



Minutes: Committee Meeting, 13th May 2014 – 7.30 – 9.30pm

Location: Arch 1, Brentford Boating Arch

Attendance

- Neil Simpson – Chair / BBA Liaison (NS)
- Phil Cumming – Membership Sec (Interim) (PC)
- Jacqui Cumming – Kit Officer (Interim) (JC)
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)

Apologies (received)

Apologies were received from Dan Kennedy (DK) and Christoph Merdes (CM)

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	NS opened the meeting and thanked all the Committee for attending.	All to note
	Key actions following last meeting as follows: <ul style="list-style-type: none"> • Bi-monthly (or so) kit maintenance sessions had commenced (see Kit below) – dates for other sessions would be circulated shortly. • 2.4mm strimmer wire had been used on two boats when repairing their skeg systems – so far so good... • Users of Arch 2 met in February to discuss and review options for lighting and storage and reduce safety risks. It was agreed that CKC (via Dave Tuttle) would install an LED lighting system powered by a car battery topped up by a PV unit. Costs would be split 3 ways with Edge and Paul Hyman. Although a possible solution had been identified storage was still outstanding and a meeting would be organised soon to meet with key individuals from the BBA Trust. Total costs were anticipated to be in the region of £200 – 300 – split three ways of course. • The second membership survey had taken place and summary results had been circulated to the Committee (see Membership below). • Commercial storage rails for buoyancy aids, cags, etc had been ordered by JC at a total cost of £462. They would be arriving at Arch 2 shortly. • The Club's fourth AGM had taken place – minutes had been prepared by PC and circulated to the Committee for comment. 	All to note
	A short discussion took place to clarify kit usage fees for Basic Members and personal use. It was agreed that the fee would be £10 per day, and £50 if kit was borrowed for the week. All members wanting to borrow kit should liaise with the Kit Officer and ensure that the Log Book (in the locker Arch 2) was completed. The website would be updated by PC following the meeting.	PC to action
	It is assumed that the improver sessions discussed initially with Edge last year will not be happening. The Club should look to organise it's own programme – see Training below.	All to note
	PC took an action to speak to Mattias about organising a long overdue meeting to discuss safety matters and leadership development options. He would also prepare a list of essential personal kit and safety kit that members should be encouraged to think about purchasing.	PC to action



	<p>A short discussion took place about availability of pools for use by CKC members – particularly which could accommodate sea kayaks for skills development. PC would investigate and report back.</p> <p>JC mentioned that there was still an intention to organise a basic introductory session for tidal planning and coastal navigation. In liaison with IK she would speak to Geoff and report back.</p> <p>PC also said he intended to see if PDCC would be willing to run their (non-BCU) tidal planning course for CKC.</p> <p>There was a bit of confusion over whether the trailer had actually been serviced or not. There had also been a conversation between Geoff and Colin Munday about servicing options. It was clear though that removal of the braking system and installation of a new axle and coupling had not yet been done (costs c£450). JC would speak to Geoff about getting this organised. A trailer usage guide would then be prepared once these actions had been completed.</p> <p>Nobody had yet stepped forward to take over the Membership Secretary role or to act as Social Secretary.</p> <p>An end of year newsletter had not been prepared – PC would speak to DK about getting one out now the new year was underway and a fair number of trips had been organised.</p> <p>All outstanding actions from previous membership years were either closed or moved to this membership year.</p>	<p>PC to action</p> <p>JC / IK to action</p> <p>PC to action</p> <p>JC to action</p> <p>All to note</p> <p>PC / DK to action</p> <p>All to note</p>
1	Treasurers report / Finances	
	<p>In DK's absence, PC advised that there was around £3,000 in the Club's bank account.</p> <p>More significant expenses that were pending were: the new kit rack, any work that was required on the trailer, and the LED lighting system for Arch 2. Centre usage fees for BBA were due around October. The Club's BCU membership was up to date and inland waterways licences had been obtained for all 18 boats.</p> <p>NS said that he had asked DK to develop a simple tracker to help with making any significant expenditure decisions moving forward.</p> <p>PC said that he had set up DK up to access Internet banking but had yet to give him his security fob. He also said that there was some 'admin' stuff to sort out now Geoff had stood down re: signing of cheques and telephone banking, etc.</p>	<p>All to note</p> <p>All to note</p> <p>DK to action</p> <p>PC / DK to action</p>
2	Membership	
	<p>PC reported that around 30 or so individuals had renewed so far. There were a significant number of debtors – several of whom were booked on to various trips coming up. He would advise trip organisers of who these individuals are to chivy for payment, etc.</p>	<p>PC to action</p>



	<p>PC advised that CM had agreed to support him in updating the Thames Session pages each week and checking on leader availability.</p> <p>PC had investigated options to make the membership admin easier. A new system (membermojo) had been trialled by a couple of members on the Committee and was thought to be best option – and was very low cost. This is an online database and provides automated emails including reminders, payment confirmations, and welcome emails. Club would be invited to register onto the system following the meeting.</p> <p>The membership survey results for Survey Monkey had been circulated but had not been analysed to any great detail. The Committee went through each question to identify some of the key results. A summary report would be prepared by PC and circulated to the Committee with any proposed actions to consider.</p> <p>The Club was due to report against their grant funding obligations in September. PC advised that he had contacted Sport England to request an extension through to February. Reasons were due to receiving the funding later than anticipated and the severe weather experienced over the winter. The Club had committed to get to 100 participants during the year (80 members and 20 guests).</p>	<p>PC / CM to action</p> <p>PC to action</p> <p>PC to action</p> <p>All to note</p>
3	Training	
	<p>See Matters Arising for other training related matters.</p> <p>IK said that she would go through the membership survey results to see what people wanted. 3 Star Sea, First Aid, tidal planning / coast nav, general sea skills, advanced sea skills, leadership skills, and rough water handling were most commonly requested although there appeared to be demand for most things. IK said that she was in the process of organising an FSRT which would be open to CKC and Battersea Canoe Club.</p> <p>PC said that he should probably investigate how to go about getting FSRT provider status now that he had been a UKCC / BCU Level 2 Coach for 3 years. He would investigate and report back.</p> <p>Following a discussion between IK and PC about Level 1 coaching remit – PC had followed up with the BCU to clarify a few things. UKCC / BCU Level 1 Coaches could now assess up to 1 Star subject to: their Canoe England membership being current and their ‘safeguarding’ training being up-to-date. Anyone meeting these prerequisites should contact Canoe England to have their record amended. IK would drop an email around the Club as there were several Level 1 Coaches who may want to do this.</p> <p>PC said that it would be good to organise another one day intro / beginners session at Shepperton. Several people had been in contact with the Club who wanted to get involved but needed some coaching first. Sunday 15th June was agreed as the date – and in effect anyone attending would join as a Full Member and get up to 1 Star level as a result of a days coaching thrown in for free. Sessions like these could be organised several times during the year – the Club could offer 2 Star training and assessment subject to demand.</p>	<p>All to note</p> <p>IK to action</p> <p>PC to action</p> <p>IK to action</p> <p>PC / IK to action</p>



4	PR and Marketing	
	<p>In DK's absence a general discussion took place about PR and marketing – focussing on options to drive membership numbers up in particular.</p> <p>JC said that the Club should get involved in National Go Canoeing Week (24th May to 1st June) where clubs and centres were being encouraged to register the number of miles paddled in that week. PC would speak to DK about getting this actioned.</p> <p>JC also said that the Club should produce some posters for display at BBA – she would speak to Judes about getting this organised.</p> <p>PC mentioned that the Club was listed on a number of free sports directory website – but had no idea how many, etc. He would speak to DK to see if we could get an update, etc.</p>	<p>All to note</p> <p>PC / DK to action</p> <p>JC to action</p> <p>PC / DK to action</p>
5	Trips	
	<p>RH said that there were a number of trips organised – Kilchoan, Farne Islands, Skomer Island, Sardinia, and Cornwall. Ideally the Club should be looking to have at least one day trip on the sea a month and several weekend trips too.</p> <p>Dates for one day or weekend trips were agreed in June (JC to organise), July (RH to organise) and August (NS to organise). There were a few other things to pencil in but this meant that the Club was pretty active through to at least early September.</p> <p>RH asked if the Club would be willing to pay for deposits for accommodation – particularly where accommodation was booked several months ahead. A short discussion then took place. In principle it was agreed that organisers should get money from individuals upfront wherever possible. However, where this is not possible the Club will pay for accommodation deposits up to the value of £150. It is the trip organisers responsibility to ensure that Club is then reimbursed from trip attendees at an appropriate time.</p> <p>PC mentioned that it would be good for trip organisers to collar someone to write a blog up with photos for the website.</p> <p>A list of proposed dates for trips over the three months would be circulated to the Club including whether organisers or leaders were required.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>RH / CM to action</p>
6	Kit	
	<p>See Matters Arising for other kit related matters.</p> <p>JC advised that the maintenance session the previous weekend had gone well. With the addition of more boats this now takes a full day. Most issues had been dealt with the previous weekend, e.g. most skegs were in working order. Safety related kit for Thames and trips had yet to be looked at though.</p> <p>JC also said that it was clear that some people were using Club torches and not paying their £1. She would be reminding the Club that people should ideally have their own torches.</p>	<p>All to note</p> <p>All to note</p> <p>JC to action</p>



	<p>JC also said that ideally some of the newer kit – particularly cags – should be held back for use on trips only. There was plenty of kit for Thames – and some people also bought their own kit during the week. She would look at this once the new kit racking arrived.</p> <p>At least one cag was missing and she would send a note out to the Club about this.</p> <p>Some of the hatch covers needed to be replaced and some skeg parts also needed to be ordered (e.g. carbon slider).</p>	<p>JC to action</p> <p>JC to action</p> <p>JC to action</p>
6	AOB	
	<p>As the previous one in 2011 had been so successful, IK said that it would be great to organise another big quiz night – as a social activity and possible fundraising opportunity for the BBA Trust, etc.</p> <p>JC said that it would be great to have a small number of people fired up to organise Club socials – not necessarily to attend Committee meetings though.</p> <p>A stocktake on keys took place – current BBA key holders are: NS, IK, PC / JC, Geoff, Dave T, and Miranda. It was noted that the key padlock on Arch 2 had been broken and had yet to be replaced. Other sets of keys could be organised for people requiring regular access to BBA at the Committee’s discretion.</p> <p>It was agreed that the next Committee meeting would be in July – Neil would circulate a date following the meeting. It was agreed that the meeting would take place at IK’s flat in Kensington.</p> <p>PC and JC advised that they were having a BBQ and drinks at their place on Saturday 14th June – all Club members and partners were invited. An invite would be circulated around the Club shortly.</p>	<p>IK / JC to action</p> <p>All to note</p> <p>All to note</p> <p>NS to action</p> <p>All to note</p>

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	Open
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	Open
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	Open
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	Open



No.	Action	Action Raised	Responsibility	Status
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	Open
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	Open
14.	Update key items on the Club bank account	May	PC / DK	Open
15.	Make trip organisers aware of membership debtors	May	PC	Open
16.	Sharing of Thames Session webpage updates	May	PC / CM	Open
17.	Rollout membermojo to the wider Club	May	PC	Open
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	Open
21.	Organise one day intro / beginners session at Shepperton	May	PC / IK	Open
22.	Enrol the Club in National Go Canoeing Week	May	DK	Open
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	Open
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	Open
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	Open