



Minutes: Committee Meeting, 3rd July 2012, 7.00pm – 9pm

Location: 851A Garratt Lane, London, SW17

Attendance

- Jacqui Marsh – Chair / Welfare Officer (JM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer / Cremorne Liaison Officer (GC)
- Ann Gales – Trips Coordinator (AG)
- Tom Watson – PR & Marketing (TW)

Apologies (received)

Apologies were received from Miranda Kronfli (MK), Gieve Momtahan (GM), and Keith Dimond (KD)

#	Agenda Item	Actions
-	Chair's opening remarks	
	JM opened the meeting and thanked all the Committee for attending.	All to note
1	Safety Officer Committee Post	
	<p>The meeting had been called in light of KD's decision to step down from the Committee for personal reasons with immediate effect. KD would continue to be involved with the Club and support it in any way he can.</p> <p>After a discussion it was agreed that the Safety Officer position was an important role and was still required. JM would prepare a note seeking interest from others in Club to take on the role. In the meantime PC would cover this role with the support of the rest of the Committee. All other roles on the Committee were unchanged.</p>	<p>All to note</p> <p>JM to action</p>
2	Matters arising from last Committee meeting	
	<p>The minutes of the last meeting held on 1st May 2012 were circulated. No comments were received and accordingly the minutes were accepted as a true and accurate reflection of the meeting.</p> <p>Outstanding actions were reviewed and several items are included under relevant agenda items below. Other substantive outstanding actions as follows:</p> <ul style="list-style-type: none"> • The Trailer Usage Guide still needs to be finalised – a draft had been prepared by Kate and Stu and needs to be reviewed, finalised and issued (see also comments below about hire / storage). • Actions relating to safety would be reviewed and actioned as appropriate by PC in liaison with KD (e.g. updates to the Club operating procedures, etc). • An online survey of current membership had yet to be done and rolled out to the Club – this will be done in the autumn. Views on a "big trip / expedition" will also be sought at this time. • Short description and photo on each of the Committee had yet to be done and would be done by the autumn. 	<p>All to note</p> <p>All to note</p>



3	Treasurer / Cremorne Update	
	As of the date of the meeting GC reported that there was a little over £1,500 in the Club bank account. However, whilst Cremorne usage fees had been paid the Club had yet to transfer the FOCR membership fees into the FOCR bank account. PC to liaise with GC to ensure that this was done and tracked appropriately.	GC and PC to action
4	Membership report	
	PC reported that individuals were still continuing to review their membership from the previous year. Paid up membership stood at 46 as of the 3 rd July. There were several individuals that had paddled with the Club and were expected to join as members shortly.	All to note
5	Kit report	
	In GM's absence attendees had a short discussion about kit.	All to note
	There was a discussion regarding trailer hire and storage arrangements. GC would liaise with Stuart Bain regarding trailer storage and locker at HYC.	GC to action
	Straps had now been purchased for the trailer. However, whistles still needed to be bought for Club BAs (note: an action carried forward from the previous Committee).	All to note
	Suitable overhauls to Thames sessions torches was still an issue and urgent action was required.	All to note
	A new funding application had yet to be prepared for three new sea kayaks (and associated kit) and another two open canoes, etc. TW and PC to move forward with this as soon as possible.	All to note
	It was noted that the Club's open canoe had been moved by JM and PC to be stored on the trailer at the Hurlingham Yacht Club.	All to note
	It was agreed that the kit charges for basic members and personal trips (i.e. not organised by the Club) would be put up onto the website as soon as possible.	PC to action
6	Safety	
	Nothing to report – see agenda item #1.	All to note
7	Training	
	No update was provided in respect to training as MK was not present.	All to note
8	Trips	
	AG reported that there was a constant trickle of trips coming through. The big one that she was looking into at the moment was a trip to Northern Ireland and of course Pia's trip to Denmark.	All to note
	AG stated further guidance was required on who could and could not lead a CKC trip. It was agreed that this was a not a straight forward answer. PC said he would liaise with Richard Bate to establish what Portsmouth CC did. Leading would be reviewed at the next Committee meeting.	All to note



	<p>PC mentioned that he may look into organising an overseas trip in the autumn but would depend on how the Games and personal workload went.</p> <p>AG said she was still looking into organising a Club trip / tour to the coastguard / London VTS.</p> <p>It was also acknowledged that whilst some opportunities had been provided the Club still needed to organise some further paddles for members of Portsmouth CC to participate in.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
9	PR and Marketing	
	<p>TW mentioned that his availability was still a little up in the air as he may be taking a job which will mean time away from London.</p>	All to note
10	AOB	
	<p>There was no AOB matters tabled for discussion.</p>	All to note

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	Open
11.	Explore options for visual reminders for boat care and possible solutions to protect hulls	April / July / October	GM	Open
13.	Session / trip leaders to nominate someone to help check kit in and out	April	All session / trip leaders	Open
25.	Gear / kit reviews posted onto website	April / July	TW	Open
37.	Circulate Trailer Usage Guide	July / October	GM	Open
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Open
49.	Purchase whistles and attach to BAs	October	GM	Open
51.	Update Club operating procedures	October	PC	Open
52.	Review purchasing of Kari-Tek handles	October	GM	Open
53.	Plan for Go Canoeing Week	October	JFM	Superseded
54.	Email Club about commenting on posts and videoing on trips / events	October	TW	Open
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	Open
61.	Purchase an emergency shelter for group safety kit	January	GM	Open
62.	Finalise trip planning procedures and guidelines	January	AG / PC	Open



No.	Action	Action Raised	Responsibility	Status
63.	Organise trips for Portsmouth and District Canoe Club to participate in	January	AG	Open
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 FOCR 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	Open
6.	Purchase straps for the trailer	May	GM	Closed
7.	Review and issue new torches for Thames sessions	May	GM / JM	Open
8.	Investigate options to reproof cags	May	GM	Open
9.	Prepare funding application for additional boats and equipment	May	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	Transferred to PC	Open
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	Transferred to PC	Open
14.	Investigate trip / tour to coastguard / London VTS	May	AG	Open
15.	Seek views on the Club on a "big trip / expedition" in 2013	May	PC	Open
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	PC to coordinate	Open
18.	Seek interest from the Club on taking on the Safety Officer role	July	JM	Open
19.	Transfer FOCR membership monies to the relevant bank account	July	PC / GC	Open
20.	Clarify storage / hire arrangements for the trailer with Stuart Bain	July	GC	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
21.	Publish kit charges for basic members and personal trips on the website	July	PC	Open