



**Minutes:** Annual General Meeting, 4<sup>th</sup> March 2014, 7.30pm to 9pm

**Location:** Arch 1, Brentford Boating Arch

**Attendees:** Jacqui Marsh (current Chair), Phil Cumming (current Membership Sec), Geoff Campbell (current Treasurer), Neil Simpson (current Training Officer), Dan Kennedy (current PR and Marketing Officer), Izzy Kaminski, Judes Armstrong, and Rob Horton.

#	Agenda Item
1	<b>Apologies</b>
	Apologies were received from: Olwen Ross, Christoph Merdes, Alex Hester, Rob Davis, Miranda Kronfli, and Lorna Campbell.
2	<b>Chairs report / summary of year</b>
	<p>Jacqui welcomed everyone to the Club's fourth 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>Whilst it had been another successful year it had also been a big year of change for the Club with the move from Cremorne to Kew. The Club had also been significantly impacted in recent months with the severe weather resulting in fewer trips both on the sea and on the Thames.</p> <p>All in all though it had been a successful year with membership levels holding relatively steady and a diverse number of trips including local day, weekend and longer trips, such as Kilchoan and Greece. More Thames leaders had resulted in more sessions including <i>ad-hoc</i> trips. The Club had also been successful in winning its second Sport England grant application resulting in an expansion of its sea kayak fleet to 18! This would never have been able to be accommodated at Cremorne. The Club had just carried out its second membership survey and the next Committee would review the results and identify and take forward any actions.</p> <p>Jacqui also felt that the Club needed to improve the number of socials that took place and proposed the reintroduction of the Social Secretary post to the Committee.</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: Dave Tuttle, Vern Smith, Rob Horton, Gieve Momtahan, Alex Hester and Toons.</p>
3	<b>Reports from Committee Members</b>
	<p>A summary from existing Committee Member's follows:</p> <p><b>Membership</b></p> <p>Phil reported that the Club finished the year with 58 paid up members. Gender ratio was 60% male to 40% female. 90% of the Club were Full Members.</p> <p>30 members had completed the membership survey (a response rate of 52%). A summary report would be prepared and circulated to members once the next Committee had reviewed it and agreed any actions, etc.</p> <p>Phil said one of the priorities for the coming year was meeting the Sport England grant funding obligations, i.e. an increase in membership to 80 and a total of 20 guest paddlers during year by mid September 2014. Due to delays in obtaining the funding and recent severe weather he would be seeking an extension from Sport England.</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.

For the year there was a small deficit of £256.32 but the Club finished the year with a bank balance of £1,075.25. The big change this year was the grant money received and the expenditure on kit with all the new boats purchased. Membership dues are down this year although membership numbers have stayed steady. Last year the Club had a push to get members to sign up early so some of the dues that have been recorded against 2013 are really for the 2014 membership.

On the expenses side the big change has been the move from Cremorne to Kew which, when you take into account the trailer storage that we had to pay, has almost halved.

## **Kit**

Jacqui provided a brief overview of current Club kit purchases and issues during the year. The biggest expenditure being 8 new sea kayaks and associated kit as a result of a successful Sport England grant funding application.

There had been several successful kit maintenance days during the year and these should continue to take place every 2 or 3 months ideally. As always 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.

Geoff had organised for the trailer to be looked at during the year. The trailer would need some further expenditure in 2014/15 to remove the braking system and install a longer coupling to reduce risk of damage occurring to vehicles when towing.

Ideally a couple of issues needed to be addressed in Arch 2 to improve safety and storage arrangements. Firstly, the arch was in desperate need of lighting and secondly storage arrangements for boats could be much better optimised to improve access and allow for the addition of more boats in the future. Committee representatives would discuss this with BBA and other users in the new year.

## **Training**

Neil gave a brief summary of training activities during the year. Various training courses had been organised and made available to Club members including rough water handling, FSRT, and VHF radio. Discussions had also taken place during the year with Edge and Mattias Altin regarding 2 Star training and leadership development.

## **PR and Marketing**

Dan provided a brief overview of PR and marketing activities / initiatives during the year. The Club's first newsletter had been produced and issued. The Facebook Group page was managing itself quite well. The number of blogs being written was still down on previous years which was a shame.

## **Trips**

Olwen had sent her apologies ahead of the meeting and in her absence there was a general discussion about trips. There had been a reasonable number of trips during the year but it was acknowledged that the calendar needed to be kept more up to date with more advanced notice. Ideally there needed to be at least a day sea trip or longer Thames trip once a month.

Trips already organised or in the planning for the new membership year including Gower Surf Trip (April), Kilchoan (May / June), Skomer (end of June), and Cornwall (October). Other possibilities included: the Great Glen, Norfolk Broads, Greenland, Turkey, and Sardinia.



<b>4</b>	<b>Approval of Accounts</b>
	<p>Richard Bate had previously confirmed the 2012/2013 Club accounts as being correct following a review.</p> <p>Izzy Kaminski was nominated as Honorary Auditor to examine the 2013/2014 Club accounts to ensure that they were correct. The Club accounts were approved subject to this review.</p>
<b>5</b>	<b>Matters arising from previous minutes</b>
	<p>There were no matters arising from previous AGM minutes.</p>
<b>6</b>	<b>Review of Club membership fee</b>
	<p>It was agreed that the Club's membership fee structure for 2014/15 would remain unchanged at:</p> <ul style="list-style-type: none"><li>• Full Member - £85</li><li>• Basic Membership - £35</li><li>• 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)</li></ul> <p>As with the previous 2 years a £5 off 'early bird' fee would be offered for any Full Members joining during March.</p>
<b>7</b>	<b>Motions for consideration by Members</b>
	<p>There were no motions put forward for consideration.</p>
<b>8</b>	<b>Election of new Committee Members</b>
	<p>Nominees: Neil Simpson (Chair), Dan Kennedy (Treasurer and PR &amp; Marketing Officer), Alex Hester (Kit Officer), Rob Horton and Christoph Merdes (Trips Coordinators), Izzy Kaminski (Training Officer).</p> <p>No other nominations were received prior to the AGM. On election of all the nominees to the Committee for 2014/15 – all were duly elected.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• Jacqui Cumming would continue to act as Kit Officer in the interim until Alex Hester was able to take over in June 2014.</li><li>• Phil Cumming would continue to act as Membership Secretary in the interim until others came forward to take over.</li><li>• The role of Membership Secretary and Social Secretary remains vacant positions.</li><li>• Both Rob and Christoph would not necessarily need to attend Committee meetings.</li><li>• Geoff Campbell offered to support Dan in his role as Treasurer.</li></ul> <p>A note of thanks was given to Geoff and Olwen as outgoing Committee members. Toons was also thanked for his continued support to the Club in respect to the website.</p>
<b>9</b>	<b>AOB</b>
	<p><u>Club Membership Survey Winner</u></p> <p>All individuals who had given their name when completing the 2014 Club Membership Survey were put into a container. Chris Reynish's name was pulled out of the container and has won 50% off his Full Membership fees.</p>



## Appendix 1 CKC Profit & Loss Previous Year Comparison

### Chelsea Kayak Club Profit & Loss Prev Year Comparison March 2013 through February 2014

	<u>Mar '13 - Fe...</u>	<u>Mar '12 - Fe...</u>	<u>£ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expe...</b>				
<b>Income</b>				
Equipment hire	157.00	460.00	-303.00	-65.9%
Grants	9,459.00	0.00	9,459.00	100.0%
Membership Dues	3,779.33	4,512.21	-732.88	-16.2%
Web advertising	60.81	0.00	60.81	100.0%
Xmas party	0.00	590.00	-590.00	-100.0%
<b>Total Income</b>	<b>13,456.14</b>	<b>5,562.21</b>	<b>7,893.93</b>	<b>141.9%</b>
<b>Expense</b>				
Arch Rental	2,040.00	0.00	2,040.00	100.0%
BCU fees	289.00	269.30	19.70	7.3%
Cremorne Rental	0.00	3,040.00	-3,040.00	-100.0%
Donation	0.00	30.00	-30.00	-100.0%
HYC Locker stor...	0.00	68.00	-68.00	-100.0%
Kit	11,197.46	450.54	10,746.92	2,385.3%
Trailer Maintenan...	107.00	53.65	53.35	99.4%
Trailer Storage	0.00	793.00	-793.00	-100.0%
Xmas expenses	79.00	600.00	-521.00	-86.8%
<b>Total Expense</b>	<b>13,712.46</b>	<b>5,304.49</b>	<b>8,407.97</b>	<b>158.5%</b>
<b>Net Ordinary Income</b>	<b>-256.32</b>	<b>257.72</b>	<b>-514.04</b>	<b>-199.5%</b>
<b>Profit for the Year</b>	<b><u>-256.32</u></b>	<b><u>257.72</u></b>	<b><u>-514.04</u></b>	<b><u>-199.5%</u></b>