



**Minutes:** Committee Meeting, 12<sup>th</sup> February 2013 – 7.15 – 10.30pm

**Location:** The Draft House, Battersea Bridge Road, SW11

**Attendance**

- Jacqui Marsh – Chair / Welfare Officer (JM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer / Cremorne Liaison Officer (GC)
- Gieve Momtahan – Kit Officer (GM)
- Miranda Kronfli – Training Officer (MK)

**Apologies (received)**

Apologies were received from Ann Gales (AG) and Tom Watson (TW).

#	Agenda Item	Actions
-	<b>Chair's opening remarks / matters arising</b>	
	JM opened the meeting and thanked all the Committee for attending.	All to note
	Agenda items were taken in a different order to allow time for MK to get to the meeting. Any outstanding actions were addressed under each agenda item as appropriate. PC apologised for the lateness in finalising the minutes of the October meeting.	All to note
	Individual summary profiles of Committee members for the website had yet to be prepared and would be revisited after the AGM once the new Committee had been elected.	All to note
<b>1</b>	<b>PR and Marketing</b>	
	In TW's absence attendees had a short discussion on PR and marketing.	All to note
	The Club still effectively had two Facebook pages and it was decided that the Fan page should be the one to be closed down. PC mentioned that a disclaimer had also been added to the Facebook Group site. TW would be contacted to close the Club Fan page down.	TW to action
	Whilst the Facebook Group page is a great way for prospective and existing members to engage the Club website and email distribution list remains the only official means of communication with members about Club news, trips, training courses, and so on.	All to note
	The You Tube account had still not been linked to the Club's website. All issues around marketing, particularly use of social media including the CKC Forum would be the responsibility of the new PR and marketing representative on the new Committee.	All to note
	As discussed at the previous meeting, monthly update emails about Club news and events etc would be circulated to the Club from the beginning of the new membership year (i.e. March 2013 onwards).	All to note



2	Kit report	
	<p>GM provided an update on status of Club kit.</p> <p>Skegs were an ongoing issue and several of the boats needed a few things fixing – the hatch covers in particular had deteriorated and replacements had been purchased. GM had circulated several emails about care of skegs.</p> <p>GM suggested that it would be good if a boat repairs workshop could be organised for Club members.</p> <p>GM reported that he had given the cags good rinse a short while ago and had investigated options with Palm for reproofing / cleaning them when the time comes. He had been provided with sample solution from Palm for a machine washable agent and they have approved use of the Grangers Fabsil Universal Fluid too.</p> <p>Members should be encouraged to start purchasing certain items within a reasonable period of time. It was agreed that a list of essential personal kit and safety kit be prepared and circulated to members.</p> <p>Several emails had been circulated about torches on the Thames since the previous meeting. The Fantasea Nano Spotter torches were inexpensive and seemed to be working very well. It was agreed that with effect from the new membership year any member wishing to borrow a Club torch would be charged £1.</p> <p>GM reported that comments from the Club membership survey suggested that members wanted more boats to be available in the Club and more variety too.</p> <p>PC and TW had begun to prepare the grant funding application for new boats and kit – GM is supporting. Aquanauts are no longer available and it was proposed that quotes would be obtained on a mix of Atlantic LVs and Valley Etain's (which have the performance of a Nordkapp but the stability of an Aquanaut). It was also proposed that the Club purchase a Valley Nordkapp too. If the grant application was successful this would bring the Club's total fleet to 15 sea kayaks. It was also proposed that two additional open canoes would be included in the application. Clearly all this was dependent on the success of any application.</p> <p>A short discussion took place on fees for kit usage particularly on trips. It was agreed that the next Committee would look at this.</p> <p>The Trailer Usage Guide and maintenance arrangements were still outstanding – compounded by the fact that Stu was no longer involved with the Club. It was agreed that GC would look into local servicing options and costs and report back to the Committee.</p> <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. All outstanding actions would be reviewed and actioned as appropriate by the new Committee.</p>	<p>All to note</p> <p>All to note</p> <p>MK to investigate</p> <p>All to note</p> <p>GM and PC to action</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>GC to action</p> <p>All to note</p>



3	Treasurers report / Cremorne Update	
	<p>GC had prepared a P&amp;L report to date and for the year to February 2013 the Club ran a balanced budget and spent what it took in in membership fees. Whilst the Club was breaking even it had limited means of investing in new kit or indeed maintaining existing kit – this will be compounded if the Cremorne fee increases (see below). Whilst it was considered necessary it was noted that the trailer is costing the Club nearly £800 per year in storage fees alone.</p> <p>GC reported that the Club had transferred the appropriate FOCR fees into their bank account (<b>Note:</b> £10 of existing membership fee is payable to the FOCR – it is not retained by the Club).</p> <p>GC reported that changes were to be anticipated with the new employee led mutual taking over RBKCs youth services division – which includes Cremorne. From the beginning of April the new organisation – EPIC – would be running the centre. The Club should expect an increase in centre usage fees (at least inline with inflation), further restrictions on who can lead Thames sessions and potential loss of existing space for storage of items like BAs, cags, etc. More detail would no doubt be forthcoming in due course.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
4	Membership report	
	<p>PC reported that the Club had 60 paid up members – there were 2 debtors (one had promised to pay shortly). Several people had been allowed to join at the full rate recently – effectively getting 13 months membership for the price of 12.</p> <p>It was agreed that a £5 early bird discount would be offered on the full membership when it became due on the 1<sup>st</sup> March.</p> <p>PC was in the process of finalising a summary of the membership survey results and associated Committee feedback – it would then be circulated to the Club.</p>	<p>All to note</p> <p>All to note</p> <p>PC to action</p>
5	Training	
	<p>MK reported that she was in the process of finalising a training schedule for the Club. Feedback from the membership survey suggested that a more organised schedule of courses was required with more time on the water for skills development / consolidation.</p> <p>MK had had discussions with various providers (e.g. Howard Jeffs and Nige Robinson) for bespoke sessions on intermediate and rough water handling skills. PC said he would contact Katy Hogarth about FSRTs and put her in touch with MK to discuss.</p>	<p>All to note</p> <p>All to note</p>
6	Safety	
	<p>PC continues to act as Safety Officer with the support of the wider Committee. Nobody else from the Club had officially stepped forward to take on the role.</p> <p>Separate safety kit for Thames sessions and group safety kit for trips, etc still needed to be organised.</p>	<p>All to note</p> <p>All to note</p>



	<p>PC would formulate a plan for the Safety Officer role going forward and table for discussion at the AGM.</p> <p>In light of recent confusion caused over the status of a Club member's qualifications the Club's current policy on coaching and leading qualifications was discussed. The following was agreed in outline (and would be formalised as part of revisions to safety and operating procedures, guidance on leading, etc):</p> <ul style="list-style-type: none"> <li>• All existing qualified leaders and coaches would be asked to provide copies of their certificates to be retained for Club records (<b>Note:</b> when not paddling from Cremorne you do not need to be certificated to lead for the Club you just need to be competent)</li> <li>• Any person approaching the Club and offering to lead and was <u>not</u> known to the Club would be asked to provide a short resume of their experience to the Committee together with at least one reference</li> </ul> <p>All members are also reminded that anyone wanting to attend a Club organised trip <u>must</u> be a paid up member of the Club. Guests are of course permitted to paddle on weekday Thames sessions.</p>	<p>PC to action</p> <p>All to note</p> <p>All to note</p>
<b>7</b>	<b>Trips</b>	
	<p>Although AG was not present at the meeting her review of the membership survey served as good update on status of trips.</p> <p>The key takeaway messages were more weekend / day trips, more overseas trips, more wild camping / wilderness trips including open canoeing, and multi-day trips with easier bits for less confident / experienced paddlers in the Club. That said the main constraint facing most people was lack of time.</p> <p>A number of actions remain outstanding regarding trips – particularly organisation of a trips planning meeting which would be a priority for the next Committee. All other outstanding actions would be reviewed and actioned as appropriate by the new Committee.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
<b>8</b>	<b>AOB</b>	
	<p>JM provided an update on positions on the Committee in the new membership year. Clearly, all positions were up for grabs regardless of whether incumbents were happy to stay on. Due to personal time pressures GM, TW, MK, AG had all signalled their intention to formally stand down – which means the following positions would definitely be vacant:</p> <ul style="list-style-type: none"> <li>• Kit Officer</li> <li>• PR &amp; Marketing</li> <li>• Training Officer</li> <li>• Trips Coordinator</li> </ul> <p>JM reported that so far nobody had formally stepped forward to express an interest in taking on a particular role.</p> <p>The AGM would take place at the Draft House on the 26<sup>th</sup> February at 7pm for a 7.30pm start.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>



## 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.	<b>Circulate Trailer Usage Guide</b>	<b>July / October</b>	<b>GM</b>	<b>Open</b>
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.	<b>Review purchasing of Kari-Tek handles</b>	<b>October</b>	<b>GM</b>	<b>Open</b>
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.	<b>Purchase an emergency shelter for group safety kit</b>	<b>January</b>	<b>GM</b>	<b>Open</b>
62.	Finalise trip planning procedures and guidelines	January	AG / PC	Closed
63.	<b>Organise trips for Portsmouth and District Canoe Club to participate in</b>	<b>January</b>	<b>AG</b>	<b>Open</b>
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
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 FOCCR 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



No.	Action	Action Raised	Responsibility	Status
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	Open
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 with Stuart Bain	July / October	GC	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	Open
24.	Remind all members on importance of skeg care	October	GM	Closed
25.	Investigate local providers for training courses	October	MK	Closed
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / GM	Open
27.	Organise a Club trips planning meeting	October	AG	Open
28.	Review Club operating procedures including guidance on leading / leaders	October	PC / MK	Open
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	Open



# Chelsea Kayak Club

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No.	Action	Action Raised	Responsibility	Status
32.	Monthly email to be prepared and circulated to Club	October	JM	Open
33.	Information on CKC Forum to be circulated to Club members	October	TW	Open
34.	Shutdown Facebook Fan page	February	TW	Open
35.	Investigate organising a boat repairs workshop	February	MK	Open
36.	Prepare a list of essential personal kit and safety kit for members	February	GM / PC	Open
37.	Investigate local servicing options and costs for trailer	February	GC	Open
38.	Formulate a plan for the Safety Officer role	February	PC	Open