



Minutes: Committee Meeting, 1st May 2012, 7.00pm – 9pm

Location: Upstairs Room, Westbridge Public House & Dining Rooms, Battersea Bridge Road, London, SW11

Attendance

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

Apologies (received)

Apologies were received from Miranda Kronfli (MK)

#	Agenda Item	Actions
-	Chair's opening remarks	
	JM opened the meeting and thanked all the Committee for attending.	All to note
1	Matters arising from last Committee meeting	
	Minutes had to yet to be prepared for the end of January Committee meeting and the AGM held at the end of February due to pressure of work. PC apologised for this and committed to prepare them as soon as possible. [Post Meeting Note: Several actions carried over from the January meeting have been reviewed, closed or new owners assigned shown in blue text]	PC to action
2	Treasurer / Cremorne Update	
	There was a short discussion on the status of CKC's renewed contract with Cremorne for 2012/13 and which bank account to pay the annual fee into. GC reported that Harry had been asked CKC to pay 10% of the £2,500 owed to Cremorne to the FOCR. GC would organise for the yearly fee to be paid as soon as possible.	GC to action
	GC reported that two Aquanaut Club's had been purchased and would be available for the Club to use, including on trips.	All to note
	GC also reported that a FOCR social was being organised and would take place on the 23 rd May at the Chelsea Bun. An email would be circulated shortly.	GC to action
3	Membership report	
	PC reported that as of the 1 st May the Club had 40 paid up members. There were still quite a few members who had yet to renew. A final reminder would be sent and anyone who had not renewed by the end of May (i.e. 3 months since membership became due) would be removed from the Google Group as it would be assumed that they no longer wished to be a member.	PC to action
	The BCU had recently clarified insurance coverage for guest paddlers. The Club's rule of allowing non-members of the Club to participate as guests / taster sessions up to three times before they must join was within the terms of its insurance coverage with the BCU. It was agreed that guest paddlers who have previously paid their guest fees and decide to join the Club are entitled to £10 off their membership fee.	All to note



	<p>PC suggested that as the Club was into its third year that a simple online survey be carried out (e.g. Survey Monkey) to get some input from members on their thoughts on the Club, what they liked, and what they didn't like, etc. All attendees agreed that this was a good idea to take forward.</p>	PC to action
4	Kit report	
	<p>GM said he was planning to purchase straps for the trailer. He also said that whistles still needed to be bought for Club BAs (note: an action carried forward from the previous Committee).</p> <p>Suitable overhauls to Thames sessions torches was still an issue and JM said that she had a solution and would get these over Cremorne. It was also suggested if it was possible to sell additional ones to members – JM said this had been done previously and was time consuming. This would be further considered. A brief discussion was had regarding Guardian clip-on lights – which were considered expensive – and was deferred for future consideration.</p> <p>It was suggested and agreed that the cags could do with reproofing. GM would investigate options with Palm. It was also agreed that there would be a Club kit maintenance day every quarter.</p> <p>PC said that it was about time the Club prepared another application for funding and asked TW if he might be prepared to support. The Club should be looking to purchase another three sea kayaks and associated kit, as well as another two open canoes and associated kit (as well as items to fit out the existing canoe). Indicatively this would cost in the region of £6,400.</p> <p>It was agreed that the open canoe would be stored on the trailer at the Hurlingham Yacht Club to free up space at Cremorne.</p> <p>Following a discussion to gain clarification on kit charges for basic members or any member borrowing kit / equipment for personal use it was agreed that the use of boat and kit would be £10 per day and a week's hire would be £40 (boat and kit).</p>	<p>GM to action</p> <p>GM / JM to action</p> <p>GM to action</p> <p>PC / TW to action</p> <p>PC / GM to action</p> <p>All to note</p>
5	Safety	
	<p>KD reported that basic information on safety kit requirements for individuals and group kit would be circulated to the Club shortly.</p> <p>No incidents had been reported in connection with the Club. KD commented that the recent incident involving Nigel Foster on a 5 Star assessment emphasised the importance of not breaking up the group.</p> <p>Harry's recent exchange with London VTS was discussed. Apparently a kayaker (not Cremorne or Club) was recently in trouble in the Albert Bridge area and a rescue was launched. London VTS commented on the high standards that kayakers maintain when launching from Cremorne and keeping them informed. Harry asked that we continue to always inform VTS when getting on and off the water, include direction of travel, size of group and listen out on channel 14. CKC always do this when heading down to Westminster but it was agreed that session leaders should also do this if paddling towards Hammersmith / Putney.</p>	<p>KD to action</p> <p>All to note</p> <p>All to note</p>



	<p>KD mentioned that it was worth inviting the RCO – David Redington – along for a paddle. All agreed that this was a good idea.</p> <p>The lack of 4 Star leaders and its impact on weekly Thames sessions being able to run was discussed. PC stated that currently the only individuals with the 4 Star Leader award in the Club were Geoff, Richard B, Keith, and Toons. Olwen and Andy were also approved to lead Thames Sessions. There are a handful of people who had completed their 4 Star leader training, namely Phil, Jacqui, Miranda, Debs, John M, and Richard L. Others (e.g. Ann, Izzy, Gieve, Judes) were planning to complete their training soon.</p> <p>There were actions relating to Club safety procedures carried over from the last Committee which involved PC and MK and would now be passed to KD to take forward in collaboration with other leaders and the rest of the Committee.</p> <p>KD was also asked to provide advice on safety kit and gear for personal purchases and circulate around the Club.</p>	<p>KD to action</p> <p>All to note</p> <p>PC and MK to forward relevant documentation to KD</p> <p>KD to action</p>
6	Training	
	<p>MK had prepared an outline of current training organised which JM reported on her behalf.</p> <p>A 3 Star Sea training and assessment had been organised at Seapoint, and 4 Star Sea leader training had been organised with Howard Jeffs in July. The back-to-back navigation course had also been organised with Howard in May.</p> <p>Skills days lead by Richard B and KD had been organised on the 5th and 12th May respectively on the south coast.</p> <p>KD mentioned that the BCU was offering a bursary scheme for volunteers wishing to become Level 3 coaches. Training has to be done between 1st January 2012 and the 31st December 2012. There is strict eligibility criteria and bursary contributions to the value of £200 has to be part-match funded with £150 from the beneficiary club/centre. Anyone wishing to go down this route should approach the Committee to discuss further.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>
7	Trips	
	<p>AG reported that there were a good number of trips that had been organised up to July. Pia had also recently emailed the Club seeking interest in a trip to Denmark.</p> <p>AG mentioned that she was thinking of organising a trip to Northern Ireland in September.</p> <p>PC said that nobody had yet come forward to organise an overseas trip for the Club. A small Club contingent was heading to Sardinia at the end of May and there was a possibility he may organise another smallish trip towards the back end of the year.</p> <p>AG said she would look into organising a Club trip / tour to the coastguard / London VTS.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>AG to action</p>



	It was suggested that the Club could organise a “big trip / expedition” in 2013 (i.e. somewhere expensive) and questions would be included in the Club Survey to seek views.	PC to action
8	PR and Marketing	
	<p>TW reported that his availability was a bit up in the air as he may be taking a job in Bristol which will mean spending time away from London.</p> <p>The upcoming Brockwell Lido open day was discussed on the 6th May and it was agreed that the Club would support. GC and TW were organising and there would be a few sea kayaks but other members could attend and bring their own boats.</p> <p>TW mentioned that the Club should organise You Tube and Twitter accounts and have links off the webpage. PC thought that John Mayne had already set-up a You Tube account for the Club. PC also said that he would set up a sidebar widget for Twitter when the account was set-up.</p> <p>TW mentioned that the Club could get some Club branded clothing and sell to members. PC said that this had been tried in the past with another club with mixed success. There is an online shop for Club kit through Godfrey Sports and no liability for the Club but this could be looked at again.</p>	<p>All to note</p> <p>All to note</p> <p>TW to action</p> <p>All to note</p>
9	AOB	
	<p>It was suggested that a short description and photo of each of the Committee be prepared and included on the website.</p> <p>GC mentioned the upcoming lido session – the first of three – on the 13th May. This would be £8 on the door and would be for an hour and a half. The pool needed to take in at least £50 otherwise the Club would need to pick up any shortfall.</p>	<p>PC to coordinate</p> <p>All to note</p>

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	JM (transfer to 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	JFM with support of Club (transfer to TW)	Open
37.	Circulate Trailer Usage Guide	July / October	JM with support from Stu (transfer to GM)	Open



No.	Action	Action Raised	Responsibility	Status
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Open
49.	Purchase whistles and attach to BAs	October	JM (transfer to GM)	Open
51.	Update Club operating procedures	October	PC / MK (transfer to KD)	Open
52.	Review purchasing of Kari-Tek handles	October	MK / JM (transfer to GM)	Open
53.	Plan for Go Canoeing Week	October	JFM	Superseded
54.	Email Club about commenting on posts and videoing on trips / events	October	JFM (transfer to 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	Next Committee (transfer to JM)	Open
61.	Purchase an emergency shelter for group safety kit	January	JM (transfer to GM)	Open
62.	Finalise trip planning procedures and guidelines	January	Next Committee (transfer to AG with support from KD)	Open
63.	Organise trips for Portsmouth and District Canoe Club to participate in	January	Next Committee (transfer to AG)	Open
64.	Prepare Trip Coordinator Committee rolespec	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	Open
2.	Pay Cremorne annual usage fee	May	GC	Open
3.	Circulate details of FOCSR social to Club	May	GC	Open
4.	Send final chaser to individuals not yet joined	May	PC	Open
5.	Develop a simple online survey and issue to Club	May	PC	Open
6.	Purchase straps for the trailer	May	GM	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
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	Open
11.	Circulate safety kit requirements for individuals and group to the Club	May	KD	Open
12.	Invite London RCO on a Thames paddle	May	KD	Open
13.	Provide advice on safety kit and gear for personal purchases and circulate to Club	May	KD	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	Open
17.	Include a short description and photo on each of the Committee for the website	May	PC to coordinate	Open