



Minutes: Committee Meeting, 29th March 2016 – 7pm – 9.30pm

Location: Duke of Cambridge pub, Battersea, SW11

Attendance

- Izzy Kaminski – Chair (IK)
- Phil Cumming – Secretary (PC)
- Dan Kennedy – Treasurer (DK)
- Alex Hester – Kit Officer (AH)
- Geors Richards – Training Officer (GR)
- Janice Barrett – Trips Coordinator (JB)
- Fiona Gooch – Safety Officer (FG)

Apologies (received)

Apologies were received from Jonathan Oliver (JO) – Membership Secretary and Rob Horton (RH) – Trips Coordinator

#	Agenda Item	Actions
1	Chair’s opening remarks / matters arising	
	<p>IK welcomed everyone to the meeting and agreed the key agenda points. Apologies were received from JO and RH.</p> <p><u>Outstanding Actions</u></p> <p>Several acts from the 2015/16 membership year were either closed or felt to be superseded. A number were transferred as actions for the 2016/17 membership year.</p> <p>The main actions closed following the last meeting were associated with the Kayak Club Thames Leader training and the AGM.</p> <p>Other actions are discussed under each relevant agenda item as appropriate.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>
2	Training	
	<p>JB said that she was in the process of being approved by React First to deliver ITC Outdoor First Aid courses. PC mentioned a number of people had qualifications up for renewal in May and had contacted React First separately. It might be that some people would need to renew independently and a club organised course could run later.</p> <p>GR said that she planned to survey the club to get an idea of what people wanted in terms of training.</p> <p>Thames sessions and getting new leaders approved was discussed. There were at least 6 people who had expressed interest.</p> <p>There was a general feeling that leaders needed to be given clearer direction on what’s expected of them. AH mentioned the need for a checklist. PC said that there had been various things created and circulated to leaders when the club was operating out of Cremorne. PC would compile the various documents which had been produced and weren’t on the website and would circulate to the committee.</p>	<p>All to note</p> <p>GR to action</p> <p>All to note</p> <p>PC to action</p>



	<p>AH mentioned that the existing PLA Padding Code was being revised and would be in a similar format to the Rowing Code.</p> <p>It was also agreed that there would be a Thames Session & Trips Workshop organised.</p> <p>An introductory / skills session was scheduled for the 26th June. GR mentioned that Rob Davis had also offered to run a session too. PC mentioned he could possibly run one in May too and would confirm with GR.</p> <p>GR would contact Seapoint to see if they could run an FSRT for the club.</p>	<p>All to note</p> <p>GR to action</p> <p>PC to action</p> <p>GR to action</p>
3	Treasurers report / finances	
	<p>DK said that the Club had around £6,300 in the bank. Colin Munday had been refunded his membership fee and all PayPal monies had been transferred into the HSBC account. PC mentioned that British Canoeing had been paid for another year (c£400) and that the next 6 monthly instalment for BBA would be due on the 1st April.</p> <p>DK would check to see whether Brentford Lock had paid their contribution of £300 towards damage to the trailer.</p>	<p>All to note</p> <p>DK to action</p>
4	Kit	
	<p>AH provided an update on kit related matters. The Arch had been reorganised and kit separated according to whether it was for Thames or coastal trips.</p> <p>There needed to be more disclaimer sheets printed and asked for the file so more could be printed out.</p> <p>The Club's VHF radios needed some TLC – one in particular needed a new battery.</p> <p>AH said he was also going to get some labels to hang on boats that required things to be fixed.</p> <p>The lighting in Arch 2 needed work again and apparently Dave Tuttle had found a solution which required no battery. AH said it would be better if there was a dedicated 13amp power supply installed.</p> <p>It was agreed that a meeting should be organised with Neil Young one evening for a general catch up and to discuss various improvements in Arch 2 (e.g. racking, lighting, etc)</p>	<p>All to note</p> <p>PC to action</p> <p>AH to action</p> <p>AH to action</p> <p>All to note</p> <p>PC and IK to action</p>
5	Trips	
	<p>JB said that the trips calendar was taking shape with trips to Scotland (Mull and Kilchoan) and Greece organised or in the planning. Training sessions would also be added to the calendar.</p> <p>The Doodle link for Thames sessions would be updated and PC said he would support in encouraging a handful of existing Thames leaders to sign up at least once every 6 weeks.</p>	<p>All to note</p> <p>JB and PC to action</p>



6	Safety	
	<p>FG said that she was in review mode and planned to survey the Club to get some thoughts and feedback on safety issues.</p> <p>FG also requested copies of documentation produced of relevance to safety and wanted to know what the Club's obligations were to British Canoeing and Brentford Football Club CST. PC said that he would circulate everything he had which was not on the website (e.g. the Safety & Operating Procedures).</p> <p>It was noted that Mattias Altin was still available to act as Safety Advisor to the Club and would act as a 'critical friend' to the Committee.</p>	<p>FG to action</p> <p>PC to action</p> <p>All to note</p>
7	Socials	
	DK mentioned that he was going to start planning the Club's summer social.	DK to action
8	AOB	
	<p>In JO's absence, PC advised that 38 people had renewed their membership so far with only a few days to go before the early bird discount expired. This was noted to not be unusual and actually over 50% had renewed within the first month of the Club's new year which was pretty good.</p> <p>The next Committee meeting would be held on the 17th May 2016 at the offices of Traidcraft in Vauxhall.</p>	<p>All to note</p> <p>All to note</p>

Summary of Actions:

Actions raised for 2015/16 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Identify 2015/16 Club training needs	April / October	IK	Ongoing
2.	Produce posters for display at BBA	April	PC / DK	Transferred
3.	Investigate potential to organise another Big Quiz Night	April	IK	Transferred
4.	Explore how emergency contact details can be made available to leaders / Committee	April	JO / PC	Closed
5.	Explore potential advertising slot in Timeout	April	DK	Superseded
6.	Explore how CKC can build reciprocal 'quid pro quo' links with other clubs	April	All	Transferred



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No.	Action	Action Raised	Responsibility	Status
7.	Email leaders asking them to lead one session every 6 weeks plus JB to take on rota	April / January	JB / PC	Transferred
8.	Contact members who had shown interest in becoming Thames leaders and help to identify training needs	April / October / January	IK	Transferred
9.	List out the activities of the Membership Secretary and circulate to the Committee	April	PC	Transferred
10.	Explore selling Aquanaut Club	April / October	AH	Closed
11.	Advise Edge of new kit usage charges / arrangements	April	AH	Closed
12.	Organise a rolling course	April	IK	Closed
13.	Facilitate the organisation of monthly trips open to all	April	RH	Transferred
14.	Organise a Sardinia trip	April	NS	Closed
15.	Organise a reciprocal arrangement with Seapoint	April / October	IK	Closed
16.	Review CKC safety procedures	April	MR	Transferred
17.	Provide all CKC members with a copy of the PLA Tidal Thames Recreational Users Guide	April	AH	Superseded
18.	Approach One Over the Ait re: CKC discounts or other support	April	AH	Superseded
19.	Organise summer social	April	DK	Closed
20.	Request protocol for ensuring Arch 2 remained secure if doors nearest pontoon are used	October	NS	Transferred
21.	Raise paddleboard issues with BBA at next meeting	October	NS	Transferred
22.	Liaise with PC on training on the website	October	NS	Superseded
23.	Monitor website and consider revamp	October	All	Superseded
24.	Encourage other members to develop their paddling skills	October	All	Transferred



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No.	Action	Action Raised	Responsibility	Status
25.	Develop in-house leadership development programme	October	IK / NS / AH	Transferred
26.	Approach Colin Munday re: future trailer servicing	October	AH	Closed
27.	Review enquiries email arrangements	October	JO / PC	Closed
28.	Organise two further kit days	October	AH	Closed
29.	Explore if CKC could temporarily store boats and trailer at the Air Cadets in Battersea	October	AH	Closed
30.	Remind members of importance of attending pool sessions	October	IK	Transferred
31.	Explore Lea Valley WW sessions for members	October	AH	Superseded
32.	Email members about escorting Sarah Outen along the Thames in November	October	AH	Closed
33.	Organise Christmas party	October	DK	Closed
34.	Seek individuals to take on Safety Officer role	October	NS	Closed
35.	Gauge interest from members to take on Committee positions	October	All	Closed
36.	Organise next Committee meeting in January	October	NS	Closed
37.	Periodically circulate a sanitised membership list to the Committee, Thames leaders, etc	January	JO	Transferred
38.	Update and circulate website user guide	January	PC	Transferred
39.	Organise next introductory kayaking / skills session	January	JO / IK	Transferred
40.	Organise for waterproof maps of the River Thames to be sent to members	January	JO	Transferred
41.	Assign places on the water-based Kayak Club Leaders Training Day	January	IK	Closed
42.	Circulate details of the land-based Kayak Club Leaders Training	January	AH	Closed
43.	Establish if the Club can share Putney pool session once a month	January	IK	Transferred



No.	Action	Action Raised	Responsibility	Status
44.	Establish if the Club could hire or had access to the lake at Lee Valley	January	AH	Transferred
45.	Organise for React First Outdoor First Aid course to run in May	January	PC	Transferred
46.	Advise on access arrangements at Cremorne for launching or landing	January	AH	Transferred
47.	Agree and circulate date of the AGM	January	PC / NS	Closed

Actions raised for 2016/17 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Produce posters for display at BBA	March	PC	Open
2.	Investigate potential to organise another Big Quiz Night	March	DK	Open
3.	Explore how CKC can build reciprocal 'quid pro quo' links with other clubs	March	All	Open
4.	Email leaders asking them to lead one session every 6 weeks plus JB to take on rota	March	JB / PC	Open
5.	Contact members who had shown interest in becoming Thames leaders and help to identify training needs	March	GR	Open
6.	List out the activities of the Membership Secretary and circulate to the Committee	March	PC / JO	Open
7	Facilitate the organisation of monthly trips open to all	March	RH / JB	Open
8.	Review CKC safety procedures	March	FG	Open
9.	Request protocol for ensuring Arch 2 remained secure if doors nearest pontoon are used	March	IK	Open
10.	Raise paddleboard issues with BBA at next meeting	March	IK	Open
11.	Encourage other members to develop their paddling skills	March	All	Open
12.	Develop in-house leadership development programme	March	GR	Open



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No.	Action	Action Raised	Responsibility	Status
13.	Remind members of importance of attending pool sessions	March	GR	Open
14.	Periodically circulate a sanitised membership list to the Committee, Thames leaders, etc	March	JO	Open
15.	Update and circulate website user guide	March	PC	Open
16.	Organise next introductory kayaking / skills session	March	GR	Open
17.	Organise for waterproof maps of the River Thames to be sent to members	March	JO	Open
18.	Establish if the Club can share Putney pool session once a month	March	IK	Open
19.	Establish if the Club could hire or had access to the lake at Lee Valley	March	AH	Open
20.	Organise for React First Outdoor First Aid course to run in May	March	PC / JB	Open
21.	Advise on access arrangements at Cremorne for launching or landing	March	AH	Open
22.	Survey club about training needs	March	GR	Open
23.	Circulate documentation of relevance to leading and safety to Committee	March	PC	Open
24.	Organise Thames Session & Trips Workshop	March	GR	Open
25.	Investigate running a introductory / kayaking skills session in May	March	PC	Open
26.	Contact Seapoint regarding organising an FSRT for the club	March	GR	Open
27.	Establish whether Brentford Lock had paid their contribution towards trailer damages	March	DK	Open
28.	Circulate disclaimer sheets file	March	PC	Open
29.	Review and action any issues associated with the VHF radios	March	AH	Open
30.	Organise for hanging repair labels for boats	March	AH	Open



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No.	Action	Action Raised	Responsibility	Status
31.	Organise a catch up meeting with BBA	March	IK / PC	Open
32.	Survey club on views and feedback on safety matters	March	FG	Open
33.	Organise summer social	March	DK	Open