year. No significant expenditure of kit had taken place during the year. Existing kit had started to show signs of wear and tear and there had been several purchases from Valley as a result (e.g. skeg wire, bolts, hatch covers). There had been at least one successful kit maintenance day involving other Club members.

There were continuing issues with skegs and everyone should ensure that they use them correctly and report any issues as soon as they become aware of them.

There would be a change in the policy of use of torches and all members should now have their own on Thames sessions (several emails had been circulated already about this). Club torches were for use by guest paddlers. Members could use Club torches (e.g. if they forget their torch) but they would be charged £1.

A Trailer Usage Guide had yet to be prepared and needs to be addressed as a priority by the next Committee. Further expenditure on trailer was also likely in the next year or so too. Cags will also need washing and reproofing at some stage during the next year as well.

Training

Miranda gave a summary of all the training that had been organised and made available to the Club members over the last year. In light of feedback from the membership survey she was in the process of finalising a training planner for the 2013/14 year to hand over to the next Training Officer. Planned training included 4 Star Sea training, intermediate sea skills, rough water handling, and a boat repairs workshop.

PR and Marketing

Tom provided a brief overview of PR and Marketing activities / initiatives during the year. The Club had attracted an increasing number of Twitter followers. As mentioned in the minutes of the last Committee meeting the Club would be closing its Facebook Fan page but retain its Group page.

The Club had received some positive local press during the year, particularly regarding its involvement in the Jubilee Pageant.

After a considerable number of blogs during 2010 and 2011 the Club had slipped during the year and needed to get better. Several key trips and events had not been blogged about which was a great shame.



	<p><u>Trips</u></p> <p>Ann had sent her apologies ahead of the meeting. As previously stated, there had been a steady and diverse number of trips taking place during the year. There were more frequent smaller and <i>ad-hoc</i> trips being organised as well as the usual bigger trips like Kilchoan.</p> <p><u>Safety</u></p> <p>During the year Keith stepped down as Safety Officer and Phil had stepped in as an interim.</p> <p>Phil proposed that the role cease to be an official role on the next Committee but instead the Club appoint a Safety Advisor to act in an advisory capacity and as a “sounding board”. Everyone has a responsibility for their safety and the safety of others – the Committee would support the Club in ensuring that it remained safe, yet fun!</p> <p>It was proposed Mattias Altin a Level 3 Sea / Level 5 Sea (aspirant) Coach be appointed to act as Safety Advisor. Mattias had agreed to act in this, is based in London and is well respected in the sea kayaking community and well known to the Club. The Committee would remain free to accept or ignore what Mattias said who in turn would not be liable for any advice offered or recommendations made. See motions for consideration by members.</p> <p>As reported in the previous Committee minutes efforts would be made to revise and reissue the Club’s safety and operating procedures including guidance on leading / leaders as soon as possible.</p>
4	<p>Approval of Accounts</p>
	<p>Richard Bate confirmed the 2011/2012 Club accounts as being correct following a review.</p> <p>Richard Bate was again nominated as Honorary Auditor to examine the 2012/2013 Club accounts to ensure that they were correct. The Club accounts were approved subject to this review.</p>
5	<p>Matters arising from previous minutes</p>
	<p>There were no matters arising from previous AGM minutes.</p>
6	<p>Review of Club membership fee</p>
	<p>Jacqui sought views from attendees on what the Club should do regarding membership fees given the potential uncertainty over its base of operation. Phil pointed out that CKC’s membership fees were surprisingly low compared to many other London canoe / kayak clubs. In addition to any core membership fee other clubs also tended to charge for use of kit on club trips / sessions – which CKC did not do for its Full Members. Even compared to other low-tech sports activity clubs the Club’s fee seems reasonable (for example, Jacqui’s netball club charges her £100 per quarter). The Club was also likely to incur some initial costs should it move to a new base of operation (e.g. racking for boats).</p> <p>After a good and constructive discussion it was agreed that the <u>total</u> membership fees remain unchanged at:</p> <ul style="list-style-type: none"> • Full Member - £85 • Basic Membership - £35 • Plus £2 (for any individuals who were not members of the BCU in their own right as they need to pay an additional £2 capitation fee for insurance purposes) <p>A proportion of the Club’s membership fee (£10) would no longer be payable to the Friends of Cremorne Riverside.</p>



7	Motions for consideration by Members
	<p>The following motions were put forward for consideration:</p> <p><u>To Seek New Premises</u></p> <p>At the beginning of the meeting Jacqui and Geoff led a discussion regarding the ongoing use of Cremorne by the Club. It was clear that as the centre transitioned into an employee led mutual from April 2013 the Club's activities are unlikely to be compatible with its renewed and very commercial focus.</p> <p>Views were sought from attendees on whether the Club should move from Cremorne to an alternative location – even if it meant a temporary / interim option (e.g. boats were stored on the trailer at the Hurlingham Yacht Club).</p> <p>The Committee put forward a motion to move from Cremorne and seek new premises with improved access and storage accepting that a temporary solution might be required until such a location could be found.</p> <p>This motion was carried.</p> <p><u>To Appoint a Club Safety Advisor</u></p> <p>Phil submitted a motion to remove the Safety Officer post from the Committee and instead create a Club Safety Advisor role, and appoint Mattias Altin in that role (see Safety Report above).</p> <p>This motion was carried.</p>
8	Election of new Committee Members
	<p>Nominees: Jacqui Marsh (Chair), Phil Cumming (Membership Secretary), Geoff Campbell (Treasurer), Tom Watson / Jacquelin Magnay (Kit Officers), Neil Simpson (Training Officer), Olwen Ross (Trips Coordinator), and Dan Kennedy (PR and Marketing Officer).</p> <p>No other nominations were received prior to the AGM. On election of all the nominees to the Committee for 2013/14 – all were duly elected.</p> <p>Tom and Jacquelin would not both need to attend Committee meetings.</p> <p>Christophe Merdes offered to support Olwen in her role as Training Officer and Gieve Momtahan offered to support Dan in his role as PR and Marketing Officer.</p> <p>A note of thanks was given to Miranda, Gieve, and Ann as outgoing Committee members.</p> <p>Toons was also thanked for his continued support to the Club in respect to the website.</p>
9	AOB
	<p><u>Jay Smith</u></p> <p>Phil advised attendees that Jay Smith had resigned from the Club with immediate effect following a request from the Committee for copies of his coaching and leading qualifications. If anyone would like further information on this matter please speak to a member of the Committee.</p>



Appendix 1 KCY Profit & Loss Previous Year Comparison

4:05 PM

26/02/13

Accrual Basis

Chelsea Kayak Club Profit & Loss Prev Year Comparison March 2012 through February 2013

	Mar '12 - Feb 13	Mar '11 - Feb 12	£ Change	% Change
Ordinary Income/Expense				
Income				
Club training course	0.00	136.41	-136.41	-100.0%
Equipment hire	460.00	330.63	129.37	39.1%
Membership Dues	4,512.21	3,848.81	663.40	17.2%
Pub Quiz	0.00	413.93	-413.93	-100.0%
Xmas party	590.00	840.00	-250.00	-29.8%
Total Income	5,562.21	5,569.78	-7.57	-0.1%
Expense				
BCU fees	269.30	305.50	-36.20	-11.9%
Cremorne Rental				
Training	0.00	360.00	-360.00	-100.0%
Cremorne Rental - Ot...	3,040.00	2,050.00	990.00	48.3%
Total Cremorne Rental	3,040.00	2,410.00	630.00	26.1%
Donation	30.00	330.00	-300.00	-90.9%
HYC Locker storage	68.00	0.00	68.00	100.0%
Kit	559.54	1,566.26	-1,006.72	-64.3%
Supplies				
Marketing	0.00	5.47	-5.47	-100.0%
Total Supplies	0.00	5.47	-5.47	-100.0%
Trailer Maintenance	53.65	0.00	53.65	100.0%
Trailer Storage	793.00	390.00	403.00	103.3%
Xmas expenses	600.00	789.50	-189.50	-24.0%
Total Expense	5,413.49	5,796.73	-383.24	-6.6%
Net Ordinary Income	148.72	-226.95	375.67	165.5%
Other Income/Expense				
Other Income				
Other Income	0.00	0.97	-0.97	-100.0%
Total Other Income	0.00	0.97	-0.97	-100.0%
Net Other Income	0.00	0.97	-0.97	-100.0%
Profit for the Year	148.72	-225.98	374.70	165.8%