



Minutes: Committee Meeting, 22nd October 2013 – 7.30 – 9pm

Location: Leather Bottle, SW17

Attendance

- Jacqui Cumming – Chair / Welfare Officer (JC)
- Geoff Campbell – Treasurer (GC)
- Phil Cumming – Membership Sec (PC)
- Neil Simpson – Training Officer (NS)
- Dan Kennedy – Marketing and PR (DK)

Apologies (received)

Apologies were received from Olwen Ross (OR)

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	JM opened the meeting and thanked all the Committee for attending. Any outstanding actions would be reviewed under each agenda item as appropriate.	All to note
1	Membership	
	PC reported that the Club had 55 paid up members – there were currently 2 debtors (51 Full Members and 6 Basic Members).	All to note
	The Club was due to pay BBA shortly for use of the facility – according to membership numbers £2,040 was due in total. Geoff would organise payment at the end of the month.	GC to action
	PC advised that the Club was continuing to receive enquiries all the time and had been pushing quite a few beginners or novices to the BBA 1 Star courses. An automated response has also been set up for the Club's enquiries email address which has seemed to help manage need for individual engagement.	All to note
2	Treasurers report / Finances	
	GC had prepared a profit and loss statement ahead of the meeting. The Club's funds were looking healthy with the recent receipt of the Sport England grant (£9,459) and given that BBA had yet to be paid. However, once all dues had been paid, i.e. new boats / kit and BBA, the account would be significantly diminished with circa £500 remaining.	All to note
3	Training	
	NS outlined the improver training session to get individuals up to 3 Star level in collaboration with Edge and Mattias Altin. The proposal is that the course would run over 4 weeks on a Thursday night covering skills on the Thames, tidal planning, and a pool session of rescue skills. A weekend paddle on the coast would then seek to pull everything together.	NS to action
	NS also said that proposals for leadership training had also been discussed with Edge and Mattias. More details would need to be thrashed out with Mattias.	NS to action



	<p>JC mentioned that she had enquired whether CKC could share the use of Putney Pool in sea kayaks on a Tuesday night with Battersea Canoe Club (taking the pressure of them in terms of costs). JC would follow up on this and revert to the Committee.</p> <p>Tidal planning and coastal navigation training was discussed. GC said that he could run an introductory session for members supported by JC.</p> <p>The advanced course offered by Portsmouth & District Canoe Club had received excellent reviews and PC would investigate whether they may be willing to organise something for CKC.</p>	<p>JC to action</p> <p>GC to action</p> <p>PC to action</p>
4	PR and Marketing	
	<p>DK said that the first Club newsletter had gone out and that there had been a 50% open rate (which was good). Content for the next newsletter would be developed shortly.</p> <p>The Club's Facebook site was managing itself and DK would look the Club's Twitter account.</p> <p>It was acknowledged that blogs were needed for several recent trips including Greece, Croatia and the Rough Water Handling course.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
5	Kit	
	<p>PC reported that a big kit order had been placed with WWTCC / Shepperton about 3 or 4 weeks ago – 8 sea kayaks had been ordered in total and requisite kit. Several other items had also been purchased to benefit from the 20% discount (i.e. a couple of dry bags and a group emergency shelter). The full order should be available in late November / early December.</p> <p>GC said that he would organise for a new axel and coupling to be fitted onto the trailer.</p> <p>After some discussion it was agreed that the Club would sell the open canoe. This was still in very good condition and had not been used by the Club and given that BBA also had canoes there was little reason to keep it on the off chance that it might be used.</p> <p>JC proposed that a kit day be organised every 2 months to avoid maintenance issues building up – as experienced during the year. This would commence in the new year once the new boats and equipment had been received.</p> <p>JC also mentioned that she would explore use of 3mm strimmer wire as an alternative to metal skeg wire.</p> <p>It was agreed that a proper rail was needed to store and hang the kit properly. Paul Hyman had obtained one recently for his SUP kit at BBA – JC would investigate costs.</p>	<p>All to note</p> <p>GC to action</p> <p>JC to action</p> <p>JC to action</p> <p>JC to action</p> <p>JC to action</p>



6	AOB	
	<p>General concerns were raised over storage of boats and the poor lighting arrangements at BBA. GC mentioned that he had drawn up some options on how the racking could be organised better. It was agreed that BBA would be contacted to explore would could be done to improve the situation at the arch.</p>	JC to action
	<p>There was a general discussion about Committee positions. GC had previously signalled his intention to step down from the Committee at the AGM. It was agreed that people would do what they could to drum up interest within the Club to take over key roles. JC also felt that there was a need to instigate the Social Secretary role on the Committee.</p>	All Committee to action
	<p>In OR's absence only a brief discussion took place about trips and would be discussed further at the next meeting.</p>	All to note
	<p>JC proposed that the CKC Christmas party be held on the 30th November and would investigate venue availability.</p>	JC to action

Summary of Actions:

Actions remaining open from 2011/12 membership year

No.	Action	Action Raised	Responsibility	Status
37.	Circulate Trailer Usage Guide	July / October	PC / JM	Open
52.	Review purchasing of Kari-Tek handles / straps	October	PC / JM	Open
61.	Purchase an emergency shelter for group safety kit	January	PC / JM	Closed

New actions raised for 2012/13 membership year

No.	Action	Action Raised	Responsibility	Status
17.	Include a short description and photo on each of the Committee for the website	May / October	PC to coordinate	Open
20.	Clarify storage / hire arrangements for the trailer	July / October	PC / JM	Open
21.	Publish kit charges for basic members and personal trips on the website	July	PC / JM	Open
26.	Ensure that there is separate Thames and group / trips safety kit	October	PC / JM	Closed
36.	Prepare a list of essential personal kit and safety kit for members	February	PC	Open

New actions raised for 2013/14 membership year

No.	Action	Action Raised	Responsibility	Status
1.	GC to report back on terms and arrangements for moving to BBA	April	GC	Closed
2.	Club calendar is not up to date	April	All Committee	Closed
3.	Review Club's use of Facebook, Twitter, You Tube and the CKC Forum and report back	April	DK	Open



No.	Action	Action Raised	Responsibility	Status
4.	Register with Mail Chimp, invite sign-up and develop Club monthly newsletter	April	DK	Closed
5.	Email Club about open day / maintenance day at BBA followed by social / BBQ at Geoff's	April	GC / JM	Closed
6.	Obtain quotes for additional set of kit for Aquanaut Club (paddle, BA, cag, deck, etc) and an additional / spare paddle and place order	April	PC	Closed
7.	PC to liaise with Neil on training that was planned.	April	PC	Closed
8.	PC to arrange for a session to be organised with the Committee and Mattias on Club safety matters.	April	PC	Open
9.	PC to draft and consult on requirements on leading within the Club.	April	PC	Closed
10.	JM to email Club seeking interest in the Kit Officer role	July	JM	Closed
11.	PC to prepare minutes of the April Committee meeting	July	PC	Closed
12.	PC to introduce NS to Edge regarding 2 Star training	July	PC	Closed
13.	NS to liaise with Mattias regarding 3 Star training, topic based workshops, and possible leader development days	July	NS	Closed
14.	JM / OR to email Club about Thames paddle, trips planning session and BBQ with Edge on the 17 th August	July	JM / OR	Closed
15.	Place keys for Brentford Lock in Arch 1 locker and obtain container for petty cash	July	JM	Open
16.	GC to report back on proposals and cost implications for improving the Club's trailer	July	GC	Closed
17.	JM to email Club about maintenance day and autumn social on the 21 st September	July	JM	Closed
18.	Review possibility of obtaining an 18 th sea kayak subject to funding and success of Sport England application	July	PC	Closed
19.	Obtain CKC stickers for Club sea kayaks and paddles	July	JM	Open
20.	Provide newsletter content for DK	July	JM	Closed
21.	Set up additional Committee role emails	July	PC	Closed
22.	Circulate update on Thames leaders	July	PC	Closed
23.	Remind members that they are welcome to attend Clapham Pool Sessions	July	PC	Closed
24.	Investigate private hire of Putney Pool	July	OR	Open
25.	Firm up arrangements for Assistant Harbour Master to visit Club	July	PC	Open
26.	Payment to BBA to be organised for use of facility	October	GC	Open



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
27.	Organise improver sessions in collaboration with Edge and Mattias Altin	October	NS	Open
28.	Investigate development of a leadership training programme with Mattias Altin	October	NS	Open
29.	Follow-up with Battersea CC regarding shared use of Putney pool	October	JC	Open
30.	Organise an introductory session for tidal planning and coastal navigation	October	GC / JC	Open
31.	Investigate potential for PDCC to run their tidal planning and coastal navigation course for CKC	October	PC	Open
32.	Organise for new axel and coupling to be fitted on trailer	October	GC	Open
33.	Sell the open canoe	October	JC	Open
34.	Organise bi-monthly kit maintenance sessions	October	JC	Open
35.	Explore use of 3mm strimmer wire for skegs	October	JC	Open
36.	Investigate costs for storage rail for Club kit	October	JC	Open
37.	Explore options to improve boat storage and lighting with BBA	October	GC / JC	Open
38.	Drum up interest within the Club for Committee roles	October	All Committee	Open
39.	Organise Christmas party 2013	October	JC	Open