



Minutes: Committee Meeting, 28th April 2015 – 7.30pm – 9.30pm

Location: The Woodman Pub, SW11

Attendance

- Neil Simpson – Chair / BBA Liaison (NS)
- Phil Cumming – Membership Sec (Interim) (PC)
- Dan Kennedy – Treasurer / Social Secretary (DK)
- Alex Hester - Kit Officer (AH)
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)
- Janice Barrett – Trips Coordinator (CM)
- Mark Round – Safety Officer (MR)

Apologies (received)

Apologies were received from Jonathan Oliver – Membership Sec (JO) and Christoph Merdes – Trips Coordinator (CM)

#	Agenda Item	Actions
-	Chair’s opening remarks / matters arising	
	NS opened the meeting and thanked everyone for attending – and thanked DK for organising the venue.	All to note
	NS also welcomed MR to the Committee who’d agreed to take on the Safety Officer role.	All to note
	NS reported that since the AGM the Club had signed the new agreement for the use of the Arches. There is an increased emphasis on security of the Arches - this obligates the landlord to keep a dual locking system in place but also means that we can't just cut keys and hand them out freely (not that we did). And an increased emphasis on keeping the arches clean and tidy. The final point is that CKC will move to a fixed fee of £2,500 per annum rather than paying a ‘pay per member’ model.	All to note
	Secondly, NS said that the changes to Arch 1 would not now go ahead this season. The original plan was to change Arch 1 to a boxing centre in a tie up with a big name local boxer - this plan would have meant that Arch 1 was effectively 'out of bounds' for boating users. The latest plan is that Arch 1 will become a fitness centre at the end of the summer season but that we will still be allowed access to the changing and shower facilities. For us this should mean that the changing, toilet and shower facilities are improved. We are still in dialogue with the Trust to get the boat racking facilities in Arch 2 improved as these were far from ideal. NS also mentioned that the Trust were interested in anonymised data to satisfy certain reporting obligations that they have.	All to note
	Several actions from the 2014/15 membership year were either closed or felt to be superseded. A number were carried over as actions for the 2015/16 membership year.	All to note
	Key actions closed following last meeting were as follows: <ul style="list-style-type: none"> • A report had been submitted to Sport England re: CKC’s grant obligations – see Item 1. • Costs associated with lighting for Arch 2 were recovered – see Item 2. 	All to note



	<ul style="list-style-type: none"> • A kit day took place in March – see Item 3 • Trailer servicing and exploring the fitting of a new coupling – see Item 3. • RH reported that Imperial College’s pool was not available for use by CKC and CM had explored the pool on TCR and this was also no longer available. • DK advised that he had been in contact with the organisers of ‘Totally Thames’ about more active involvement by CKC and we were now getting email alerts too. 	
1	Membership	
	<p>PC reported that so far the Club had 62 members including 1 debtor and the online membership site was working very well. At the meeting PC provided attendees with a list current paid up members and whether they were basic or full members.</p> <p>PC also mentioned he was still exploring how to make emergency contact details available to leaders / Committee. In the interim key info on current membership would be circulated to the Committee and to leaders re: trips.</p> <p>PC also said that he had completed the Sport England ‘Monitoring and Evaluation’ report on the 6th April 2015 to satisfy the Club’s grant funding obligations and had renewed the Club’s BCU / British Canoeing affiliation for another year.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
2	Treasurers report / finances	
	<p>DK reported that there was around £5,200 in the bank.</p> <p>Edge and Active 360 had been invoiced in January for their contribution towards the Arch 2 lighting costs. Active 360 had paid promptly but we were still waiting for Edge to pay and were being chased for payment (Post Meeting Note: Edge paid their contribution at the beginning of May).</p>	<p>All to note</p> <p>All to note</p>
3	Kit	
	<p>AH reported that a kit / maintenance session had been carried out. Reflective tape had been bought for each boat (both sides, fore and aft with decal numbers on one side and boat name written on the other). 2 rack guard cables had also been bought to secure boats on the trailer and the new boats had been named.</p> <p>AH also reported that the trailer had been serviced. The Club was likely to incur costs with replacing the wheels in the near future. It would cost in region of £750 to put a new coupling on the trailer. AH felt that the trailer could be organised to minimise risk of damage occurring to backs of vehicles and that a new coupling was not warranted – he would produce some guidance. PC disagreed having incurred £600 in costs to make good damage to his car caused by the trailer on the Great Glen trip.</p> <p>There was a discussion around what the arrangements should be with regards Edge using Club boats / equipment.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>



	<p>There was also a discussion around whether the Club should look to replace the Aquanaut Club as it was not really used. It was agreed that AH would explore this further (e.g. approach Edge to see if they wanted it).</p> <p>There was a brief discussion around Edge and agreement to use CKC boats and equipment. The current arrangement was that Edge could borrow boats and equipment during the week for £5 – but not on weekends. The following was agreed and AH to contact Edge as follows:</p> <ul style="list-style-type: none"> • £10 per boat per session (a flat rate – be it evening or a day) • A combined register to be kept in Arch 2 to record use (payment settled quarterly) • Use is for a boat (and paddle if required) <u>not</u> ancillary kit (decks, cags, BAS, etc) • Use is for weekday sessions only, unless otherwise agreed in advance • CKC boats available would be the Aquanauts, Avocets and Atlantics 	<p>AH to action</p> <p>AH to action</p>
4	Training	
	<p>IK said a number of training sessions had been organised or were in progress with Seapoint. Several enquiries had also been received from people wanting to do the skills sessions / 1 star – more dates would be organised.</p> <p>IK also said that there'd been requests for rolling clinics / training – she was investigating options.</p> <p>There was a brief discussion about options for pool sessions including Brocklewell Lido and Fountain Pool.</p> <p>AH mentioned opportunities to learn white-water skills at Lea Valley.</p>	<p>All to note</p> <p>IK to action</p> <p>All to note</p> <p>All to note</p>
5	Trips	
	<p>RH reported that there were a number of trips in the calendar and was looking for volunteers to organise. Ideally the Club should be looking at have a monthly trip which was open to all.</p> <p>NS said that he would organise a Sardinia trip for August or September.</p> <p>Seapoint had also been in touch with the CKC to establish a more formalised / reciprocal agreement (e.g. allow Seapoint members to come on CKC trips and vice versa). It was agreed that this was a good idea and IK would discuss with Rob Davis directly.</p>	<p>RH to action</p> <p>NS to action</p> <p>IK to action</p>
6	AOB	
	<p>MR said he planned to undertake a review of CKC's safety procedures.</p> <p>AH reported that he was now an official member of the PLA Harbour Master's Recreational Navigation Group (PHRNG). The PLA are revising their Rowing Code for the Thames and will doing the same with their paddling guide in due course. He</p>	<p>MR to action</p> <p>AH to action</p>



<p>suggested that all members of CKC get issued with a copy of the PLA 'Tidal Thames Recreational Users Guide'.</p> <p>JB said that she was liaising with Kathmandu regarding a filming session to promote their products on the Thames in May or June.</p> <p>AH mentioned approaching One Over the Ait to see if they would offer CKC members a discount or other support.</p> <p>DK said that he was organising the summer party – 12th July – at the Doodle Bar in Battersea.</p>	<p>All to note</p> <p>AH to action</p> <p>DK to action</p>
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Summary of Actions:

Actions raised for 2014/15 membership year

No.	Action	Action Raised	Responsibility	Status
6.	Organise a meeting with Mattias to discuss safety matters and leadership development options	May	PC	Superseded
9.	Organise a basic introductory session for tidal planning / coast nav	May	JC / IK	Superseded
11.	Organise for new axel and coupling to fitted and braking system removed from trailer. Prepare a trailer usage guide. AH to take over action	May	AH	Closed
19.	Investigate process for becoming an FSRT provider	May	PC	Superseded
23.	Produce posters for display at BBA	May	JC	Superseded
29.	Investigate potential to organise another Big Quiz Night	May	IK / JC	Superseded
31.	Organise a Kit Swap Shop day	July	IK	Superseded
33.	Explore whether Imperial's pool is available for hire. Additionally, Putney, Lea Valley and Brockwell Lido	July	RH / IK / NS	Closed
34.	Explore whether the pool on TCR was available for hire	July	CM	Closed
36.	Explore how emergency contact details can be made available to leaders / Committee	July	PC	Superseded
37.	Explore potential advertising slot in Timeout	July	DK	Superseded



No.	Action	Action Raised	Responsibility	Status
40.	Discuss how CKC can build reciprocal 'quid pro quo' links with other clubs	July	All	Superseded
43	Organise a 'Bring a friend' session	October	DK / AH	Superseded
44	Apportion and recover lighting costs from other BBA users	October	DK	Closed
45	Organise a Kit day in November and purchase reflective tape for the side of the boats and a lash lock	October	AH	Closed
47	Email the leaders asking them to lead one session every 6 weeks plus ask CM to take on the management of Doodle	October	NS	Superseded
49	Contact members who had shown interest in becoming Thames leaders and help them to identify training needs	October	IK	Superseded
50	Make contact with the organisers of 'Totally Thames' to ensure CKC participation in 2015	October	DK	Closed
55	List out the activities of the Membership Secretary and circulate to the Committee	October	PC	Superseded

Actions raised for 2015/16 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Identify 2015/16 Club training needs	April	IK	Open
2.	Produce posters for display at BBA	April	PC / DK	Open
3.	Investigate potential to organise another Big Quiz Night	April	IK	Open
4.	Explore how emergency contact details can be made available to leaders / Committee	April	JO / PC	Open
5.	Explore potential advertising slot in Timeout	April	DK	Open
6.	Explore how CKC can build reciprocal 'quid pro quo' links with other clubs	April	All	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
7.	Email leaders asking them to lead one session every 6 weeks plus JB to take on rota	April	NS	Open
8.	Contact members who had shown interest in becoming Thames leaders and help to identify training needs	April	IK	Open
9.	List out the activities of the Membership Secretary and circulate to the Committee	April	PC	Open
10.	Explore selling Aquanaut Club	April	AH	Open
11.	Advise Edge of new kit usage charges / arrangements	April	AH	Open
12.	Organise a rolling course	April	IK	Open
13.	Facilitate the organisation of monthly trips open to all	April	RH	Open
14.	Organise a Sardinia trip	April	NS	Open
15.	Organise a reciprocal arrangement with Seapoint	April	IK	Open
16.	Review CKC safety procedures	April	MR	Open
17.	Provide all CKC members with a copy of the PLA Tidal Thames Recreational Users Guide	April	AH	Open
18.	Approach One Over the Ait re: CKC discounts or other support	April	AH	Open
19.	Organise summer social	April	DK	Open