



Minutes: Committee Meeting, 23rd July 2013 – 7.30 – 10.30pm

Location: 851A Garratt Lane, London, SW17

Attendance

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

Apologies (received)

Apologies were received from Geoff Campbell (GC).

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	JM opened the meeting and thanked all the Committee for attending.	All to note
	JM reminded everyone that Tom Watson and Jacquelin Magnay had stepped down as dual Kit Officers due to competing personal and work commitments. JM would circulate an email to the wider membership asking if anyone wanted to take the role on.	JM to action
	JM also advised that she was postponing the summer social because too many people were away. An alternative date for the autumn would be discussed later.	All to note
	PC apologised for not having prepared the minutes of the last Committee meeting held in April. Any outstanding actions would be reviewed under each agenda item as appropriate.	PC to action
1	Membership	
	PC reported that the Club had 48 paid up members – there were currently 2 debtors (43 full members and 7 basic members). He had removed all individuals who had not re-joined after 3 months into the membership year from the email group except for a handful of people who had said that they would re-join. There was increased and continued interest since the move to BBA – beginners had been directed to the Brentford Lock 1 Star sessions and the Club was attracting new members who were local in the area.	All to note
	Thames Sessions were typically maxing out on both a Thursday and Tuesday night. Thames Sessions were now limited to 2 guest places to minimise impact on actual members.	All to note
2	Treasurers report / Finances	
	In Geoff's absence PC said he believed the Club had around £4,000 in the bank account. A proportion of this (c. £2,000) is ring-fenced to pay BBA around October time.	All to note



3	Training	
	<p>NS said that there had been a number of courses organised but take up was typically slow. He had noticed that take up improved when others chipped in recommending that people attend the course.</p> <p>PC said that he was referring beginners to the 1 Star courses organised by BBA at Brentford Lock (first Tuesday of every month for 4 consecutive Tuesday evenings). Discounts were also available for CKC members.</p> <p>Edge was about to start offering 2 Star training sessions from BBA on the Thames. These were open to CKC members and PC said he would link NS up with Peter Hughes (Edge Chair) to get further details.</p> <p>Other courses NS had organised included an introduction to moving water and 4 Star training. An Outdoor First Aid course had been organised by PC in May.</p> <p>A rough water handling course had been planned for October and NS would look into 3 Star training with Mattias. Skills / topic based workshops (e.g. use of skegs, towing, boat repairs, etc) would also be explored with Mattias along with leader development days.</p>	<p>All to note</p> <p>All to note</p> <p>PC to action</p> <p>All to note</p> <p>NS to action</p>
4	Trips	
	<p>OR said that various trips had been proposed and she was waiting for people to confirm that they would definitely organise. A Hayling Island and Swanage trip was proposed. Upcoming trips included the Marlow to Kew overnight paddle, Greece and Croatia.</p> <p>It was agreed that there would be a trip planning session at the Bell and Crown pub after a Thames paddle on Sunday 18th August. OR said that she would make a list of all the trips that had taken place over the last 3 years. Details would be circulated to the wider membership by JM or OR.</p> <p>(Post Meeting Note: date changed to the Saturday 17th August to coincide with a social with Edge in the evening. The day would now comprise a CKC Thames paddle, a trip planning session in the Bell and Crown, before then joining a BBQ with Edge at BBA at around 6pm. Details would be circulated by JM.)</p>	<p>All to note</p> <p>JM / OR to action</p> <p>JM to action</p>
5	Kit	
	<p>There were a number of outstanding kit issues that needed addressing, including maintenance needs and specific action points. These would be reviewed and actioned as necessary by PC and JM where possible until a Kit Officer is appointed.</p> <p>It was agreed that the key for Brentford Lock and wheel clamp lock would be kept in the Club's locker in Arch 1. A pot for petty cash (e.g. guest fees, torch fees, etc) also needed to be obtained and would also be kept in this locker.</p> <p>PC advised that he had obtained a quote from WWTC for additional kit for the Aquanaut Club and a spare paddle and needed to action this. GC was aware and happy with costs.</p>	<p>All to note</p> <p>JM to action</p> <p>PC to action</p>



	<p>(Post Meeting Note: Whilst the trailer has now been serviced a number of improvement opportunities had been highlighted including removing the braking system and installing a longer coupling. This would make the carriage of sea kayaks even safer as they would be more evenly distributed on the bars. GC to report back to the Committee on proposals and cost implications).</p> <p>PC also advised that one of the Club VHF's had been returned to Icom for review and repair.</p> <p>It was agreed that a kit maintenance day be organised on the 21st September and people would then adjourn to the Leather Bottle in Earlsfield for an autumn social. Details would be circulated to the wider membership by JM.</p> <p>PC advised that the funding application for an additional 7 sea kayaks and requisite kit had been submitted to Sport England at the end of June. The application had been peer reviewed by ProActive who had given it very good feedback. Sport England had asked a couple of clarifications over the equipment we were proposing to buy but had nearly concluded their review and were planning to submit it to the awards panel for consideration shortly.</p> <p>Subject to funds and a discussion with GC – should the SE funding application be successful it was provisionally agreed that an 18th sea kayak and kit be purchased to benefit from the bulk discount offered by the retailers. This would take the Club's total fleet to 18 – which works well for two groups (i.e. two groups of 1 leader to 8 boats).</p> <p>It was agreed that the Club get CKC stickers produced for the sea kayaks and paddles. JM would action and review contacts she had found previously. OR would also liaise with Richard Bate from Putney Bridge CC for details of the supplier that they had used for a similar purpose and report back to JM.</p> <p>There was a short discussion on whether members could store personal boats on the Club's 'top shelf'. It was agreed that this be parked and revisited once it was known if the Club's SE funding application was successful and how much (if any) additional space was available for personal storage.</p> <p>There was also a short discussion on what should be done about the Club's open canoe. It was generally agreed that it was good to have but given the Club now had use of BBA's canoes it may be prudent to sell the boat. This was again parked for consideration at a future meeting.</p>	<p>GC to action</p> <p>All to note</p> <p>JM to action</p> <p>All to note</p> <p>PC to action as appropriate</p> <p>JM / OR to action</p> <p>All to note</p> <p>All to note</p>
6	PR and Marketing	
	<p>DK said that he was in the process of pulling final content together for the Club's first newsletter. The Mail Chimp account had been set up and some had registered – DK would do another chaser on this.</p> <p>JM said she would send her content for the newsletter to DK after the meeting.</p> <p>In addition to the Committee@chelseakayakclub.co.uk email address, which goes to all the Committee, it was agreed that PC would set up specific emails for Training, Trips and Comms Committee roles.</p>	<p>DK to action</p> <p>JM to action</p> <p>PC to action</p>



7	Safety	
	Requirements for leading CKC trips had been circulated to the Club and several people had stepped forward wanting to be a Thames Session leader. Details would be circulated to the Committee shortly.	PC to action
	PC advised that a session still needed to be organised with the Committee and Mattias on safety and operating procedures for the Club.	PC to action
8	AOB	
	JM asked that everyone pencil in the 15 th October for the next Committee meeting.	All to note
	PC advised that Paddy had sent him an email saying that demand had dropped for Clapham Pool Sessions and had again reiterated that CKC members were welcome. PC would email the Club again about the arrangements for attending the Clapham Pool Session.	PC to action
	OR said she was liaising with Southfields pool again but there was still ongoing building works and their pool kayaks were likely to still be out of reach. She would however investigate private hire of Putney pool and report back.	OR to action
	PC said that he had been contacted by Darren Knight ('Assistant Harbour Master – Recreational' for the PLA) following the move from Cremorne who had expressed interest in meeting CKC and other BBA users on Thursday 15 th August. He would also potentially join CKC in a paddle if possible. He also wanted CKC to continue calling into VTS when getting on and off the water – he was encouraging all recreational users to do this (either by phone or by VHF). PC will liaise with Darren to firm up arrangements on the 15 th August and report back.	PC 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	Open
52.	Review purchasing of Kari-Tek handles / straps	October	PC / JM	Open
61.	Purchase an emergency shelter for group safety kit	January	PC / JM	Open

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	Open
20.	Clarify storage / hire arrangements for the trailer	July / October	PC / JM	Open
21.	Publish kit charges for basic members and personal trips on the website	July	PC / JM	Open
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / JM	Open



No.	Action	Action Raised	Responsibility	Status
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	DK	Open
4.	Register with Mail Chimp, invite sign-up and develop Club monthly newsletter	April	DK	Open
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	Open
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	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	Open
11.	PC to prepare minutes of the April Committee meeting	July	PC	Open
12.	PC to introduce NS to Edge regarding 2 Star training	July	PC	Open
13.	NS to liaise with Mattias regarding 3 Star training, topic based workshops, and possible leader development days	July	NS	Open
14.	JM / OR to email Club about Thames paddle, trips planning session and BBQ with Edge on the 17 th August	July	JM / OR	Open
15.	Place keys for Brentford Lock in Arch 1 locker and obtain container for petty cash	July	JM	Open
16.	GC to report back on proposals and cost implications for improving the Club's trailer	July	GC	Open
17.	JM to email Club about maintenance day and autumn social on the 21 st September	July	JM	Open
18.	Review possibility of obtaining an 18 th sea kayak subject to funding and success of Sport England application	July	PC	Open
19.	Obtain CKC stickers for Club sea kayaks and paddles	July	JM	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
20.	Provide newsletter content for DK	July	JM	Open
21.	Set up additional Committee role emails	July	PC	Open
22.	Circulate update on Thames leaders	July	PC	Open
23.	Remind members that they are welcome to attend Clapham Pool Sessions	July	PC	Open
24.	Investigate private hire of Putney Pool	July	OR	Open
25.	Firm up arrangements for Assistant Harbour Master to visit Club	July	PC	Open