



Minutes: Committee Meeting, 8th April 2013 – 7.30 – 10.30pm

Location: The Woodman, Battersea High Street, SW11

Attendance

- Jacqui Marsh – Chair / Welfare Officer (JM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer / Cremorne Liaison Officer (GC)
- Olwen Ross – Trips Coordinator (OR)
- Tom Watson – Kit Officer (GM)
- Dan Kennedy – Marketing and PR (DK)

Apologies (received)

Apologies were received from Jacquelin Magnay and Neil Simpson

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	<p>JM opened the meeting and thanked all the Committee for attending – the first meeting since the AGM.</p> <p>The majority of the meeting was devoted to discussing the proposed move from Cremorne. GC reported that he had attended the Edge AGM to explore possible relocation to the Brentford Boating Arch (BBA) facility in Kew Bridge. This was met with a favourable response and GC would be meeting to discuss terms on the 9th April with BBA management. GC would report back on proposals and next steps.</p> <p>It was agreed that the trailer would be kept at the HYC for the time being until it was a bit clearer whether it could be stored at BBA's Brentford Lock facility.</p> <p>The last night of paddling from Cremorne would be Thursday 9th May 2013. The first Thames session from the new facility would be Thursday 23rd May 2013 due to the need to build racking, etc. GC would also be getting the trailer inspected and serviced.</p>	<p>All to note</p> <p>GC to action</p> <p>All to note</p> <p>All to note</p>
1	Membership	
	<p>PC reported that the Club had 32 paid up members – not bad given that it is only a month into the membership year. As with previous years any member who had not renewed after 3 months would be removed from email distribution and assumed that they no longer wanted to be part of the Club.</p> <p>PC mentioned that the Club's calendar needed updating and some of the committee still needed to provide some short snippets about themselves.</p> <p>The membership survey results summary had been circulated around the Club. Based on feedback from some members about communications it was agreed that the Club look to have a monthly email / newsletter to go out to the membership with a bit of a roundup of all that's going on. This would also be accessible to non-members to sign up to as well.</p>	<p>All to note</p> <p>Committee to action</p> <p>DK to action</p>
2	Treasurers report / Finances	
	<p>GC reported that there was just under £3,000 in the Club's bank account.</p>	<p>All to note</p>



3	PR and Marketing	
	<p>DK said that he had reviewed the website and felt that it was functional and doing its job. He would be looking at the Club's use of Facebook, Twitter, You Tube and the CKC Forum shortly and will report back.</p> <p>DK would get the ball rolling on creating a Mail Chimp account for the Club's new monthly email / newsletter and get people to sign-up in advance of the newsletter going out.</p>	<p>DK to action</p> <p>DK to action</p>
4	Kit Officer	
	<p>TW said he was in the process of receiving a handover from Gieve (the previous Kit Officer).</p> <p>It was agreed that an open day / maintenance day would take place at BBA on the 18th May before then adjourning to Geoff's for a spring social / BBQ. A note would be circulated to the wider membership.</p> <p>It was agreed that an additional set of the Aquanaut Club (BA, paddle, deck, etc) be purchased. GC also suggested that an additional paddle be purchased (i.e. the Club would have 11 paddles in total).</p> <p>PC said that the funding application was progressing and had had dialogue with ProActive (the County Sports Partnership for London).</p> <p>A number of actions were outstanding as follows:</p> <ul style="list-style-type: none"> • List of essential personal kit and safety kit be prepared and circulated to members • Review of kit usage fees particularly on trips • Trailer Usage Guide and maintenance arrangements <p>Several other actions remain outstanding including straps for carrying of boats, additional Group Safety Kit, etc and suggested minimum donations for use of boats / kit by basic members or by members on non-Club trips.</p>	<p>All to note</p> <p>GC / JM to action</p> <p>TW to action</p> <p>PC to action</p> <p>All to note</p> <p>All to note</p>
5	Trips	
	<p>OR said that the aim was for a trip at least once a month – either a weekend Thames trip or trip further afield. It was suggested that a trips planning session could take place at Geoff's BBQ.</p>	<p>All to note</p>
6	Training	
	<p>In Neil's absence PC took an action to liaise with him and see what was planned. PC also mentioned the possibility of having Mattias run some short workshop sessions on key topics (e.g. towing, use of skegs, repairs, etc).</p> <p>PC said he was in the process of organising another Outdoor First Aid course with React First in May 2013.</p>	<p>PC to action</p> <p>All to note</p>



7	Safety	
	PC advised that a session needed to be organised with Mattias on safety and operating procedures for the Club.	PC to action
	There was a short discussion on what the new requirements were for leading from BBA. PC took an action to draft some requirements and have them reviewed by Mattias.	PC to action
8	AOB	
	No items were discussed under AOB.	All to note

Summary of Actions:

Actions remaining open from 2011/12 membership year

No.	Action	Action Raised	Responsibility	Status
10.	Trip / session leaders to remind everyone on care of kit, particularly when launching / landing	April / July	All session / trip leaders	Ongoing
11.	Explore options for visual reminders for boat care and possible solutions to protect hulls	April / July / October	GM	Superseded
13.	Session / trip leaders to nominate someone to help check kit in and out	April	All session / trip leaders	Superseded
25.	Gear / kit reviews posted onto website	April / July	TW	Closed
37.	Circulate Trailer Usage Guide	July / October	TW	Open
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Superseded
49.	Purchase whistles and attach to BAs	October	GM	Closed
51.	Update Club operating procedures	October	PC	Superseded
52.	Review purchasing of Kari-Tek handles / straps	October	TW	Open
53.	Plan for Go Canoeing Week	October	JFM	Superseded
54.	Email Club about commenting on posts and videoing on trips / events	October	TW	Superseded
59.	Distribute CKC Business Cards to members at the AGM	January	JM	Superseded
60.	Next Committee to reinforce security protocols during Thames Sessions	January	JM	Closed
61.	Purchase an emergency shelter for group safety kit	January	TW	Open
62.	Finalise trip planning procedures and guidelines	January	AG / PC	Closed
63.	Organise trips for Portsmouth and District Canoe Club to participate in	January	AG	Closed
64.	Prepare Trip Coordinator Committee role spec	January	PC	Closed
65.	Prepare a summary of all Committee posts for circulation to the Club ahead of the AGM	January	PC	Closed



No.	Action	Action Raised	Responsibility	Status
66.	Prepare a motion to amend the Club Constitution in respect to the Committee structure	January	AMcM	Closed

New actions raised for 2012/13 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Prepare overdue January Committee meeting and AGM minutes	May	PC	Closed
2.	Pay Cremorne annual usage fee	May	GC	Closed
3.	Circulate details of FOCR social to Club	May	GC	Closed
4.	Send final chaser to individuals not yet joined	May	PC	Closed
5.	Develop a simple online survey and issue to Club	May	PC	Closed
6.	Purchase straps for the trailer	May	GM	Closed
7.	Review and issue new torches for Thames sessions	May	GM / JM	Closed
8.	Investigate options to reproof cags	May	GM	Closed
9.	Prepare funding application for additional boats and equipment	May / July / October	PC / TW	Open
10.	Move open canoe to store on trailer at HYC	May	PC / GM	Closed
11.	Circulate safety kit requirements for individuals and group to the Club	May / July / October	Transferred to PC	Superseded
12.	Invite London RCO on a Thames paddle	May	Transferred to PC	Superseded
13.	Provide advice on safety kit and gear for personal purchases and circulate to Club	May / July / October	Transferred to PC	Superseded
14.	Investigate trip / tour to coastguard / London VTS	May	AG	Closed
15.	Seek views on the Club on a "big trip / expedition" in 2013	May	PC	Closed
16.	Confirm You Tube account and create Twitter account and link off website	May	TW with support from PC	Closed
17.	Include a short description and photo on each of the Committee for the website	May / October	PC to coordinate	Open
18.	Seek interest from the Club on taking on the Safety Officer role	July	JM	Closed
19.	Transfer FOCR membership monies to the relevant bank account	July / October	PC / GC	Closed
20.	Clarify storage / hire arrangements for the trailer	July / October	TW	Open
21.	Publish kit charges for basic members and personal trips on the website	July	PC	Open
22.	Review results of survey and feedback to PC	October	All Committee	Closed
23.	Circulate summary of survey results and actions to Club	October	PC	Closed
24.	Remind all members on importance of skeg care	October	GM	Closed



No.	Action	Action Raised	Responsibility	Status
25.	Investigate local providers for training courses	October	MK	Closed
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / TW	Open
27.	Organise a Club trips planning meeting	October	OR	Open
28.	Review Club operating procedures including guidance on leading / leaders	October	PC	Superseded
29.	Review Facebook Group / Fan page to determine which to shut down	October	TW	Closed
30.	TW to circulate Club Twitter account details	October	TW	Closed
31.	Link Club You Tube account to website	October	PC	Superseded
32.	Monthly email to be prepared and circulated to Club	October	DK	Superseded
33.	Information on CKC Forum to be circulated to Club members	October	DK	Superseded
34.	Shutdown Facebook Fan page	February	TW	Closed
35.	Investigate organising a boat repairs workshop	February	NS	Open
36.	Prepare a list of essential personal kit and safety kit for members	February	PC	Open
37.	Investigate local servicing options and costs for trailer	February	GC	Closed
38.	Formulate a plan for the Safety Officer role	February	PC	Closed

New actions raised for 2013/14 membership year

No.	Action	Action Raised	Responsibility	Status
1.	GC to report back on terms and arrangements for moving to BBA	April	GC	Open
2.	Club calendar is not up to date	April	All Committee	Open
3.	Review Club's use of Facebook, Twitter, You Tube and the CKC Forum and report back	April	DK	Open
4.	Register with Mail Chimp, invite sign-up and develop Club monthly newsletter	April	DK	Open
5.	Email Club about open day / maintenance day at BBA followed by social / BBQ at Geoff's	April	GC / JM	Open
6.	Obtain quotes for additional set of kit for Aquanaut Club (paddle, BA, cag, deck, etc) and an additional / spare paddle and place order	April	TW	Open
7.	PC to liaise with Neil on training that was planned.	April	PC	Open
8.	PC to arrange for a session to be organised with the Committee and Mattias on Club safety matters.	April	PC	Open
9.	PC to draft and consult on requirements on leading within the Club.	April	PC	Open