



Minutes: Committee Meeting, 29th July 2014 – 7.30 – 9.30pm

Location: Hillcrest, London, W11

Attendance

- Neil Simpson – Chair / BBA Liaison (NS)
- Phil Cumming – Membership Sec (Interim) (PC)
- Dan Kennedy – Treasurer / PR (DK)
- Jacqui Cumming – Kit Officer (Interim) (JC)
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)
- Christoph Merdes – Trips Coordinator (CM)

Apologies (received)

Apologies were received from Alex Hester – who will be taking over as Kit Officer.

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	<p>NS opened the meeting and thanked Izzy for hosting (and providing pizza!) and all the Committee for attending. It was noted that there was generally a good vibe about the Club at the moment with new, keen members and lots of activity.</p>	All to note
	<p>NS also mentioned that since the Committee last met he'd met Neil Young the new BBA water-sports lead with PC. There would be no immediate changes at BBA during the peak season and things would be reviewed during the autumn / winter. It was reiterated that funding from the developer – St George's – for both Arches was being reduced. However, Neil Young stated that BBA were only interested in covering the covers for both Arches – not to make a profit.</p>	All to note
	<p>Key actions closed following last meeting as follows:</p> <ul style="list-style-type: none"> • Meeting with BBA Trust had taken place. • The website had been updated with fees for use of kit by Basic Members and personal use. • A list of essential personal / safety kit had been prepared and circulated to the membership. • PDCC said that they would not be willing to run one of their nav courses for CKC members for a fee – we could of course join PDCC and attend their course (next one is in the new year). • A simple bank funds tracker had been developed. • Trip organisers had been made aware of membership debtors. • The new membership system – Membermojo – had been rolled out to the wider Club. • Existing Level 1 coaches in the Club had been informed that they (subject to some minor prerequisites) could now assess to 1 Star level. • Two 1 day intro / beginners sessions had taken place at Shepperton and was felt to be a great way to on-board new members and introduce them to the Club. Another date would be organised for September. • The Club had enrolled in National Go Canoeing Week and submitted it's total mileage for the week. • A reminder had been circulated about torches – i.e. the need for people to buy their own personal torches for Thames sessions. • A note had been circulated about the missing cag (Post Meeting Note: all cags and BA's are now accounted for). 	All to note



	<p>Nobody had yet stepped forward to take over the Membership Secretary role or to act as Social Secretary.</p> <p>A number of outstanding actions are discussed under their respective agenda items below.</p>	<p>All to note</p> <p>All to note</p>
1	Membership	
	<p>PC reported that the Club had 60 members – 51 Full Members and 9 Basic Members – currently there were no debtors.</p> <p>PC advised that he had liaised with PayPal and the Club was now paying a reduced fee. Previously every time someone pays their membership using their debit or credit card via PayPal the club pays 3.4% + 20p on each transaction. However, PayPal have agreed to reduce the fees down to 1.4% + 20p - an overall reduction of 59%.</p> <p>Sport England had agreed to PC's request to extend the Club's reporting obligations under the current grant through to February 2015. The Club had committed to get to 100 participants during the year (80 members and 20 guests).</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
2	Treasurers report / Finances	
	<p>DK still had not managed to access the Club's bank account. There was c£4,500 in the account.</p> <p>NS and PC advised that they had agreed to contribute towards additional cleaning of Arch 1 during the summer months – once a week clean instead of once a month. The cleaning costs were £72 in total - £18 per month per user, CKC.</p> <p>Upcoming significant items of expenditure were fees to BBA (due in October), Club's proportion of Arch 2 lighting costs, and well overdue maintenance costs associated with the trailer. Other associated items were also required (e.g. Valley parts).</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
3	Kit	
	<p>JC advised that there had been issues with other users using Club kit – including dumping items on the ground. This would be looked at during the upcoming kit maintenance day. Newer items of kit also need to be labelled and various Valley parts were required (see above).</p> <p>IK mentioned that it would be good to do a Kit Swap Shop – swapping /getting rid of unwanted items of kit, etc.</p>	<p>JC to action</p> <p>IK to action</p>
4	Training	
	<p>IK reported that several training sessions had been organised during the year – including a joint FSRT with Battersea and first aid with Reactfirst. She was in the process of organising a VHF radio course and exploring 2 Star training / assessment options.</p>	<p>All to note</p>



	<p>There was a brief discussion about options for rolling and whether Brockwell could be hired towards the end of summer. This was possible – but a logistical headache now the Club was at Kew unless it could be pre-planned (e.g. boats stored somewhere else prior to the session). This would be revisited / discussed at a future meeting.</p> <p>PC mentioned that we would update the pool sessions page.</p> <p>RH mentioned that he would explore pool hire of Imperial’s pool.</p> <p>CM mentioned that there was a pool session at the YMCA on Tottenham Court Road – he would investigate.</p> <p>As noted above the 1 day beginners / intro sessions had got off to a good start – the sessions in June and July proved popular and a great way to introduce people to the Club. A further session would be organised in September.</p>	<p>All to note</p> <p>PC to action</p> <p>RH to action</p> <p>CM to action</p> <p>All to note</p>
5	Trips	
	<p>RH reported that there had been a good number of trips so far this year – Kilchoan, Farne Islands, Skomer as well as the south coast – with the Great Glen, Sardinia, and Anglesey to come. Blogs for most of the trips were required though.</p> <p>The Club’s calendar needed to be updated and various upcoming dates were proposed / discussed through to the beginning of October.</p> <p>RH enquired about next of kin / emergency contact details – PC advised that this was available and would explore how leaders / other Committee members could get access to this information without having access to all personal membership details.</p>	<p>All to note</p> <p>PC to action</p> <p>PC to action</p>
6	PR and Marketing	
	<p>DK reported that he was progressing with the sports directory listings action – the Club was now listed on a number of free sites.</p> <p>The next newsletter was in progress.</p> <p>DK said he was exploring a potential advertising slot in Timeout.</p> <p>Additional access rights would be granted to the Twitter account.</p>	<p>All to note</p> <p>All to note</p> <p>DK to action</p> <p>DK to action</p>
7	AOB	
	<p>A brief discussion took place regarding Arch 2 and associated safety concerns (notwithstanding installation of lighting). NS said that he would look at organising a catch-up meeting with Neil Young late summer / early autumn.</p> <p>PC raised two other AOB items raised by another Club member:</p> <ul style="list-style-type: none"> Firstly, whether the Club should change its name now it was located at Kew. After a brief discussion it was agreed that it would retain its name – or simply CKC – for the foreseeable future. 	<p>NS to action</p> <p>All to note</p>



	<ul style="list-style-type: none"> Secondly, whether the Club should explore reciprocal links with other Clubs around the country – a ‘quid pro quo’ type arrangement. This was felt to be a great idea – no specific action was taken and would be discussed further at the next Committee meeting. <p>NS would circulate a date for the next meeting – which would be in October – following the meeting.</p>	NS to action
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Summary of Actions:

New actions raised for 2014/15 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Schedule dates for further kit maintenance sessions	May	JC	Ongoing
2.	Liaise with Dave Tuttle to agree a date to install the LED lighting system in Arch 2	May	PC	Open
3.	Organise a meeting with BBA Trust	May	NS	Closed
4.	Prepare summary of membership survey and identify any key actions	May	PC	Open
5.	Update website with fees for use of kit by Basic Members and personal use	May	PC	Closed
6.	Organise a meeting with Mattias to discuss safety matters and leadership development options	May	PC	Open
7.	Prepare a list of essential personal kit and safety kit for members	May	PC	Closed
8.	Investigate current status of pool sessions in area and options for using sea kayaks	May	PC	Open
9.	Organise a basic introductory session for tidal planning / coast nav	May	JC / IK	Open
10.	Contact PDCC to investigate whether they would run their tidal planning / coastal nav course for CKC	May	PC	Closed
11.	Organise for new axle and coupling to fitted and braking system removed from trailer. Prepare a trailer usage guide.	May	JC	Open
12.	Review status of Club newsletter	May	DK	Open
13.	Develop a simple bank funds tracker	May	DK	Closed
14.	Update key items on the Club bank account	May	PC / DK	Open
15.	Make trip organisers aware of membership debtors	May	PC	Closed
16.	Sharing of Thames Session webpage updates	May	PC / CM	Open
17.	Rollout membermojo to the wider Club	May	PC	Closed
18.	Identify 2014/15 Club training needs	May	IK	Open
19.	Investigate process for becoming an FSRT provider	May	PC	Open
20.	Advice existing Level 1 Coaches of assessment remit change	May	IK	Closed



No.	Action	Action Raised	Responsibility	Status
21.	Organise one day intro / beginners session at Shepperton	May	PC / IK	Closed
22.	Enrol the Club in National Go Canoeing Week	May	DK	Closed
23.	Produce posters for display at BBA	May	JC	Open
24.	Review sports directory listings	May	DK	Open
25.	Send reminder out to Club about torches	May	JC	Closed
26.	Hold some newer kit back for use on trips only	May	JC	Open
27.	Send note out to Club about missing cag	May	JC	Closed
28.	Order replacement items for boats	May	JC	Open
29.	Investigate potential to organise another Big Quiz Night	May	IK / JC	Open
30.	Agree date for next Committee meeting in July	May	NS	Closed
31.	Organise a Kit Swap Shop day	July	IK	Open
32.	Update details of pool sessions in the area on the website	July	PC	Open
33.	Explore whether Imperial's pool is available for hire	July	RH	Open
34.	Explore whether the YMCA pool on TCR was available for hire	July	CM	Open
35.	Update Club's calendar with upcoming activities through to beginning of October	July	PC	Open
36.	Explore how emergency contact details can be made available to leaders / Committee	July	PC	Open
37.	Explore potential advertising slot in Timeout	July	DK	Open
38.	Circulate access rights to enable other users to access CKC' Twitter account	July	DK	Open
39.	Organise a meeting with BBA in late summer / early autumn	July	NS	Open
40.	Discuss how CKC can build reciprocal 'quid pro quo' links with other clubs	July	All	Open
41.	Agree date for next Committee meeting in October	July	NS	Open