



Minutes: Committee Meeting, 11th April 2011, 7.45pm – 10pm

Location: 42 Half Moon Lane, London, SE24

Attendance

- Andy McMenamin – Chair (AMcM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer (GC)
- Miranda Kronfli – Training & Safety Officer (MK)
- Katie Wade – Social Sec (KW)
- John Mayne – Social Sec (JFM)
- Judes Armstrong – Cremorne Liaison Officer (JA)

Apologies (received)

Jacqui Marsh – Kit Officer (JM)

#	Agenda Item	Actions
-	Chair's opening remarks	
	Andy opened the meeting and thanked all the Committee for attending and noted Jacqui's apologies from New Zealand. John was welcomed to his first CKC Committee meeting. Thanks were extended to Geoff and Sandra for once again offering their home as a meeting venue and for providing superb food.	All to note
1	Matters arising from last Committee meeting	
	<p>The minutes of the last meeting held on 21st December 2010 were circulated. No comments were received and accordingly the minutes were accepted as true and accurate reflection of the meeting.</p> <p>It was noted that key outstanding actions had been discussed at the AGM – Phil apologised that the minutes had not yet been circulated. All actions have been updated with these minutes and all are reminded to check for actions they are down to do.</p> <p>Key points discussed:</p> <ul style="list-style-type: none"> • REACH funded beginner courses – the courses have now been completed successfully and targets achieved. A report needs to be prepared for the Borough which will also be shared with the Committee. A monitoring report will also be required in connection with the Sport England funding – due later in the year. • Kit storage issues were discussed and are minuted under Item 5 	<p>All to note</p> <p>All to note / action</p> <p>PC to action with AMcM's support</p> <p>All to note</p>
2	Feedback from AGM	
	General feedback from the AGM seemed positive – although turnout from the wider Club on the night was relatively low. As stated above, minutes of the AGM are outstanding and will be circulated in due course.	PC to action



3	Treasurer's update	
	<p>As of 11th April Geoff reported that after the Cremorne fees cheque had cleared the Club would have £318 in the bank. Phil commented that membership renewal fees were still coming in – see item 7.</p> <p>Some discussion followed on how to raise more money for the Club. Most of these involved getting more members and included:</p> <ul style="list-style-type: none"> • Publicising Cremorne beginner's courses with a small discount which would encourage people to join the Club • Driving more leisure and corporate sessions to the Centre in return for a discount off annual rental / usage fees (Note: £450 discount was achieved on the Clubs 2011/12 rental / usage fee as a result of putting business forward in 2010/11) • Follow up with individuals on the REACH beginners courses <p>John put forward a number of ideas which are minuted under item 8.</p> <p>There was some discussion on how to better track referrals to the Centre from the Club – particularly in respect to beginner's courses. Phil commented that he suspects a lot of individuals are directed to Cremorne's beginner courses from the CKC website but there is currently no way of proving this theory. It was agreed that there would be a slight modification to the FAQs page whereby individuals enquiring about beginners courses would be directed to the Club first instead of contacting Cremorne directly.</p> <p>It was agreed that greater clarity was required in respect to tracking referrals and how discounts apply in the case of beginners' courses, and leisure and corporate sessions.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Phil to action</p> <p>AMcM to action</p>
4	Kit update	
	<p>Storage of kit has greatly improved since the purchase of the new locker. All cags and buoyancy aids are now there together with safety kit, radio and torches, etc. The helmets, paddles and the two decked mounted compasses remain at Phil and Jacqui's house and all agreed that they should be moved to Cremorne very soon.</p> <p>Phil reported that he had obtained a crate for the helmets which could be stored on top of the locker. He needs to be reimbursed for the crate.</p> <p>The neoprene spraydecks are too bulky to store inside the locker and will be stored on a long bicycle leash with a combination lock which can be attached to the locker. Lock to be purchased.</p> <p>The locker is to be moved slightly to ensure paddles can be stored vertically. New system to be trialled.</p> <p>Whilst some items which had been borrowed for sea trips (e.g. decks, cags, BAs) had been rinsed after use the boats are in need of some "TLC". Andy commented that park staff have a hose pipe and there is an outside tap adjacent to the Centre. Andy to ask park staff about use of the hose.</p> <p>John mentioned that the boats are already showing signs of significant wear – with gouging evident in places. It is clear that some individuals are not taking due care with kit. Session leaders need to brief members each time on kit care.</p>	<p>All to note</p> <p>PC to action</p> <p>AMcM to action</p> <p>AMcM to action</p> <p>AMcM to action</p> <p>All session / trip leaders to action</p>



	<p>A suggestion was put forward for including “Fragile” stickers or some such visual reminder to be obtained and put on the boats. Phil also mentioned if a protectant covering for the hull of the boats could be explored.</p> <p>Miranda also raised an issue in respect to poor manual handling of boats down by the pontoon. An email briefing all members on correct handling needs to be done to ensure individuals health and safety and kit preservation.</p> <p>Session leaders should nominate an acting kit officer on site at Cremorne who will be responsible for checking in and out kit.</p> <p>It was suggested that a session checklist be produced which can be laminated and put on locker</p>	<p>PC to action</p> <p>MK to action</p> <p>All session / trip leaders to action</p> <p>JFM to action</p>
5	Cremorne update	
	<p>Judes reported that the Friends of Cremorne Riverside (FOCR) had acquired a new boat (an Aquanaut Club), 5 shorter paddles and 10 neoprene spraydecks. All items are usable by the Club by arrangement – a booking mechanism is to be established.</p> <p>Two members of FOCR will be taking part in the London Kayakathon.</p> <p>Membership of the FOCR is encouraged for all CKC members to demonstrate their support. Details at: http://cremornefriends.org/</p> <p>The Club can make suggestions on Centre wide kit purchases. A suggestion came from the meeting for a trailer which will be taken forward and discussed.</p> <p>It was also suggested about inviting volunteers from the Club to spend some time at the Centre cleaning / maintaining kit and cleaning the changing rooms, etc possibly combined with a social.</p>	<p>JA to action</p> <p>All to note</p> <p>All to note</p> <p>JA to action</p> <p>JA to action with support from PC</p>
6	Training update	
	<p>Miranda gave a quick summary of training that was in the pipeline including formal courses such as First Aid, 3 Star Sea, and UKCC Level 1 Coach, etc.</p> <p>An ad-hoc skills session on the Thames was also suggested for additional dates when the Club can have access at Cremorne.</p> <p>Miranda also said that it was worth aspirant 4 Star leaders approaching people with lots of leading and trip planning experience (e.g. Richard B). For example, two trips on the 7th and 21st May are in the planning by John and Miranda respectively with the support of Richard.</p> <p>Phil said that in return for up to 75% of the UKCC Level 1 Coach course being funded by the Mayors Sport Legacy Fund individuals would need to provide at least 20 hours of volunteer coaching to be completed within 6 months of completing the award. In addition to the regular weekly pool sessions there is likely to be opportunities at Cremorne – Andy would enquire.</p> <p>A brief discussion was had in respect to Thames session leaders and the need for the aspirant 4 Star leaders in the Club to become qualified as soon as possible to support these sessions.</p>	<p>All to note</p> <p>MK to action</p> <p>All to note</p> <p>AMcM to action</p> <p>All to note</p>



7	Membership update	
	<p>Phil reported that as of 11th April the Club had 33 paid up members including 4 Basic Members. A further 7 had committed to join / rejoin. Therefore the Club is currently at or around similar levels to where it ended up at the end of the last membership year (i.e. the end of February 2011).</p> <p>There were around ten or so people from the previous membership year who had yet to signal their intent in respect to renewing their membership.</p> <p>(Post Meeting Note: 3 months is considered sufficient enough time to renew membership. Therefore anyone who does not renew their membership by the 31st May 2011 will have their membership suspended and removed from the CKC email distribution list).</p> <p>It was felt that the Club should aim to be 60 members by 2011/12 membership year end to remain financially secure into the 2012/13 membership year. Having a larger membership base would mean the Club would be less reliant on securing discounts from Cremorne for driving business through the Centre.</p> <p>Phil mentioned that the online membership form was nearly ready – it had taken Toons longer than anticipated particularly in respect to the PayPal link up.</p> <p>Geoff asked if key details (e.g. medical conditions and emergency contact details) could be made available to trip leaders. Once the membership details have been updated for this current year then key details will be circulated to trip / session leaders (e.g. current members names and emergency contact details). Sensitivity needs to be exercised in respect to the disclosure of medical conditions should they exist, plus individual circumstances change over time. All trip / leaders are reminded that it is good practice to ask all attendees to declare anything that they consider to possibly affect their safety or the safety of the group before the session or trip commences.</p> <p>Andy suggested that all current members are encouraged to sign up a friend as a member or at least as a guest paddler – the membership drive could be titled “Each One Reach One”.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Phil to action</p> <p>AMcM to action</p>
8	PR and marketing for new year	
	<p>A discussion was had about reaching new members through outdoor stores such as Blacks and Millets, cycle stores etc. John has done some investigation and some mock up A5 posters to be distributed. The posters were strongly endorsed and the recruitment drive via these channels strongly supported. New flyers to be produced to take advantage of the upcoming London Kayakathon.</p> <p>Wider Club support to be sought to distribute flyers at Kayakathon.</p> <p>The possibility of including Google Ads was discussed. There were some reservations that these should not spoil the clean look of the CKC website, but a clear majority felt that we should trial it. Any revenues generated would not be particularly significant but should cover core operational costs (e.g. batteries for torches).</p>	<p>JA and JFM to action</p> <p>KW to action</p> <p>JFM to discuss with Toons</p>



	<p>John put forward a proposal to write kit and gear reviews to increase the Club's presence on the Internet and increase awareness by specialist manufacturers. John will circulate an email to the Club and would then coordinate all reviews and postings.</p> <p>John had also been in contact with Blacks / Millets about obtaining a 15% discount card for all members as a membership benefit. He was also in discussion with the Lots Road Pub – further details to follow.</p>	<p>JFM to action</p> <p>JFM to action with support from PC</p>
9	Social calendar	
	<p>John and Katie put forward their outline Socials Calendar for the year with the aim of having at least one social a month.</p> <p>Proposals put forward include:</p> <ul style="list-style-type: none"> • Whiskey tasting • Games @ Battersea Park • Wine tasting • Earls Court Beer Festival • Riverside Pub Crawl • IoW Symposium • Fancy dress paddle • Quiz night / fund raiser • Fireworks paddle / social drinks • Christmas social <p>The summer BBQ would be held at Geoff's house on the 14th July and would be open to guests. This would be a paid for event and would be on a Thursday night so there would be no Thames session that day.</p> <p>Judes reminded everyone that Cremorne would be holding another Cardboard Canoe Competition in July – more details to follow.</p> <p>The idea of branding up two of the boats as Union Jacks and naming them "Will" and "Kate" for a paddle down the Thames to Westminster on the day of the Royal Wedding was put forward by John which may also give the Club was positive press.</p> <p>Other ideas for socials included a trip to Chessington World of Adventures and a talk by a famous sea kayaker.</p> <p>Further details on the Club's social calendar would be circulated to the Club in due course by John and Katie.</p>	<p>All to note</p> <p>All to note</p> <p>JA to action</p> <p>JFM to action</p> <p>All to note</p> <p>JFM and KW to action</p>
10	AOB	
	<p>John put forward a proposal for the Committee to consider purchasing an emergency phone, such as a Samsung Solid Extreme which was specially designed for outdoor use (e.g. it is shock, water and dust resistant). An unlocked Solid Extreme costs around £80 online and contact numbers and individuals emergency contact / ICE details can be pre-loaded. An agreement was reached to purchase the phone for Club use.</p>	<p>PC to action</p>



Post Meeting Note

	<p>The next Committee meeting would be held in July – date and venue TBC.</p>	All to note
	<p>All actions outstanding from the previous membership year have been updated (see below). Several have been marked as superseded as follows:</p> <ul style="list-style-type: none"> • Quiz night – this will be now be taken forward as part of the new Socials Calendar and is likely to take place in October • Club Update & Socials – superseded as part of revised Socials Calendar • Clubmark status / action plan – the Club is still working towards Clubmark status however difficulties have been encountered due to its status as an adult only club and as a result discussions are taking place with the BCU. However, the Club has also signed up to the Greater London Volunteer Management Charter – more details on this to follow • Foundation Safety and Rescue Training – whilst specific training can be organised this is now being taken forward as part of the UKCC Level 1 Coach course that is being organised through the Club 	All to note

Summary of Actions:

Actions remaining open from 2010/11 membership year

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	Superseded
2.	“Finder’s Fee” offer to the Club in return for putting forward groups for Team Away Days	May / September	All	Open
6.	Identify training needs of members	May / September	Miranda	Open
12.	Advice / information on funding for coaching qualifications available from Phil	May / September	All	Open
25.	Club Update & Socials to follow separate Committee meetings	September	Katie	Superseded
28.	Options for Club training courses run by the Centre	September / December	Andy	Open
29.	Assist qualified sea leaders on trips to clock up hours for 4 Star	September	All	Open
32.	Review options to enable Club photos to be uploaded onto site Flickr feed	September / December	Miranda	Open
43.	Loan and use of Cremorne trailer / minibus	September / December	Andy	Open
44.	Clubmark status / action plan	September	Jacqui / Phil	Superseded
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
48.	Anyone wanting to go on the Cremorne organised	December	All	Open



No.	Action	Action Raised	Responsibility	Status
	trip to Cornwall should get in touch with Judes			
51.	Jacqui to explore use of rechargeable batteries for the diffuser lights and report back	December	Jacqui	Open
53.	A Foundation Safety and Rescue Training course would be organised in the spring	December	Phil	Superseded
57.	Determine online membership form and payment solution which can be integrated into the website by end of February 2011	December	Phil / Toons	Open

New actions raised for 2011/12 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Review all actions from previous membership year and action as appropriate	April	All	Open
2.	Prepare REACH monitoring report for Borough	April	PC / AMcM	Open
3.	Prepare minutes of AGM and circulate	April	PC	Open
4.	Website FAQ regarding starting out to be amended	April	PC	Open
5.	Obtain clarity over tracking referrals and obtaining discounts from Cremorne	April	AMcM	Open
6.	Crate for storing helmets to be taken over to Cremorne	April	PC	Open
7.	Long bicycle leash with combination lock to be purchased	April	AMcM	Open
8.	Locker to be moved to enable Club paddles to be stored vertically	April	AMcM	Open
9.	Park staff be asked if the hose can be borrowed for washing / rinsing out kit and boats	April	AMcM	Open
10.	Trip / session leaders to remind everyone on care of kit, particularly when launching / landing	April	All session / trip leaders	Open
11.	Explore options for visual reminders for boat care and possible solutions to protect hulls	April	PC	Open
12.	Manual handling email to be circulated around the Club	April	MK	Open
13.	Session / trip leaders to nominate someone to help check kit in and out	April	All session / trip leaders	Open
14.	Session checklist to be prepared and laminated and placed on locker	April	JFM	Open
15.	Judes to report back on booking mechanism for FOQR equipment	April	JA	Open
16.	Judes to discuss possibility of FOQR to obtain a trailer for Centre users	April	JA	Open
17.	Kit / Centre cleaning day / social	April	JA	Open
18.	Ad-hoc Thames skills sessions	April	MK	Open
19.	Andy to enquire if there was potential to volunteer at Cremorne to help people clock up coaching hours	April	AMcM	Open
20.	Key membership details to be circulated when available	April	PC	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
21.	Membership drive – “Each One Reach One”	April	AMcM	Open
22.	Outdoor stores membership outreach drive	April	JFM / JA	Open
23.	Distribution of flyers at the Kayakathon	April	KW with support of Club	Open
24.	Google Ads to be included on website	April	JFM with Toons	Open
25.	Gear / kit reviews posted onto website	April	JFM with support of Club	Open
26.	Additional membership benefits (e.g. Blacks / Millets discount card)	April	JFM / PC	Open
27.	Judes to circulate details of the Cardboard Canoe Competition at Cremorne	April	JA	Open
28.	Obtain materials to brand up two boats for Royal Wedding paddle	April	JFM with support of Club	Open
29.	Circulate Club social calendar around the wider Club	April	JFM / KW	Open
30.	Obtain a Samsung Solid Extreme for Club use with pre-loaded numbers and ICE numbers	April	PC	Open