



**Minutes:** Committee Meeting, 11<sup>th</sup> July 2011, 8.00pm – 10pm

**Location:** Big Fat Panda, Lavender Hill, Clapham Junction, SW11

**Attendance**

- Andy McMenamin – Chair (AMcM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer (GC)
- Jacqui Marsh – Kit Officer / Welfare Officer (JM)
- Miranda Kronfli – Training & Safety Officer (MK)
- Katie Wade – Social Sec (KW)
- John Mayne – Social Sec (JFM)
- Judes Armstrong – Cremorne Liaison Officer (JA)

**Apologies (received)**

None – all Committee Members were present

| #        | Agenda Item  | Actions   |
|----------|--|---|
| -        | <b>Chair's opening remarks</b>   |   |
|          | Andy opened the meeting and thanked all the Committee for attending.   | All to note   |
| <b>1</b> | <b>Matters arising from last Committee meeting</b>   |   |
|          | <p>The minutes of the AGM held on the 1<sup>st</sup> March 2011 and last Committee meeting held on 11<sup>th</sup> April 2011 were circulated. No comments were received and accordingly they were accepted as a true and accurate reflection of those meetings.</p> <p>It was noted that there were still a number of key outstanding actions carried over from the 2010/11 membership year. Several will possibly always remain open and will be reviewed at the next meeting. Several were either closed or superseded (e.g. trailer and rollout of the online membership form). All actions have been updated with these minutes and all are reminded to check for actions they are down to do.</p> <p>Key points discussed:</p> <ul style="list-style-type: none"> <li>• JFM raised the importance of having up to date good quality photos on the site to promote the Club, however it was currently difficult to do this with the way the Flickr account had been set up. MK and JFM to discuss how best to resolve.</li> <li>• Acquisition of the Club trailer – see Kit Update below.</li> <li>• Clubmark – AMcM mentioned that Cremorne had expressed interest in combining forces in respect to Clubmark. PC and AMcM would discuss this further with Katy and report back at the next meeting.</li> <li>• It was not clear whether the Cremorne organised Cornwall trip was still going ahead in August / September.</li> <li>• A brief discussion took place regarding torch batteries and rechargeable vs disposable batteries. It was agreed that it made sense to stick with disposable batteries for the time being and the Club would buy in bulk from somewhere like Costco.</li> <li>• The online membership form was working well and Toons received a note of thanks from the Committee for his efforts. PC was in discussion with Toons to enable the Committee to see key membership details when they logon onto the micro site.</li> </ul> | <p>All to note</p> <p>All to note / action</p> <p>JFM and MK to action</p> <p>All to note</p> <p>PC and AMcM to action</p> <p>All to note</p> <p>JM to action</p> <p>PC to action with support from Toons</p> |



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|          | <ul style="list-style-type: none"> <li>REACH funded beginner courses – PC had prepared a report with input from AMcM and submitted it to the borough to discharge the Club’s funding obligations. A monitoring report will also need to be prepared in connection with the Sport England funding in the autumn. AMcM was in discussion with Cremorne on getting BCU 1 Star certificates to successful participants.</li> <li>PC reported that the website FAQs had been amended and the Club was now “first contact” for potential beginners when they went to the Club’s website. See Training Update below for further information on beginner courses.</li> <li>JFM had prepared a session leader’s checklist using the acronym “SKILLS” as the basis for its key action points. The checklist had been laminated and would be attached to the Club’s kit cupboard at Cremorne.</li> <li>A brief discussion was had in connection with whether the Club would be able to borrow the FOCR Aquanaut for “away” trips (as previously suggested by Harry). JA would discuss whether this would still be possible with the FOCR Committee and report back.</li> <li>Google Ads had been included on the website and there was a general feeling that they were relatively unobtrusive and had generated £6.25 in a month. The Club would receive a bank transfer each time revenues reach £60.</li> </ul> <p>Several other topics / issues were discussed and are covered under specific items below.</p>   | <p>AMcM to action</p> <p>All to note</p> <p>All to note</p> <p>JA to action</p> <p>All to note</p> <p>All to note</p>                         |
| <b>2</b> | <b>Membership report</b>  |   |
|          | <p>PC reported that as of the 11<sup>th</sup> July the Club had 55 paid up members and were on course to exceed the Clubs target of 60 members by year end. 82% of the Club were Full Members – several individuals had also recently upgraded to Full Membership. In terms of gender composition the Club is currently 58% male and 42% female. It was noted that whilst many members belong to other clubs, Battersea Canoe Club is no longer dominant with 64% of CKC being either independent or members of other clubs.</p> <p>A few individuals had yet to provide their personal details via the online membership form and PC was continuing to chase this.</p> <p>It was agreed that the “Each One Reach One” membership drive would be delayed until September.</p> <p>Similarly it was agreed JFM would re-institute the outdoor stores membership outreach drive in September too.</p> <p>PC apologised for not providing details to Blacks / Millets so members would receive individual discount cards – this was as a result of a delay in updating addresses and would be actioned as soon as possible.</p> <p>It was noted that the Club was now enjoying a 10% discount for its members in the Lots Road Pub courtesy of JFM – it was not clear whether individual cards would be issued to members in due course.</p> <p>PC advised that as from next year the BCU would be tightening up and checking claims made by clubs in respect to individual non-BCU and BCU members. The capitation fee for non-members will also be increasing from £2</p> | <p>All to note</p> <p>PC to action</p> <p>AMcM to action</p> <p>JFM to action</p> <p>PC to action</p> <p>JFM to review</p> <p>All to note</p> |



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|          | <p>to £2.10. Given the small increase and potential for confusion it was agreed that this increase would not be passed onto non-BCU CKC members.</p> <p>As with last year it was agreed that a midyear membership rate of £40 would be introduced for anyone wishing to become a Full Member after the 1<sup>st</sup> September. The £25 Basic Membership rate and £2 BCU capitation fee for non-BCU members would remain the same. PC will liaise with Toons to get the online membership form amended accordingly.</p>   | <p>PC to action with support from Toons</p>  |
| <b>3</b> | <b>Treasurer's report</b>  |  |
|          | <p>GC had prepared a year to date P&amp;L report which was circulated to the Committee ahead of the meeting. Total "cash surplus" stood at £1,536.61 although £350 of this was not Club money and had to be ring fenced to pay for the current UKCC Level 1 coaching course.</p> <p>In respect to the acquisition of the Club's new trailer a little over £600 had been spent so far which includes the eBay transaction and various renovation expenses. A special note of thanks was given to Stu and Kate for all their hard work on refurbishing the trailer without which would have meant considerable expense to the Club. Stu had arranged for the trailer to be stored at The Hurlingham whereby storage costs would be in the region of £150 per quarter. At present only Stu, GC and PC are able to access the compound where the trailer is stored however this would change over time as The Hurlingham got to know more CKC members. Whilst the trailer is accessible 24 hours a day care had to be taken to minimise noise / disturbance to adjacent residents (The Hurlingham was very sensitive to this issue given complaints about other users in the past). Stu was also in the process of preparing a Trailer Guide which would be circulated to the Club in due course – JM would liaise with Stu on this.</p> <p>It was agreed that there should be a charge levied on members where the trailer is used to carry their boats on trips to reimburse the drivers additional fuel costs and go towards maintenance costs. So far as is known at present only Stu, PC and GC have towbars fitted on their cars. There was a mixed feeling as to whether the Club should make the trailer available to others to use (e.g. other clubs) in return for a "donation". PC would work up proposals on charging for the use and potential loan of the trailer and report back to the Committee.</p> <p>JFM reminded the Committee that whilst there appears to be a reasonable amount of money in the bank the Club was not "financially healthy" and had to ensure it is not in as tight a spot as it was in March (i.e. scraping enough funds together to meet its financial obligations to Cremorne).</p> <p>Several fundraising options were discussed including a quiz night (see Social Calendar below) and beginner's courses (see Training and Trips below).</p> | <p>All to note</p> <p>JM to action</p> <p>PC to action</p> <p>All to note</p> <p>All to note</p> |
| <b>4</b> | <b>Kit report</b>  |  |
|          | <p>It was agreed that JM would buy a number of items to maintain and improve the boats, including string for hatches, reflective stickers, replacement skeg wire and carbon slides, thigh braces, pliers, sponges, wire cutters and a spare set of hatch covers. It was also agreed that an additional VHF radio would be bought to avoid any conflict with Club trips and Thames Sessions (which nearly occurred in June as a result of the Scotland trip).</p>   | <p>JM to action</p>  |



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|          | <p>Note discussion regarding the newly acquired Club trailer in Treasurer's report above.</p> <p>JM also said that she would buy a Samsung Solid Extreme to address an outstanding action. She would also take on the existing action to explore options for visual reminders for boat care and possible solutions to protect hulls</p> <p>Whilst it cannot afford it now after some discussion it was agreed that the Club should be working towards acquiring a further three sea kayaks to take it up to its agreed storage limit at Cremorne.</p>  | <p>All to note</p> <p>JM to action</p> <p>All to note</p>  |
| <b>5</b> | <b>Cremerne update</b>   |  |
|          | <p>JA and AMcM provided a brief update on the situation at Cremorne such as it was known. It was likely that the borough's entire Youth Services Division would be spun off as an employee mutual (where employees own a significant stake in the company they work for) with a decision potentially being made as early as December 2011. Cremorne Riverside would continue to operate not least to discharge its 10 year Lottery Grant obligation, but this did not necessarily mean that the Club would be secure. The Club should do as much as it could to support the financial viability of Cremorne and this should be primarily through bringing in revenue to the Centre (e.g. Corporate sessions) and supporting the activities of the Friends of Cremorne Riverside (FOCR). This could be through volunteering (e.g. coaching / supporting the delivery of the Groupon sessions), fundraising, and helping to maintain the Centre's facilities.</p> <p>There was some discussion regarding the FOCR and how the Club could best support its aims, including whether it could be formally affiliated to it in some way. JA would report back to the Committee with an outline plan on how the Club can best support the FOCR for the remainder of the year including any joint trips or any social activities. AMcM will also encourage members of the Club to get involved with the FOCR.</p> <p>JFM offered his PR / marketing skills to the FOCR Committee which JA duly accepted.</p> <p>Beyond its own fundraising activities it was also agreed that the Club would only recognise the FOCR and the RNLI as its two "official" charities – see Social Calendar below.</p> | <p>All to note</p> <p>JA and AMcM to action as appropriate</p> <p>All to note</p> <p>All to note</p> |
| <b>6</b> | <b>Training and trips</b>  |  |
|          | <p>MK gave a quick summary of training that was in the pipeline including formal courses such as the UKCC Level 1 course and a VHF Radio course. PC mentioned that a number of people had expressed interest in UKCC Level 2 Coach training, 4 Star Sea Leader training, and Coastal Navigation &amp; Tidal Planning.</p> <p>JA advised that Cremorne were at capacity for beginner's courses meanwhile the Club was increasingly receiving approaches from individuals wishing to undertake beginners courses. PC advised that the Club was able to make use of the Thames Ditton facility for 1 day BCU 1 Star and occasional weekend BCU 2 Star courses. There would be a donation for the use of the facility but the training courses would generate some revenues for the Club.</p>  | <p>All to note</p> <p>PC to action</p>   |



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|           | <p>It was noted that there had been lots of Club trips over the last quarter with frequent day or weekend trips leading up to the overseas trip to Sardinia at the end of September. The autumn programme needed developing although possible locations included Dorset, Cornwall and the North East.</p>  | All to note   |
| <b>7</b>  | <b>PR and marketing for new year</b>   |   |
|           | <p>JFM gave an overview of all the great PR and marketing initiatives that had taken place over the last quarter including the Royal Wedding Paddle, Google Ads, and the Go Canoeing Day. Several issues had already been discussed previously (e.g. the outdoor stores outreach initiative).</p> <p>JFM continued to maintain several of the blogs and will re-instigate the idea of preparing kit and gear reviews by going back out to the Club asking for suggestions.</p>   | <p>All to note</p> <p>All to note</p>   |
| <b>9</b>  | <b>Social calendar</b>   |   |
|           | <p>It was noted that the social calendar had yet to be shared with the wider Club.</p> <p>KW was going to seek interest in an outing to the Great British Beer Festival in August.</p> <p>GC suggested having a regular night for the Club to get together at a pub – it was agreed that a monthly social would be held at the Lots Road Pub on the first Tuesday of the month.</p> <p>Work was underway to reschedule the postponed Summer Party and further details would be circulated in due course. There was some discussion as to why the party was postponed and the importance of keeping all the Committee of such decisions.</p> <p>A date in October was tentatively agreed for the Club Quiz Night to be held at the Bedford as a three-way (CKC/RNLI/FOCR) fundraising initiative.</p> | <p>KW to action</p> |
| <b>10</b> | <b>AOB</b>   |   |
|           | <p>AMcM signalled his intent to step down as Chair at the end of the year after serving for 2 years. KW also said she intended to step down as Social Sec due to the likelihood of moving out of London next year.</p> <p>The next Committee meeting would be held in October – date and venue TBC.</p>  | <p>All to note</p> <p>All to note</p>   |

## 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                  | Open       |



| No. | Action   | Action Raised               | Responsibility | Status     |
|-----|--|-----------------------------|----------------|------------|
| 6.  | Identify training needs of members   | May / September             | Miranda        | Open       |
| 12. | Advice / information on funding for coaching qualifications available from Phil  | May / September             | All            | Open       |
| 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           | Open       |
| 29. | Assist qualified sea leaders on trips to clock up hours for 4 Star   | September                   | All            | Open       |
| 32. | Review options to enable Club photos to be uploaded onto site Flickr feed  | September / December / July | Miranda / John | Open       |
| 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          | Open       |
| 46. | Members wanting a stash of CKC business cards should contact Judes   | December                    | All            | Open       |
| 48. | Anyone wanting to go on the Cremorne organised trip to Cornwall should get in touch with Judes                         | 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 |
| 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  | All            | Open   |
| 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           | Open   |
| 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 |



| No. | Action   | Action Raised | Responsibility             | Status |
|-----|--|---------------|----------------------------|--------|
| 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  | JM                         | Open   |
| 12. | Manual handling email to be circulated around the Club   | April / July  | MK                         | Open   |
| 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                         | Open   |
| 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  | JA                         | Open   |
| 18. | Ad-hoc Thames skills sessions  | April         | MK                         | Open   |
| 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                         | Open   |
| 21. | Membership drive – “Each One Reach One”  | April / July  | AMcM                       | Open   |
| 22. | Outdoor stores membership outreach drive   | April / July  | JFM / JA                   | Open   |
| 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 / Millets discount card)                                   | April / July  | PC                         | Open   |
| 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                   | Open   |
| 30. | Obtain a Samsung Solid Extreme for Club use with pre-  | April /       | JM                         | Open   |



| No. | Action  | Action Raised | Responsibility             | Status |
|-----|---|---------------|----------------------------|--------|
|     | loaded numbers and ICE numbers  | July          |                            |        |
| 31. | Discuss Clubmark with Cremorne  | July          | AMcM / PC                  | Open   |
| 32. | Bulk buy of torch batteries   | July          | JM                         | Open   |
| 33. | Distribute BCU 1 Star certificates to REACH courses participants                                | July          | AMcM                       | Open   |
| 34. | All members to have completed the online membership form  | July          | PC                         | Open   |
| 35. | Review Lots Road Pub discount protocol for members  | July          | JFM                        | Open   |
| 36. | Amend online membership form to reflect midyear Full Member rate from 1 <sup>st</sup> September | July          | PC with support from Toons | Open   |
| 37. | Circulate Trailer Usage Guide   | July          | JM with support from Stu   | Open   |
| 38. | Develop proposals for charging for the use or loan of the trailer and report back               | July          | PC                         | Open   |
| 39. | Buy assorted items for Club as agreed (e.g. maintenance items, VHF Radio, etc)                  | July          | JM                         | Open   |
| 40. | Develop outline plan for how the Club should best support the activities of FOCR                | July          | JA                         | Open   |
| 41. | Encourage members to get involved with the FOCR   | July          | AMcM                       | Open   |
| 42. | Arrange BCU 1 Star and 2 Star courses at Thames Ditton  | July          | PC                         | Open   |
| 43. | Seek interest in a Club social to the Great British Beer Festival                               | July          | KW                         | Open   |
| 44. | Instigate a Club social at the Lots Road Pub on the first Tuesday of each month                 | July          | KW                         | Open   |
| 45. | Rearrange postponed Club Summer Party   | July          | KW                         | Open   |