



Minutes: Committee Meeting, 18th October 2011, 8.00pm – 10pm

Location: World's End Residents Association Clubroom, 16 Blantyre Street, World's End Estate, London SW10

Attendance

- Andy McMenamin – Chair (AMcM)
- Phil Cumming – Membership Sec (PC)
- Geoff Campbell – Treasurer (GC)
- Jacqui Marsh – Kit Officer / Welfare Officer (JM)
- Miranda Kronfli – Training & Safety Officer (MK)
- Katie Wade – Social Sec (KW)
- John Mayne – Social Sec (JFM)
- Judes Armstrong – Cremorne Liaison Officer (JA)

Apologies (received)

None – all Committee Members were present

#	Agenda Item	Actions
-	Chair's opening remarks	
	Andy opened the meeting and thanked all the Committee for attending.	All to note
1	Matters arising from last Committee meeting	
	<p>The final minutes of the last Committee meeting held on 11th July 2011 were circulated. No comments were received and accordingly they were accepted as a true and accurate reflection of those meetings.</p> <p>It was noted that there were still a number of key outstanding actions carried over from the 2010/11 membership year. Several will possibly always remain open and will be reviewed at the next meeting. Several were either closed or superseded (e.g. trailer and rollout of the online membership form). All actions have been updated with these minutes and all are reminded to check for actions they are down to do.</p> <p>Key points discussed:</p> <ul style="list-style-type: none"> • FOCR owned boat - JA advised that the FOCR owned boat was able to be borrowed on Club trips subject to booking and availability. A fee of £10 per day was agreed and the Club would pay the FOCR if the boat was used by a Full Member (subject to review). A booking system will be introduced in due course • Samsung Solid Extreme - AMcM enquired about the Samsung Solid Extreme. JM advised that she was still in the process of updating the phone with key numbers including emergency contacts – once this had been done the phone will be kept in the Club locker at Cremorne • REACH – AMcM / PC to sort BCU 1 Star certificates out for any REACH participants that are eligible for them • Batteries – it was agreed that it made more sense to purchase disposal batteries rather than rechargeable batteries and KW agreed to bulk buy at a cash and carry on behalf of the Club <p>Several other topics / issues were discussed and are covered under specific items below.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>JM to action</p> <p>AMcM / PC to action</p> <p>KW to action</p> <p>All to note</p>



2	Cremorne Update	
	<p>Following a short discussion there was general agreement that CKC's current arrangement with Cremorne Riverside provides it with great facilities and that it should provide the centre with as much support as it was able.</p>	All to note
	<p>JA and AMcM provided an update on the situation at Cremorne Riverside such as it was known and potential implications for the Club. The Borough's Youth Services (which manages Cremorne) are currently in the process of transitioning out of the Council into an employee-led mutual in the form of a social enterprise. It was understood that the aim was to create a new company by April 2012 and to begin the process of separating from the Council soon after that. Cremorne will therefore increasingly need to become more financially self-sufficient which could impact the Club financially as well.</p>	All to note
	<p>JA advised that she will call an AGM for the Friends of Cremorne Riverside (FOCR) in November (date to be advised) and Brendan O'Keefe (who is leading the employee-led mutual project) would be there to provide a more detailed update and answer any specific questions, including questions around the purpose of the FOCR. All CKC FOCR members were advised to attend that meeting. JA agreed to provide a briefing following the FOCR AGM including greater clarification over the purpose of the FOCR.</p>	JA to provide an update to the Committee following the FOCR AGM
	<p>JA advised that the FOCR was the main way for CKC to support the Centre. It was felt that the easiest way to achieve this was for all CKC members to also become a FOCR member. This would go a really long way to strengthen relationships with Centre management and also minimise risk of a significant increase in Centre usage charges levied on the Club.</p>	All to note
	<p>It was agreed that from the next membership year onwards (1st March 2012) CKC membership fees would increase slightly to incorporate the £10 FOCR membership fee. Therefore all CKC members would automatically become a FOCR member and substantially increase the overall FOCR membership base. This would be formally ratified at the next AGM.</p>	All to note
	<p>JA also advised that she was going to propose aligning the current FOCR membership year period with that of the Centre's and CKC.</p>	All to note
3	Membership report	
	<p>PC reported that as of the 18th October the Club had 63 paid up members therefore the Clubs informal target of 60 members by year end had already been achieved. 83% of the Club were Full Members – several individuals had also recently upgraded to Full Membership. In terms of gender composition the Club is currently 63% male and 37% female.</p>	All to note
	<p>All members had updated their details via the online membership form. The online membership form had also been amended by Toons to reflect the mid year membership rate for people wanting to join as a full member after the 1st September.</p>	All to note
	<p>All the Committee and Thames leaders also now had access to the membership details summary page which includes email address, mobile and emergency contact details for all paid up members.</p>	All to note



	<p>PC again apologised for the Blacks / Millets Specialist Cards not being disseminated to members. The scheme was currently on hold for a few months whilst Blacks undertook a review. The person that JFM originally contacted has also now moved on but PC is continuing to chase.</p> <p>It was agreed that given the Club was a relatively good position in terms of membership numbers that the “Each One Reach One” membership drive would be put on hold for the time being. This applied to the outdoor stores membership outreach drive too.</p> <p>JFM had confirmed with the Lots Road Pub that Club members do not need to have their own cards to enjoy a 10% discount on food and drink.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
4	Treasurer’s report	
	<p>GC had prepared a year to date P&L report which was circulated to the Committee ahead of the meeting. Total “cash surplus” stood at £1,586.42 although £350 of this was not Club money and had to be ring fenced to pay for the UKCC Level 1 coaching course which ran in the summer.</p> <p>PC advised that the first invoice from the Hurlingham Yacht Club for trailer storage fees had been received. Storage fees were £195 per quarter.</p> <p>JM reported back on proposals for charges in connection with the use of the trailer. All drivers with tow bars willing to tow the trailer on Club trips need to be able to charge reasonable expenses for additional fuel and wear and tear. The following mileage charge guidelines were agreed:</p> <ul style="list-style-type: none"> • 25 p / mile for 5 – 9 boats • 30 p / mile for 10+ boats <p>It is not particularly worth taking the trailer for only four boats however if it is deemed necessary a mileage charge of 20 p / mile is suggested.</p> <p>Charges should be divided up amongst <u>all</u> individuals whose boats are carried except the driver. People actually travelling in the car that is towing the trailer should also pay half the drivers total fuel costs on the trip. All other passengers should contribute to their driver’s fuel costs in the normal way. The charges will be subject to review every six months or so.</p> <p>The trailer is available for other third parties to borrow (e.g. other clubs). A waiver would need to be signed to acknowledge that they were borrowing it “as seen” and are fully liable for any issues or damage to the trailer. A suggested third party donation of £50 for the weekend and £100 for the week was agreed. The Club still needs to adhere to the Hurlingham’s rules in that for the time being only Stu, Geoff or Phil can access the compound where it is stored so any requests to borrow the trailer had to be arranged through one of them.</p> <p>A Trailer Guide still needed to be prepared. A draft document had been prepared by Stuart and JM will liaise with him to get this finalised and circulated.</p>	<p>All to note</p> <p>JM to action</p>



5	Kit report	
	<p>JM advised that a number of items had been bought for boat repair and maintenance, including string for hatches, thigh braces, sponges, a spare set of hatch covers, and an additional VHF radio.</p> <p>Skegs were in urgent need of repair and JM proposed to trial 4mm nylon strimmer wire which many clubs were using as an easier and cheaper alternative to traditional skeg wire. It was agreed that JM would purchase strimmer wire and other necessary items to repair the skegs.</p> <p>JM also said that all the boats were in need of some urgent TLC and proposed a kit / gear review and maintenance day at the Centre.</p> <p>PC mentioned that he had seen KeelEasy, advertised in the latest Ocean Paddler, a protective self-adhesive strip to provide boat surfaces some protection from abrasion. JM advised that she had looked at it briefly and it was quite expensive but would explore it further.</p> <p>JM also stated that she would be preparing a policy and booking system for borrowing kit.</p> <p>It was agreed that whistles should be purchased and attached to all Club BAs.</p> <p>PC said that he was preparing a report for Sport England to discharge the Club of its current grant funding commitments.</p> <p>Once we had met our current commitments it was probably worth considering applying for additional funding. It was also agreed that the Club should consider including open boats when applying for any funding.</p> <p>Note discussion regarding the Club trailer in Treasurer's report above.</p>	<p>All to note</p> <p>JM to action</p> <p>PC to action</p> <p>All to note</p> <p>All to note</p>
6	Training, safety and trips	
	<p>JA advised that Katy Hogarth was now approved as a Foundation Safety and Rescue Training (FSRT) Provider.</p> <p>MK proposed reviewing and updating the Clubs operating procedures. She had also prepared some manual handling documentation including a "Back-Fit Guide". This would be made available on the CKC website in due course and would also be circulated to all current trip / session leaders in hard copy. MK would also liaise with PC to review / update the Clubs operating procedures.</p> <p>MK also suggested that the Club consider purchasing some Kari-Tek handles to aid to handling laden boats. This was agreed in principle but to liaise with JM on costs for final approval.</p> <p>In terms of trips it was agreed that effort should be made to include a good mix of beginner friendly and peer trips to ensure that intermediate to advanced paddlers maintain their skills.</p> <p>Trips so far in the pipeline for 2012 included Denmark (Pia organising), Hayling Island circumnavigation, and possible trips to the Great Glen and Venice.</p> <p>It was agreed in principle that a Trip Coordinator role be added as a new post on the next Committee.</p>	<p>All to note</p> <p>MK / PC to action</p> <p>MK / JM to action</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>



7	PR and marketing	
	<p>JFM had prepared a detailed note on comms activities that had been undertaken since the last Committee meeting.</p> <p>Activities include the “Cardboard Canoe Day” which provided a good comms opportunity and got the Club into the local press, and the Lucozade Sport offer which resulted in little follow through of applicants.</p> <p>The Club should start to build relationships with the new BCU GCDO and arrange a week long event with the FOCR for Go Canoeing Week.</p> <p>Recruitment / staff posters have been created for outdoor stores but they have not been distributed yet given the high Thames session attendance recently.</p> <p>SEO of the blog posts is continuing and JFM is in the process of tagging and linking the images and content. From our analytics many people search for us by name, but an increasing amount visit because of buzz words scattered in the posts.</p> <p>JFM reported that TotallySporty put the Club in the “Top Five” canoeing clubs in London and as a result directed a sizeable amount of traffic to the website.</p> <p>JFM has also been adding the Club (and website) to any relevant directories that he has found.</p> <p>JFM also said that people needed to be encouraged to comment on blog posts and film on events and trips so that video can be added on the CKC You Tube channel.</p> <p>Website Google Ads, although subtle, have made £31.09 (as of 13/10/11) – we will be sent money once this reaches £60 (this is an automatic payment).</p> <p>JFM has created an “In the Spotlight” page on the website to highlight all the great places on the net where we have been mentioned.</p> <p>A number of draft press releases had been prepared by JFM in connection the potential for Boris to paddle with the Club and the upcoming Charity Quiz.</p> <p>The photo gallery on the website pulled from Flickr was in desperate need of a refresh.</p> <p>JFM noted that the Facebook group page for the Club was getting more use now but did have admin rights. AMcM said that this was an easy fix and would add as an admin straight away.</p> <p>There was a discussion on creating a Facebook advert (which would cost £50). It was determined that this was something that should be considered by the FOCR / Kayaking London.</p> <p>It was also agreed that it would be great to see RetrospeCKCtive in January 2012 again – this would make a nice brochure for people to see.</p>	<p>All to note</p> <p>All to note</p> <p>JFM to action</p> <p>All to note</p> <p>JFM to send an encouraging note to Club</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>JFM / MK to action</p> <p>AMcM to action</p> <p>All to note</p> <p>MK to action</p>



8	Socials	
	<p>KW and JM gave a short update on the upcoming Charity Quiz Night. A further push was needed to increase the number of teams participating. Toons had agreed to be Quizmaster. It was agreed that any money raised and split to the Club should be ring-fenced for safety kit purchases.</p>	All to note
	<p>JM also provided an update on the Club Christmas Party following the email that had gone out to the whole Club in September seeking interest for the proposed event and venue. A significant number of members had responded positively about the party and outline costs had been provided by the Hurlingham Yacht Club. The party was looking to cost around £25 per head. A short discussion was had as to whether the Club should provide any subsidy. AMcM asked to see a breakdown of costs when they were available before a decision should be made.</p>	JM to action
	<p>A short discussion was then had regarding Club social activities in general. As a result it was agreed that everyone in the Club was responsible for organising socials and that it should not be down to any one person. Consequently KW was happy to step down from her role on the Committee with immediate effect and JFM would continue on the Committee in a PR and marketing related role until the AGM.</p>	All to note
9	AOB	
	<p>GC advised that Stuart had asked that the Committee consider making James Galbraith (Hurlingham Yacht Club) an honorary member given all the help and assistance he had provided the Club over the past year. All members of the Committee were asked to consider this request and report back at the next meeting.</p>	All Committee to action
	<p>The next Committee meeting would be held in early 2012 – date TBC – at the WERA Clubroom (if possible).</p>	All to note

Summary of Actions:

Actions remaining open from 2010/11 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Club quiz night to be organised – other volunteers to help organise please contact Katie	May / September / December	Jacqui / Katie / All	Superseded
2.	“Finder’s Fee” offer to the Club in return for putting forward groups for Team Away Days	May / September	All	Open
6.	Identify training needs of members	May / September	Miranda	Open
12.	Advice / information on funding for coaching qualifications available from Phil	May / September	All	Open
25.	Club Update & Socials to follow separate Committee meetings	September	Katie	Superseded
28.	Options for Club training courses run by the Centre	September / December	Andy	Open
29.	Assist qualified sea leaders on trips to clock up	September	All	Open



No.	Action	Action Raised	Responsibility	Status
	hours for 4 Star			
32.	Review options to enable Club photos to be uploaded onto site Flickr feed	September / December / July / October	Miranda / John	Open
43.	Loan and use of Cremorne trailer / minibus	September / December	Andy	Superseded
44.	Clubmark status / action plan	September	Jacqui / Phil	Superseded
45.	Geoff to provide some roofing tar for Club Boat Repair Kit	December	Geoff	Open
46.	Members wanting a stash of CKC business cards should contact Judes	December	All	Open
48.	Anyone wanting to go on the Cremorne organised trip to Cornwall should get in touch with Judes	December	All	Superseded
51.	Jacqui to explore use of rechargeable batteries for the diffuser lights and report back	December	Jacqui	Closed
53.	A Foundation Safety and Rescue Training course would be organised in the spring	December	Phil	Superseded
57.	Determine online membership form and payment solution which can be integrated into the website by end of February 2011	December	Phil / Toons	Closed

New actions raised for 2011/12 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Review all actions from previous membership year and action as appropriate	April / July / October	All	Open
2.	Prepare REACH monitoring report for Borough	April	PC / AMcM	Closed
3.	Prepare minutes of AGM and circulate	April	PC	Closed
4.	Website FAQ regarding starting out to be amended	April	PC	Closed
5.	Obtain clarity over tracking referrals and obtaining discounts from Cremorne	April / July	AMcM	Open
6.	Crate for storing helmets to be taken over to Cremorne	April	PC	Closed
7.	Long bicycle leash with combination lock to be purchased	April	AMcM	Closed
8.	Locker to be moved to enable Club paddles to be stored vertically	April	AMcM	Closed
9.	Park staff be asked if the hose can be borrowed for washing / rinsing out kit and boats	April	AMcM	Closed
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	Open
12.	Manual handling email to be circulated around the	April / July /	MK	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
	Club	October		
13.	Session / trip leaders to nominate someone to help check kit in and out	April	All session / trip leaders	Open
14.	Session checklist to be prepared and laminated and placed on locker	April	JFM	Closed
15.	Judes to report back on booking mechanism for FOCR equipment	April / July	JA	Closed
16.	Judes to discuss possibility of FOCR to obtain a trailer for Centre users	April	JA	Closed
17.	Kit / Centre cleaning day / social	April / July / October	JM	Open
18.	Ad-hoc Thames skills sessions	April	MK	Open
19.	Andy to enquire if there was potential to volunteer at Cremorne to help people clock up coaching hours	April	AMcM	Closed
20.	Key membership details to be circulated when available	April / July	PC	Closed
21.	Membership drive – “Each One Reach One”	April / July / October	AMcM	On hold
22.	Outdoor stores membership outreach drive	April / July / October	JFM / JA	On hold
23.	Distribution of flyers at the Kayakathon	April	KW with support of Club	Closed
24.	Google Ads to be included on website	April	JFM with Toons	Closed
25.	Gear / kit reviews posted onto website	April / July	JFM with support of Club	Open
26.	Additional membership benefits (e.g. Blacks / Millets discount card)	April / July / October	PC	Open
27.	Judes to circulate details of the Cardboard Canoe Competition at Cremorne	April	JA	Closed
28.	Obtain materials to brand up two boats for Royal Wedding paddle	April	JFM with support of Club	Closed
29.	Circulate Club social calendar around the wider Club	April / July	JFM / KW	Closed
30.	Obtain a Samsung Solid Extreme for Club use with pre-loaded numbers and ICE numbers	April / July	JM	Closed
31.	Discuss Clubmark with Cremorne	July	AMcM / PC	Open
32.	Bulk buy of torch batteries	July / October	JM / KW	Open
33.	Distribute BCU 1 Star certificates to REACH courses participants	July / October	AMcM / PC	Open
34.	All members to have completed the online membership form	July	PC	Closed



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
35.	Review Lots Road Pub discount protocol for members	July	JFM	Closed
36.	Amend online membership form to reflect midyear Full Member rate from 1 st September	July	PC with support from Toons	Closed
37.	Circulate Trailer Usage Guide	July / October	JM with support from Stu	Open
38.	Develop proposals for charging for the use or loan of the trailer and report back	July	PC	Closed
39.	Buy assorted items for Club as agreed (e.g. maintenance items, VHF Radio, etc)	July	JM	Closed
40.	Develop outline plan for how the Club should best support the activities of FO CR	July	JA	Closed
41.	Encourage members to get involved with the FO CR	July	AMcM	Closed
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Open
43.	Seek interest in a Club social to the Great British Beer Festival	July	KW	Closed
44.	Instigate a Club social at the Lots Road Pub on the first Tuesday of each month	July	KW	Closed
45.	Rearrange postponed Club Summer Party	July	KW	Closed
46.	Report back on FO CR AGM meeting	October	JA	Open
47.	Purchase of various items to repair skegs	October	JM	Open
48.	Develop policy and booking system for borrowing kit	October	JM	Open
49.	Purchase whistles and attach to BAs	October	JM	Open
50.	Prepare Sport England grant funding report	October	PC	Open
51.	Update Club operating procedures	October	PC / MK	Open
52.	Review purchasing of Kari-Tek handles	October	MK / JM	Open
53.	Plan for Go Canoeing Week	October	JFM	Open
54.	Email Club about commenting on posts and videoing on trips / events	October	JFM	Open
55.	JFM to be given Facebook Group admin rights	October	AMcM	Open
56.	Develop RetrospeCKCtive 2011	October	MK	Open
57.	Provide breakdown of Christmas Party costs	October	AMcM	Open
58.	Consider making James Galbraith an Honorary Member	October	All Committee	Open