



Minutes: Committee Meeting, 21st January 2014 – 7.30 – 9pm

Location: The Woodman, SW11

Attendance

- Jacqui Cumming – Chair / Welfare Officer (JC)
- Geoff Campbell – Treasurer (GC)
- Phil Cumming – Membership Sec (PC)
- Neil Simpson – Training Officer (NS)
- Dan Kennedy – Marketing and PR (DK)
- Olwen Ross – Trips Coordinator (OR)

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	JC opened the meeting and thanked all the Committee for attending.	All to note
	Key actions following last meeting as follows: <ul style="list-style-type: none"> • Keys for Brentford Lock now kept in Arch 1 locker with a container for petty cash (e.g. guest fees) • JC had obtained CKC logo stickers for sea kayaks and paddles • The PLA Harbour Master would be visiting and paddling with the Club on the 10th April • BBA had been paid for the Club's use of the facility • The open canoe had been sold to one of the Club members to make room for the new boats at BBA 	All to note
	GC reaffirmed his intention to step down from the Committee after 4 years and offered to be on hand to help with his successor. OR also stated that she would be stepping down. JC and PC said that they both also wanted to step down after 4 years but would support any handover or transitional arrangements. NS and DK said that they would be willing to continue and consider other roles. JC also felt that there was a need to reintroduce the Social Secretary role on the Committee. An action was taken by all to seek successors for key Committee roles.	Committee to action
	General concerns were again raised over storage of boats and the poor lighting arrangements at BBA. An outline solution had been identified and it was agreed that BBA would be contacted to explore would could be done to improve the situation at the arch.	GC / JC to action
1	Treasurers report / Finances	
	GC had prepared a statement of accounts ahead of the meeting. The Club had spent around £300 more in the last year than it had bought in – but there was around £1,000 in the bank.	All to note
	GC reported that BBA has been paid £2,040 for use of the facility.	All to note



2	Membership	
	<p>PC reported that the Club had 58 paid up members and there were no debtors.</p> <p>It was agreed that any individuals wishing to join the Club would now be offered 13 months for the price of 12. PC reminded the Committee that the Club had made a commitment to Sport England to reach 80 members and 20 guest users (who never convert to membership) by the end of 2014 and was a funding obligation.</p> <p>At the end of last year BBA had asked for stats on female participation to support their own Sport England obligations. High-level statistics had been provided.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
3	Training	
	<p>NS reported that there had been no movement on the training discussed with Edge and Mattias Altin – partly due to the weather and partly due to an inability to get hold of key people at Edge.</p> <p>It was noted that Edge had been in contact recently regarding an FSRT.</p> <p>JC stated that she had spoken to Battersea Canoe Club to see if they would be willing to share use of Putney Pool every now and then (which would also take the pressure off them in terms of costs) and they had said no. However, OR said she would still look into private hire options.</p> <p>GC said he still intended to run a basic introductory session on tidal planning and coastal navigation.</p> <p>PC had still to investigate the advanced course offered by Portsmouth & District Canoe Club and whether it could be run for CKC.</p> <p>PC mentioned that he was planning to run some introductory kayaking sessions to take people up to 1 Star in the spring.</p>	<p>NS to action</p> <p>All to note</p> <p>All to note</p> <p>GC and JC to action</p> <p>PC to action</p> <p>All to note</p>
4	PR and Marketing	
	<p>DK said that he would work on an end of year newsletter and it was acknowledged that there needed to be a greater push for blogs.</p> <p>DK restated that the Club's Facebook site was managing itself and would look at Twitter and the online forum.</p> <p>After a brief discussion it was agreed that it was timely to survey the membership again to get a feel for how things were going. Those individuals who chose not to be anonymous would be entered into a draw to receive 50% off their Full Member fees. The draw would take place at the AGM.</p>	<p>DK to action</p> <p>DK to action</p> <p>PC to action</p>



5	Trips	
	GC said that the annual Kilchoan trip was full with a waiting list. There was a possibility of others to go if they were willing to camp and it did not reduce the number of boats available for a Thames session.	All to note
	Other trips being considered or in the planning were Greenland, Norfolk Broads (in sea kayaks), Sardinia, Cornwall and the Great Glen (in sea kayaks). GC said that was looking to a surf trip to Gower and OR mentioned that this could be combined with a trip that Putney Bridge Canoe Club were doing.	All to note
	Clearly the weather had been an issue in recent months but it was acknowledged that the Club should strive for at least one coastal trip per month catering to all abilities and more weekend sessions at BBA.	All to note
6	Kit	
	All the new boats and equipment had been received and stored at BBA – the Club now has 18 sea kayaks and requisite kit available. Not all kit had been labelled and a kit maintenance day would be organised shortly.	JC to action
	GC said that he would organise for the brakes to be removed and a new axel and coupling to be fitted onto the trailer. He anticipated that costs would be in the region of £450.	GC to action
	It was acknowledged that a usage guide was required for the use of the trailer and that all existing actions related to this would be addressed.	JC to action
	The open canoe had been sold to a member of the Club for £450.	All to note
	The Club needed to obtain rails to store and hang kit appropriately. GC said that he would contact someone he knew who sold commercial grade clothes racks.	GC to action
6	AOB	
	The date of the fourth AGM was set as Tuesday 4 th March to be held at BBA at 7pm for a 7.30pm start – light refreshments would be provided. The Club would be notified.	JC to action

Summary of Actions:

Actions remaining open from 2011/12 membership year

No.	Action	Action Raised	Responsibility	Status
37.	Circulate Trailer Usage Guide	July / October	PC / JM	Superseded
52.	Review purchasing of Kari-Tek handles / straps	October	PC / JM	Closed
61.	Purchase an emergency shelter for group safety kit	January	PC / JM	Closed



New actions raised for 2012/13 membership year

No.	Action	Action Raised	Responsibility	Status
17.	Include a short description and photo on each of the Committee for the website	May / October	PC to coordinate	Superseded
20.	Clarify storage / hire arrangements for the trailer	July / October	PC / JM	Superseded
21.	Publish kit charges for basic members and personal trips on the website	July	PC / JC	Open
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / JM	Closed
36.	Prepare a list of essential personal kit and safety kit for members	February	PC	Open

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	Closed
2.	Club calendar is not up to date	April	All Committee	Closed
3.	Review Club's use of Facebook, Twitter, You Tube and the CKC Forum and report back	April / January	DK	Open
4.	Register with Mail Chimp, invite sign-up and develop Club monthly newsletter	April	DK	Closed
5.	Email Club about open day / maintenance day at BBA followed by social / BBQ at Geoff's	April	GC / JM	Closed
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	PC	Closed
7.	PC to liaise with Neil on training that was planned.	April	PC	Closed
8.	PC to arrange for a session to be organised with the Committee and Mattias on Club safety matters.	April / January	PC	Open
9.	PC to draft and consult on requirements on leading within the Club.	April	PC	Closed
10.	JM to email Club seeking interest in the Kit Officer role	July	JM	Closed
11.	PC to prepare minutes of the April Committee meeting	July	PC	Closed
12.	PC to introduce NS to Edge regarding 2 Star training	July	PC	Closed
13.	NS to liaise with Mattias regarding 3 Star training, topic based workshops, and possible leader development days	July	NS	Closed
14.	JM / OR to email Club about Thames paddle, trips planning session and BBQ with Edge on the 17 th August	July	JM / OR	Closed
15.	Place keys for Brentford Lock in Arch 1 locker and obtain container for petty cash	July	JM	Closed



No.	Action	Action Raised	Responsibility	Status
16.	GC to report back on proposals and cost implications for improving the Club's trailer	July	GC	Closed
17.	JM to email Club about maintenance day and autumn social on the 21 st September	July	JM	Closed
18.	Review possibility of obtaining an 18 th sea kayak subject to funding and success of Sport England application	July	PC	Closed
19.	Obtain CKC stickers for Club sea kayaks and paddles	July	JM	Closed
20.	Provide newsletter content for DK	July	JM	Closed
21.	Set up additional Committee role emails	July	PC	Closed
22.	Circulate update on Thames leaders	July	PC	Closed
23.	Remind members that they are welcome to attend Clapham Pool Sessions	July	PC	Closed
24.	Investigate private hire of Putney Pool	July / January	OR	Open
25.	Firm up arrangements for Assistant Harbour Master to visit Club	July	PC	Closed
26.	Payment to BBA to be organised for use of facility	October	GC	Closed
27.	Organise improver sessions in collaboration with Edge and Mattias Altin	October / January	NS	Open
28.	Investigate development of a leadership training programme with Mattias Altin	October / January	NS	Open
29.	Follow-up with Battersea CC regarding shared use of Putney pool	October	JC	Closed
30.	Organise an introductory session for tidal planning and coastal navigation	October / January	GC / JC	Open
31.	Investigate potential for PDCC to run their tidal planning and coastal navigation course for CKC	October / January	PC	Open
32.	Organise for new axel and coupling to be fitted on trailer	October / January	GC	Open
33.	Sell the open canoe	October	JC	Closed
34.	Organise bi-monthly kit maintenance sessions	October / January	JC	Open
35.	Explore use of 3mm strimmer wire for skegs	October	JC	Open
36.	Investigate costs for storage rail for Club kit	October	JC	Superseded
37.	Explore options to improve boat storage and lighting with BBA	October / January	GC / JC	Open
38.	Drum up interest within the Club for Committee roles	October / January	All Committee	Open
39.	Organise Christmas party 2013	October	JC	Closed
40.	Prepare an end of year newsletter	January	DK	Open
41.	Club membership survey	January	PC	Open
42.	Develop a trailer usage guide	January	JC	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
40.	Investigate costs for commercial storage rails	January	GC	Open
43.	Notify the Club about the AGM	January	JC	Open