



Minutes: Committee Meeting, 29th October 2012 – 7.30 – 10pm

Location: The Draft House, Battersea Bridge Road, 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)
- Miranda Kronfli – Training Officer (MK)
- Ann Gales – Trips Coordinator (AG)
- Tom Watson – PR & Marketing (TW)

Apologies (received)

All members of the Committee were present at the meeting.

#	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	
	The minutes of the last meeting held on 3 rd July 2012 were circulated. No comments were received and accordingly the minutes were accepted as a true and accurate reflection of the meeting.	All to note
	Outstanding actions were reviewed and several items are included under relevant agenda items below.	All to note
	It was also noted that individual summary profiles of Committee members still needed to be prepared and made available on the website.	Committee to action
2	Treasurer / Cremorne Update	
	GC reported that money taken so far this year was £4,066.67 and money out was £3,927.69 making a surplus of £138.98. The FOCR fees still needed to be paid – in short the Club was spending a bit more money that it was taking in.	All to note
	GC to transfer the appropriate funds to the FOCR bank account.	GC to action
	Nothing of particular significance was discuss with regards Cremorne other than weekend access was going well and the Club was currently enjoying a good relationship with the Centre.	All to note
3	Membership report	
	PC reported that the Club had 54 paid up members – there were 2 debtors.	All to note
	The interim results of the membership survey were in and were briefly reviewed. All members of the Committee were asked to review in more detail and feedback to PC by the 16 th November. A summary of results with key actions agreed or proposed would then be circulated to the Club.	Committee to action



4	Kit report	
	<p>A brief discussion took place about status of Club kit.</p> <p>GM reported that two boats still had skeg issues. All paddlers need to be reminded to look after skegs and report any issues.</p> <p>The tap in Cremorne Gardens was currently broken preventing boats and kit from being able to be rinsed after trips / sessions on the sea.</p> <p>A new funding application had yet to be prepared for new sea kayaks (and associated kit) and another two open canoes, etc. TW and PC to move forward with this as soon as possible.</p> <p>Kari-Tek webbing straps for ease of carrying boats still needed to be explored.</p> <p>Trailer Usage Guide and maintenance arrangements still outstanding. A draft document had been produced and would be sought from Kate Peel / Stu Bain.</p> <p>The decision to purchase additional Group Safety Kit / emergency shelter would be parked until the end of the year when hopefully more funds were available.</p> <p>Suggested donations for basic members and personal trips when kit was borrowed (i.e. not organised by the Club) had not yet been published on the website.</p>	<p>All to note</p> <p>GC to action</p> <p>All to note</p> <p>PC / TW to action</p> <p>GM to action</p> <p>GM to action</p> <p>GM to action</p> <p>PC to action</p>
5	Training	
	<p>MK reported that a 3 Star training and assessment course had taken place at Seapoint recently, and 4 Star courses were being organised by individuals themselves as this seemed to suit people better. A couple of members had undertaken their 4 Star assessment recently but had unfortunately been unsuccessful.</p> <p>Other upcoming courses include FSRT and courses on rough water handling were being looked into.</p> <p>It was suggested that the Club look into what providers existed locally to deliver various courses.</p>	<p>All to note</p> <p>All to note</p> <p>MK to action</p>
6	Safety	
	<p>PC continues to act as Safety Officer with the support of the wider Committee. JM had emailed the Club inviting interest from others to take on the role but so far nobody had stepped forward.</p> <p>It was agreed that there should be separate safety kit for Thames sessions and group safety kit for trips, etc.</p> <p>It was agreed that in light TW's recent experience of a paddle breaking on him on a Thames paddle all leaders should carry splits on their boats on Thames weekly / weekend sessions.</p>	<p>All to note</p> <p>PC to liaise with GM on this</p> <p>All to note</p>



7	Trips	
	<p>AG reported that there were a number of trips planned or in the pipeline. For example, the Thames barrier and Dorset trip in November.</p> <p>GC had reported that dates had been organised for Kilchoan in 2013 (1 – 9th June) and further sessions at Brockwell Lido would be organised.</p> <p>AG suggested that the Club plan a set number of trips suitable for beginners, intermediates and advanced paddlers.</p> <p>It was agreed that the Club should organise a trips planning meeting to start getting things in the calendar and provide members with a bit more notice and certainty on what was upcoming.</p> <p>Guidelines for planning trips had been published on the website, but there was still a clear need for guidance on leading / leaders.</p> <p>It was also acknowledged that whilst some opportunities had been provided the Club still needed to organise some further paddles for members of Portsmouth CC to participate in.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>AG to organise</p> <p>PC / MK to liaise on action</p> <p>AG to action</p>
8	PR and Marketing	
	<p>PC asked why the Club had a Facebook Group <u>and</u> a Fan page – TW would look into this and propose which one to shut down.</p> <p>TW to circulate Club Twitter account details to enable others to post on behalf of the Club.</p> <p>You Tube account was set up but had not yet been linked to the Club's website.</p> <p>AG mentioned that she was looking to prepare an article on the Club's recent trip to Denmark for CK Magazine.</p> <p>It was proposed that a monthly email would be prepared by JM and circulated to the Club with details of news and upcoming events.</p> <p>It was agreed that TW would circulate information about the CKC Forum and encourage members to use it more to discuss various topics of interest.</p> <p>It was agreed that the Club would look at introducing spouse friendly trips – this was would be considered as part of the upcoming trips planning session.</p>	<p>TW to action</p> <p>TW to action</p> <p>PC to action</p> <p>All to note</p> <p>JM to action</p> <p>TW to action</p> <p>AG to action</p>
9	AOB	
	<p>The Club Christmas Party was proposed to be held at the Hurlingham Yacht Club on the 15th December.</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	Ongoing
11.	Explore options for visual reminders for boat care and possible solutions to protect hulls	April / July / October	GM	Superseded
13.	Session / trip leaders to nominate someone to help check kit in and out	April	All session / trip leaders	Superseded
25.	Gear / kit reviews posted onto website	April / July	TW	Closed
37.	Circulate Trailer Usage Guide	July / October	GM	Open
42.	Arrange BCU 1 Star and 2 Star courses at Thames Ditton	July	PC	Superseded
49.	Purchase whistles and attach to BAs	October	GM	Closed
51.	Update Club operating procedures	October	PC	Superseded
52.	Review purchasing of Kari-Tek handles	October	GM	Open
53.	Plan for Go Canoeing Week	October	JFM	Superseded
54.	Email Club about commenting on posts and videoing on trips / events	October	TW	Superseded
59.	Distribute CKC Business Cards to members at the AGM	January	JM	Superseded
60.	Next Committee to reinforce security protocols during Thames Sessions	January	JM	Closed
61.	Purchase an emergency shelter for group safety kit	January	GM	Open
62.	Finalise trip planning procedures and guidelines	January	AG / PC	Closed
63.	Organise trips for Portsmouth and District Canoe Club to participate in	January	AG	Open
64.	Prepare Trip Coordinator Committee role spec	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	Closed
2.	Pay Cremorne annual usage fee	May	GC	Closed
3.	Circulate details of FOCR social to Club	May	GC	Closed
4.	Send final chaser to individuals not yet joined	May	PC	Closed
5.	Develop a simple online survey and issue to Club	May	PC	Closed
6.	Purchase straps for the trailer	May	GM	Closed



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
7.	Review and issue new torches for Thames sessions	May	GM / JM	Closed
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	Closed
11.	Circulate safety kit requirements for individuals and group to the Club	May	Transferred to PC	Open
12.	Invite London RCO on a Thames paddle	May	Transferred to PC	Open
13.	Provide advice on safety kit and gear for personal purchases and circulate to Club	May	Transferred to PC	Open
14.	Investigate trip / tour to coastguard / London VTS	May	AG	Closed
15.	Seek views on the Club on a "big trip / expedition" in 2013	May	PC	Closed
16.	Confirm You Tube account and create Twitter account and link off website	May	TW with support from PC	Closed
17.	Include a short description and photo on each of the Committee for the website	May / October	PC to coordinate	Open
18.	Seek interest from the Club on taking on the Safety Officer role	July	JM	Closed
19.	Transfer FOCR membership monies to the relevant bank account	July / October	PC / GC	Open
20.	Clarify storage / hire arrangements for the trailer with Stuart Bain	July / October	GC	Open
21.	Publish kit charges for basic members and personal trips on the website	July	PC	Open
22.	Review results of survey and feedback to PC	October	All Committee	Open
23.	Circulate summary of survey results and actions to Club	October	PC	Open
24.	Remind all members on importance of skeg care	October	GM	Open
25.	Investigate local providers for training courses	October	MK	Open
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / GM	Open
27.	Organise a Club trips planning meeting	October	AG	Open
28.	Review Club operating procedures including guidance on leading / leaders	October	PC / MK	Open
29.	Review Facebook Group / Fan page to determine which to shut down	October	TW	Open
30.	TW to circulate Club Twitter account details	October	TW	Open
31.	Link Club You Tube account to website	October	PC	Open
32.	Monthly email to be prepared and circulated to Club	October	JM	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
33.	Information on CKC Forum to be circulated to Club members	October	TW	Open