



Chelsea Kayak Club

Minutes: Committee Meeting, 14th October 2014 – 7.00 – 9.30pm

Location: The Woodman, 60 Battersea High St, London SW11 3HX

Attendance

- Neil Simpson – Chair / BBA Liaison (NS)
- Dan Kennedy – Treasurer / PR (DK)
- Jacqui Cumming – Kit Officer (Outgoing) (JC)
- Alex Hester - Kit Officer (Incoming) AH
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)

Apologies (received)

Apologies were received from Phil Cumming – Membership Sec (Interim) (PC) & Christoph Merdes – Trips Coordinator (CM)

#	Agenda Item	Actions
-	Chair's opening remarks / matters arising	
	NS opened the meeting and thanked everyone for attending. NS recapped on the clubs progress and that the level of activity recently had been impressive especially with the number of trips through the summer.	All to note
	NS also thanked the committee members (and leaders) for their work supporting the club activities. NS made particular mention of the new lighting in Arch 2 that was installed by Dave Tuttle and Alex Hester and how this had improved the facility.	All to note
	NS also noted that there were still some key challenges for the club over the winter months that the committee should consider, this included: reaching the target membership levels as agreed with Sport England for the grant and maintaing activity levels through the winter months.	All to note
	Key actions closed following last meeting were as follows:	All to note
	<ul style="list-style-type: none"> • Schedule dates for further kit maintenance sessions have been arranged and AH agreed to book a kit session in November • Liaise with Dave Tuttle to agree a date to install the LED lighting system in Arch 2 • Prepare summary of membership survey and identify any key actions • Investigate current status of pool sessions in area and options for using sea kayaks • Review status of Club newsletter • Sharing of Thames Session webpage updates • Order replacement items for boats • Hold some newer kit back for use on trips only • Update Club's calendar with upcoming activities through to beginning of October • Update details of pool sessions in the area on the website • Agree date for next Committee meeting in October 	



	<p>Nobody had yet stepped forward to take over the Membership Secretary role or to act as Social Secretary.</p> <p>A number of outstanding actions are discussed under their respective agenda items below.</p>	<p>All to note</p> <p>All to note</p>
1	Membership	
	<p>NS (on behalf of PC) reported that the Club now had 67 members and had c11 guests. Whilst this represented excellent progress it was still short of the agreement with Sport England which committed the club to get to 100 participants by the end of Feb 2015 (80 members and 20 guests).</p> <p>The committee then discussed ways in which the club could reach the membership and guest target concluding that:</p> <ul style="list-style-type: none"> • A further 1 star training session would be held in November • A 'Bring a friend' session would be run on a weekend. Whereby guests would be taken on a short taster trip with a leader • There would be no membership fee for new members joining the club in January and February up until the new membership year started on the 1st March 2015 	<p>All to note</p> <p>IK & NS to action DK & AH to action</p> <p>All to note</p>
2	Treasurers report / Finances	
	<p>DK still had still not managed to access the Club's bank account. However, he noted that there was c£4,552.22 in the club account. Although the BBA fee is due in October amounting to c£2320</p> <p>Also the Club's proportion of Arch 2 lighting costs are due. Initially the club will reimburse Dave Tuttle the full costs and then claim the share of the costs from Edge and Active 360. The costs are estimated to be £340 equating to c£113 per party.</p> <p>The only other major cost to note at this time is the cost of repairing and upgrading the trailer. Cost estimate to be advised in due course</p>	<p>All to note</p> <p>DK to action cost recovery</p> <p>All to note</p>
3	Kit	
	<p>NS welcomed AH to the role of kit officer and thanked JC for her contribution to the committee.</p> <p>AH advised that he would organise a kit day in November and that he would like to purchase reflective tape for the side of the boats and a lash lock to lock boats to the trailer when unattended. This was agreed.</p> <p>AH also agreed to investigate the trailer repair & upgrade (JC to provide existing contact details).</p>	<p>All to note</p> <p>AH to action</p> <p>AH to action</p>



4	Training	
	<p>IK reported that several training sessions had been organised during the year.</p> <p>IK said that she was arranging a first aid course but that only 4 people had registered interest in the course (should be 8 min).IK also noted that BBA had requested £75 for use of the arch (outside the meeting PC and NS are to contest this cost with Neil Young at BBA).</p> <p>IK also noted that the format of the VHF course run by Timunasea had changed and now consisted of an online course followed by an assessment by Timunasea.</p> <p>There was a discussion about pool session options in addition to the current options available to members:</p> <ul style="list-style-type: none"> • IK agreed to investigate whether a session could be run at Putney • RH to investigate Lea Valley & Imperial • NS to continue to investigate Brockwell Lido <p>As noted above a further 1 day beginners / intro session would be run in November. IK agreed to run the session with NS assisting and towing the trailer.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>IK to action RH to action NS to action</p> <p>IK to action</p>
5	Trips	
	<p>RH reported that there had been a good number and mix of day trips and longer trips throughout the year but that the calendar was looking bare for the next few months.</p> <p>It was agreed that we would try to run a monthly day trip through the winter. The trips would be planned to take place either on the sea or the Thames depending on the weather</p> <p>RH agreed to plan a trip in November & NS a trip in December</p> <p>NS noted that we were struggling to find Thames leaders and that the Doodle calendar required a lot of chasing to get leaders to commit.</p> <p>It was agreed that the club will revert back to running just Thursday trips over the Winter (unless a leader particularly wanted to run a Tuesday session).</p> <p>NS agreed to email the leaders asking them to lead one session every 6 weeks or so. NS also agreed to speak to CM about taking on the management of Doodle to organise Thames leaders.</p> <p>There was then a discussion about developing experienced club members to become Thames leaders. It was felt that 2 people were ready to be potential leaders.</p> <p>NS agreed to organise a leader assessment for AH & Mark Round.</p> <p>IK agreed to contact other members who had shown interest in becoming Thames leaders and help them to identify their training needs.</p>	<p>All to note</p> <p>All to note</p> <p>RH & NS to action</p> <p>All to note</p> <p>All to note</p> <p>NS to action</p> <p>All to note</p> <p>NS to action</p> <p>IK to action</p>



6	PR and Marketing	
	<p>DK reported that the latest newsletter had been sent out</p> <p>There was then a discussion about 'Totally Thames' which had attracted a lot of people to BBA but that CKC had been unaware of. Whilst this was disappointing it was agreed that the club will make contact with the organisers to make sure that we are involved next year. DK to action on behalf of the club.</p>	<p>All to note</p> <p>DK to action</p>
7	AOB	
	<p>JC raised the point that there was no fireworks paddle organised yet and agreed to organise a leader and a date.</p> <p>JC also raised the point that the Xmas party has yet to be organised. It was noted that one member had indicated that they may be prepared to take on the Social Secretary role. DK and AH agreed to work with this member to arrange an Xmas do.</p> <p>IK raised the point that a new member had requested to borrow a club boat to develop his paddling skills by paddling alone. There was some discussion on this point and it was agreed that the committee had a responsibility to the safety of members and therefore the request would be declined on the basis of the club's 'no lone paddling' rule.</p> <p>NS agreed to respond to the request.</p> <p>AH raised that he would like to name the new boats (as well as the numbering scheme in place) to which everyone agreed</p> <p>NS raised the issue that no replacement for PC had been found as Membership Secretary and with the impending addition to the Cumming family this should be a priority. There was some discussion on the point and the committee felt that it would be easier if PC listed out the activities that he undertook as Membership secretary so that they could be distributed out as appropriate.</p> <p>NS to circulate a date for the next meeting – which would be in January – following the meeting.</p>	<p>JC to action</p> <p>DK & AH to action</p> <p>All to note</p> <p>NS to action</p> <p>AH to action</p> <p>PC to action</p> <p>NS to action</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	Closed
2.	Liaise with Dave Tuttle to agree a date to install the LED lighting system in Arch 2	May	PC	Closed
3,	Organise a meeting with BBA Trust	May	NS	Closed



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No.	Action	Action Raised	Responsibility	Status
4.	Prepare summary of membership survey and identify any key actions	May	PC	Closed
5.	Update website with fees for use of kit by Basic Members and personal use	May	PC	Closed
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	Closed
8.	Investigate current status of pool sessions in area and options for using sea kayaks	May	PC	Closed
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	Closed
11.	Organise for new axel and coupling to fitted and braking system removed from trailer. Prepare a trailer usage guide. AH to take over action	May	AH	Open
12.	Review status of Club newsletter	May	DK	Closed
13.	Develop a simple bank funds tracker	May	DK	Closed
14.	Update key items on the Club bank account	May	PC / DK	Open
15.	Make trip organisers aware of membership debtors	May	PC	Closed
16.	Sharing of Thames Session webpage updates	May	PC / CM	Closed
17.	Rollout membermojo to the wider Club	May	PC	Closed
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	Closed



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No.	Action	Action Raised	Responsibility	Status
21.	Organise one day intro / beginners session at Shepperton	May	PC / IK	Closed
22.	Enrol the Club in National Go Canoeing Week	May	DK	Closed
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	Closed
26.	Hold some newer kit back for use on trips only	May	JC	Closed
27.	Send note out to Club about missing cag	May	JC	Closed
28.	Order replacement items for boats	May	JC	Closed
29.	Investigate potential to organise another Big Quiz Night	May	IK / JC	Open
30.	Agree date for next Committee meeting in July	May	NS	Closed
31.	Organise a Kit Swap Shop day	July	IK	Open
32.	Update details of pool sessions in the area on the website	July	PC	Closed
33.	Explore whether Imperial's pool is available for hire. Additionally, Putney, Lea Valley and Brockwell Lido	July	RH / IK / NS	Open
34.	Explore whether the pool on TCR was available for hire	July	CM	Open
35.	Update Club's calendar with upcoming activities through to beginning of October	July	PC	Closed
36.	Explore how emergency contact details can be made available to leaders / Committee	July	PC	Open
37.	Explore potential advertising slot in Timeout	July	DK	Open



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No.	Action	Action Raised	Responsibility	Status
38.	Circulate access rights to enable other users to access CKC's Twitter account	July	DK	Open
39.	Organise a meeting with BBA in late summer / early autumn	July	NS	Open
40.	Discuss how CKC can build reciprocal 'quid pro quo' links with other clubs	July	All	Open
41.	Agree date for next Committee meeting in October	July	NS	Closed
42	Organise a further 1 star training session to be held in November	October	IK / NS	Open
43	Organise a 'Bring a friend' session	October	DK / AH	Open
44	Apportion and recover lighting costs from other BBA users	October	DK	Open
45	Organise a Kit day in November and purchase reflective tape for the side of the boats and a lash lock	October	AH	Open
46	Plan day trips in November & December	October	RH / NS	Open
47	Email the leaders asking them to lead one session every 6 weeks plus ask CM to take on the management of Doodle	October	NS	Open
48	Organise a Thames leader assessment for AH & Mark Round.	October	NS	Open
49	Contact members who had shown interest in becoming Thames leaders and help them to identify training needs	October	IK	Open
50	Make contact with the organisers of 'Totally Thames' to ensure CKC participation in 2015	October	DK	Open
51	Organise a fireworks paddle	October	JC	Open
52	Organise Xmas party	October	DK / AH / Mike F	Open



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No.	Action	Action Raised	Responsibility	Status
53	Contact member about use of club equipment	October	NS	Open
54	Name the new boats	October	AH	Open
55	List out the activities of the Membership secretary and circulate to the committee	October	PC	Open
56	Circulate a date for the next meeting – which would be in January	October	NS	Open