



Minutes: Committee Meeting, 31st January 2012, 7.30pm – 9pm

Location: World's End Residents Association Clubroom, 16 Blantyre Street, World's End Estate, London SW10

Attendance

- Andy McMnamin – Chair (AMcM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer (GC)
- Jacqui Marsh – Kit Officer / Welfare Officer (JM)
- Judes Armstrong – Cremorne Liaison Officer (JA)

Apologies (received)

Apologies were received from Miranda Kronfli (MK) and John Mayne (JFM).

#	Agenda Item	Actions
-	Chair's opening remarks	
	Andy opened the meeting and thanked all the Committee for attending.	All to note
1	Matters arising from last Committee meeting	
	The final minutes of the last Committee meeting held on 18 th October 2011 were circulated. No comments were received and accordingly they were accepted as a true and accurate reflection of those meetings.	All to note
	Given the pending AGM and that a number of current Committee members had signalled their intent to step down all outstanding actions were reviewed. All open actions carried over from the 2010/11 membership closed in their own right or considered superseded by later actions. Several actions identified during the 2011/12 membership year remain open.	All to note
	Key points of discussion can be summarised as follows:	
	<ul style="list-style-type: none"> • AMcM clarified arrangements for Harry's "Finder's Fee" offer to the Club in return for putting forward business to the Centre. Harry has offered a £150 discount per group (16 people) off the Club annual fee – up to 4 groups in any given year. Anyone in the Club is eligible (apart from AMcM) so assuming 4 groups originate from the Club during the year it can receive £600 off what it owes Cremorne. 	All to note
	<ul style="list-style-type: none"> • Where formal training is required the Club should give Cremorne first refusal. 	All to note
	<ul style="list-style-type: none"> • There is a stash of CKC business cards leftover and need to be dished out to Club members – these should be bought along to the AGM and distributed. 	JM to action
	<ul style="list-style-type: none"> • Induction materials needed to be prepared for trip / session leaders and should be the role of the new Committee to develop. 	All to note
	<ul style="list-style-type: none"> • A kit maintenance / repair day had been organised on the 18th February 2012. 	All to note
	<ul style="list-style-type: none"> • MK had prepared a Back Fit Guide which had been circulated around the Club to help minimise manual handling risks. 	All to note
	<ul style="list-style-type: none"> • Ad-hoc skills sessions on the Thames could be organised – the Club can see if access is possible as and when required. Skills can also form part of the weekly Thames session at the discretion of the leader. 	All to note
	<ul style="list-style-type: none"> • The Club was unlikely to receive the promised Blacks / Millets Discount Card as a member benefit given the recent financial difficulties Blacks Group were experiencing. 	All to note



	<ul style="list-style-type: none"> • BCU 1 Star Award certificates can be organised and posted out to final REACH course participants. • Torches used on Thames sessions needed a complete review / overhaul and should be a priority task for the new Kit Officer. • The Trailer Usage Guide still needs to be finalised – a draft had been prepared by Kate and Stu and would be revisited by the next Committee. • MK did not have time to prepare another RetrospeCKtive and would instead upload the slideshow she prepared for the CKC Christmas Party onto the website. • It was agreed that it was not appropriate at this time in the Club's life to have any Honorary Members. <p>Several other topics / issues were discussed and are covered under specific items below.</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>All to note</p>
2	Cremonne Update	
	<p>The main topic discussed related to a lapse in security arrangements at Cremonne during the previous Thames session. Due to an unfortunate miscommunication between two key holders the doors to the changing rooms were left unlocked.</p> <p>This is the fourth time such an incident that has happened since the Club started in April 2010 and understandably the Centre is very concerned.</p> <p>The Club is now on a <u>final</u> warning if such an incident happens again the Club will lose all its keys and will have to collect a set when required.</p> <p>The Committee agreed that it needed to put in place stricter arrangements to prevent similar occurrences as follows:</p> <ol style="list-style-type: none"> 1. It is the leader's responsibility to ensure that the Centre is locked up – all members present should feel free to question and support the leader to ensure that this happens 2. A laminated card would be made to hang on the kit locker "Chelsea Kayak Club, lock-up when you leave" – the leader should have this with their kit bag or somewhere obvious as a reminder to lock-up 3. All Club members will be informed that it is essential that the facility is locked up and they should feel free to check that everything is locked up and not just rely on the leader to do this <p>The above point would be appropriately reinforced by the next Committee.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Next Committee to action</p>
3	Treasurers report	
	<p>GC had prepared a P&L report to the end of January which was circulated to the Committee ahead of the meeting. Total "cash surplus" stood at a little over £1,111.</p> <p>The proposed revisions to the membership fee structure to account for FO CR membership (see October 2011) were briefly discussed and would be tabled for approval at the AGM. It was confirmed that the £10 FO CR membership should also be applied to Basic Membership as well. This would include an early bird discount of £5 off Full Member rates if people rejoined within the month of March.</p>	<p>All to note</p> <p>All to note</p>



4	Membership report	
	<p>PC reported that as of the 31st January the Club had 65 paid up members. 83% of the Club were Full Members. In terms of gender composition the Club is currently 63% male and 37% female.</p>	All to note
5	Kit report	
	<p>JM reported that a maintenance day had been organised in February and ideally this should be a quarterly occurrence. She had also been in contact with Valley regarding the issues with skegs. The Samsung Solid Extreme was now in the kit cupboard at the Centre.</p> <p>It was agreed that the Club should buy an emergency shelter to add to the Club's group safety kit.</p> <p>A kit booking record book had been prepared and left in the Club's kit cupboard at the Centre.</p>	<p>All to note</p> <p>JM to action</p> <p>All to note</p>
6	Training, safety and trips	
	<p>AMcM provided an update on behalf of MK. A draft trip planning document had been prepared to improve the clarity of a tripler's position, responsibility and ability to decline to take someone of insufficient ability. This would be a starting point for wider consultation to come up with a set of trip planning ground rules for trip leaders. It was based on the recent South Coast trip debrief and informal consultation with tripler's and Committee members. It would be circulated for comment following the meeting and finalised by the next Committee.</p> <p>Alex Hester's proposal for London's Lost Rivers Club social in April was discussed and all were supportive.</p> <p>The Club needed to organise one or two trips for Portsmouth and District Canoe Club to participate in as agreed previously. This would be taken forward by the next Committee.</p> <p>PC enquired what was planned in respect to an overseas trip this year – he would not be organising a big trip as in previous years. He may organise a smaller trip in May and possibly another smaller trip later in the year.</p> <p>All were still supportive of creating a Trip Coordinator role on the next Committee and a job specification would be created and circulated to the Club ahead of the AGM.</p>	<p>Next Committee to action</p> <p>All to note</p> <p>Next Committee to action</p> <p>All to note</p> <p>PC to action</p>
7	PR and marketing	
	<p>No updated was provided in respect to PR and Marketing as JFM was not present.</p>	All to note
8	AGM	
	<p>The upcoming AGM was discussed. It was agreed that if GC was elected back onto the Committee he would also act in the Cremorne Liaison role as he was also the Chair of the FOCR.</p>	All to note



	A summary of each post would be prepared and circulated to the Club a head of the AGM indicating whether the positions were fully vacant or whether someone had signalled their intent to stand.	PC to action
	AMcM also wanted the Constitution amended to give flexibility to the Committee to amend or introduce roles on the Committee as deemed necessary. He would table a motion at the AGM for approval.	AMcM to action
9	AOB	
	No other business was discussed and the meeting was adjourned at 9pm.	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	Closed
6.	Identify training needs of members	May / September	Miranda	Closed
12.	Advice / information on funding for coaching qualifications available from Phil	May / September	All	Closed
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	Closed
29.	Assist qualified sea leaders on trips to clock up hours for 4 Star	September	All	Closed
32.	Review options to enable Club photos to be uploaded onto site Flickr feed	September / December / July / October	Miranda / John	Closed
43.	Loan and use of Cremorne trailer / minibus	September / December	Andy	Superseded
44.	Clubmark status / action plan	September	Jacqui / Phil	Superseded
45.	Geoff to provide some roofing tar for Club Boat Repair Kit	December	Geoff	Closed
46.	Members wanting a stash of CKC business cards should contact Jude	December	All	Closed
48.	Anyone wanting to go on the Cremorne organised trip to Cornwall should get in touch with Jude	December	All	Superseded
51.	Jacqui to explore use of rechargeable batteries for the diffuser lights and report back	December	Jacqui	Closed
53.	A Foundation Safety and Rescue Training course would be organised in the spring	December	Phil	Superseded



No.	Action	Action Raised	Responsibility	Status
57.	Determine online membership form and payment solution which can be integrated into the website by end of February 2011	December	Phil / Toons	Closed

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 / July / October	All	Closed
2.	Prepare REACH monitoring report for Borough	April	PC / AMcM	Closed
3.	Prepare minutes of AGM and circulate	April	PC	Closed
4.	Website FAQ regarding starting out to be amended	April	PC	Closed
5.	Obtain clarity over tracking referrals and obtaining discounts from Cremorne	April / July	AMcM	Closed
6.	Crate for storing helmets to be taken over to Cremorne	April	PC	Closed
7.	Long bicycle leash with combination lock to be purchased	April	AMcM	Closed
8.	Locker to be moved to enable Club paddles to be stored vertically	April	AMcM	Closed
9.	Park staff be asked if the hose can be borrowed for washing / rinsing out kit and boats	April	AMcM	Closed
10.	Trip / session leaders to remind everyone on care of kit, particularly when launching / landing	April / July	All session / trip leaders	Open
11.	Explore options for visual reminders for boat care and possible solutions to protect hulls	April / July / October	JM	Open
12.	Manual handling email to be circulated around the Club	April / July / October	MK	Closed
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	Closed
15.	Judes to report back on booking mechanism for FOQR equipment	April / July	JA	Closed
16.	Judes to discuss possibility of FOQR to obtain a trailer for Centre users	April	JA	Closed
17.	Kit / Centre cleaning day / social	April / July / October	JM	Closed
18.	Ad-hoc Thames skills sessions	April	MK	Closed
19.	Andy to enquire if there was potential to volunteer at Cremorne to help people clock up coaching hours	April	AMcM	Closed
20.	Key membership details to be circulated when available	April / July	PC	Closed



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
21.	Membership drive – “Each One Reach One”	April / July / October	AMcM	Superseded
22.	Outdoor stores membership outreach drive	April / July / October	JFM / JA	Superseded
23.	Distribution of flyers at the Kayakathon	April	KW with support of Club	Closed
24.	Google Ads to be included on website	April	JFM with Toons	Closed
25.	Gear / kit reviews posted onto website	April / July	JFM with support of Club	Open
26.	Additional membership benefits (e.g. Blacks / Milllets discount card)	April / July / October	PC	Superseded
27.	Judes to circulate details of the Cardboard Canoe Competition at Cremorne	April	JA	Closed
28.	Obtain materials to brand up two boats for Royal Wedding paddle	April	JFM with support of Club	Closed
29.	Circulate Club social calendar around the wider Club	April / July	JFM / KW	Closed
30.	Obtain a Samsung Solid Extreme for Club use with pre-loaded numbers and ICE numbers	April / July	JM	Closed
31.	Discuss Clubmark with Cremorne	July	AMcM / PC	Superseded
32.	Bulk buy of torch batteries	July / October	JM / KW	Superseded
33.	Distribute BCU 1 Star certificates to REACH courses participants	July / October	AMcM / PC	Closed
34.	All members to have completed the online membership form	July	PC	Closed
35.	Review Lots Road Pub discount protocol for members	July	JFM	Closed
36.	Amend online membership form to reflect midyear Full Member rate from 1 st September	July	PC with support from Toons	Closed
37.	Circulate Trailer Usage Guide	July / October	JM with support from Stu	Open
38.	Develop proposals for charging for the use or loan of the trailer and report back	July	PC	Closed
39.	Buy assorted items for Club as agreed (e.g. maintenance items, VHF Radio, etc)	July	JM	Closed
40.	Develop outline plan for how the Club should best support the activities of FOCR	July	JA	Closed
41.	Encourage members to get involved with the FOCR	July	AMcM	Closed
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
43.	Seek interest in a Club social to the Great British Beer Festival	July	KW	Closed
44.	Instigate a Club social at the Lots Road Pub on the first Tuesday of each month	July	KW	Closed
45.	Rearrange postponed Club Summer Party	July	KW	Closed
46.	Report back on FOCR AGM meeting	October	JA	Closed
47.	Purchase of various items to repair skegs	October	JM	Closed
48.	Develop policy and booking system for borrowing kit	October	JM	Closed
49.	Purchase whistles and attach to BAs	October	JM	Open
50.	Prepare Sport England grant funding report	October	PC	Closed
51.	Update Club operating procedures	October	PC / MK	Open
52.	Review purchasing of Kari-Tek handles	October	MK / JM	Open
53.	Plan for Go Canoeing Week	October	JFM	Open
54.	Email Club about commenting on posts and videoing on trips / events	October	JFM	Open
55.	JFM to be given Facebook Group admin rights	October	AMcM	Closed
56.	Develop RetrospeCKtive 2011	October	MK	Superseded
57.	Provide breakdown of Christmas Party costs	October	AMcM	Closed
58.	Consider making James Galbraith an Honorary Member	October	All Committee	Closed
59.	Distribute CKC Business Cards to members at the AGM	January	JM	Open
60.	Next Committee to reinforce security protocols during Thames Sessions	January	Next Committee	Open
61.	Purchase an emergency shelter for group safety kit	January	JM	Open
62.	Finalise trip planning procedures and guidelines	January	Next Committee	Open
63.	Organise trips for Portsmouth and District Canoe Club to participate in	January	Next Committee	Open
64.	Prepare Trip Coordinator Committee rolespec	January	PC	Open
65.	Prepare a summary of all Committee posts for circulation to the Club ahead of the AGM	January	PC	Open
66.	Prepare a motion to amend the Club Constitution in respect to the Committee structure	January	AMcM	Open