



Chelsea Kayak Club

Minutes: Committee Meeting, 5th October 2015 – 7.30pm – 9.30pm

Location: The Windsor Castle Pub, Victoria

Attendance

- Neil Simpson – Chair / BBA Liaison (NS)
- Jonathan Oliver – Membership Secretary (JO)
- Dan Kennedy – Treasurer / Social Secretary (DK)
- Alex Hester - Kit Officer (AH)
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)
- Christoph Merdes – Trips Coordinator (CM)

Apologies (received)

Apologies were received from Phil Cumming – Membership Sec (PC) and Janice Barrett – Trips Coordinator (JB)

#	Agenda Item	Actions
1	Chair’s opening remarks / matters arising	
	NS welcomed everyone to the meeting and agreed the key agenda points. Apologies were received from JB and PC.	All to note
	NS also confirmed that sadly MR had stepped down from his role on the Committee due to a change in work circumstances.	All to note
	In PC’s absence outstanding actions from previous meetings were not discussed during the meeting. (Post Meeting Note: Outstanding actions have been updated and included with these minutes).	All to note
	<u>Arch Update</u>	
	NS stated that he had received a request from Edge to bring the doors nearest the Pontoon into use and lock them from the outside. NS invited comments on the subject. NS agreed to request a protocol to ensure that the doors were not accidentally left unlocked.	NS to action
	AH said that he had been asked to provide additional plans for the Arch 2 racking proposal but felt that BBA should be seeking this input from their contractors.	All to note
	AH also stated that Paddleboards were being left in the access way of the arch and he was frequently having to move them to access CKC boats. NS agreed to raise both points at the next meeting with BBA.	NS to action
	<u>Website</u>	
	NS stated that the website had been down again the previous weekend and that only PC could update it. Several of the Committee members expressed a desire to be able to update the website so that the burden did not rest entirely with PC. NS agreed to ask PC for a training session(s).	NS to action
	All were also asked to monitor the website and consider redeveloping the site if a solution cannot be found.	All to action



	<p><u>Paddler Development</u></p> <p>JO raised concerns that many new paddlers were not developing their skills beyond the club 1 Star Award and Thames sessions. All to encourage paddlers at all levels to develop their skills either through taking the next step on trip levels / experience or through BCU courses.</p> <p>IK stated that the rolling course at Plas Y Brenin is well subscribed and she may organise a further course if feedback is good. IK to continue to send out appropriate training course information to the Club.</p> <p><u>Thames Leadership</u></p> <p>NS raised the issue that there were not enough Thames leaders to sustain the Thursday / Tuesday Thames trips. After some discussion it was agreed to provide some club training to encourage experienced paddlers to take the next step into leadership. All leaders should encourage appropriate paddlers to lead trips under supervision.</p> <p>It was agreed that IK would email the Club to gauge interest and identify potential future leaders.</p> <p>IK / NS / AH would develop some in-house leadership development programme.</p> <p><u>Seapoint</u></p> <p>IK reported that the reciprocal arrangement with Seapoint still had not been finalised. After some discussion it was agreed that Seapoint members could come on CKC trips for the basic member rate - at which point they become basic members of CKC. IK to agree the proposal with Rob at Seapoint and email the Club.</p> <p><u>Trailer</u></p> <p>AH confirmed that the trailer had been serviced this year and had been fitted with a new tyre. AH would approach Colin Munday about future servicing.</p>	<p>All to action</p> <p>IK to action</p> <p>All to action</p> <p>IK to action</p> <p>IK / NS / AH to action</p> <p>IK to action</p> <p>AH to action</p>
2	Membership	
	<p>JO mentioned that he had developed CKC's Facebook presence.</p> <p>JO also stated that he was having problems helping with membership enquiries, as the mailbox was not synched with PC. JO agreed to discuss the setting up of a different email mechanism (e.g. IMAP) with PC so that he could help more.</p>	<p>All to note</p> <p>JO / PC to action</p>
3	Treasurers report / finances	
	<p>DK confirmed that finances of the Club remained healthy at £6,891.68. However the BBA fee will soon become due.</p> <p>DK mentioned that a 'sinking fund' to replace future boats should be considered.</p> <p>RH suggested that the 2016 fees and free period for new winter members should be agreed at the next meeting rather than waiting for the AGM.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>



3	Kit	
	<p>AH stated that two kit days were required and agreed to organise this.</p> <p>AH stated that quite a few new hatches are needed and that Valley did not seem sympathetic to the problem.</p> <p>AH said that the Club had received £40 so far from Edge for the loan of CKC boats.</p> <p>AH will try to sell the 'Club' boat again and will also investigate whether CKC could temporarily store boats and trailer at the Air Cadets in Battersea.</p>	<p>AH to action</p> <p>All to note</p> <p>All to note</p> <p>AH to action</p>
4	Training	
	<p>IK mentioned that CKC members rarely attended any pool sessions and agreed to send out another reminder on available pool sessions during the winter.</p> <p>AH to investigate whether CKC could organise Lea Valley white water sessions in Spring.</p>	<p>IK to action</p> <p>AH to action</p>
5	Trips	
	<p>RH gave an update regarding up and coming trips over the next few months. A trip to Dorset had been organised for October.</p> <p>AH was arranging a surf trip, a Bonfire Night paddle and a paddle on New Years Eve for the fireworks.</p> <p>IK was organising a trip to the Orkney Islands for June 2016. Trips to the French Riviera and Northern Ireland were also proposed for 2016.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
6	Socials	
	<p>AH reminded everyone about Film night on the 1st November with Justine Curgenven and said he would invite other local clubs.</p> <p>AH also agreed to send out an email about escorting Sarah Outen along the Thames at the end of her Atlantic row in November.</p> <p>DK agreed to organise the Xmas party on the 11th December and finalise the venue.</p>	<p>All to note</p> <p>AH to action</p> <p>AH to action</p>
7	Safety	
	<p>The Safety Officer post was vacant again and NS would approach people who might be interested.</p>	<p>NS to action</p>



8	AOB	
	NS asked those present to consider whether they would be willing to stand again for Committee membership in 2016 – NS also reminded everyone that the position of Chair will become vacant and the Committee should gauge interest from CKC members	All to action
	There was some discussion whether the Chair should be a 2 year rotating position in which case it would need to be written into the CKC constitution.	All to note
	The next Committee meeting would be Tuesday 19 th January and NS would organise.	NS to action

Summary of Actions:

Actions raised for 2015/16 membership year

No.	Action	Action Raised	Responsibility	Status
1.	Identify 2015/16 Club training needs	April / October	IK	Open
2.	Produce posters for display at BBA	April	PC / DK	Open
3.	Investigate potential to organise another Big Quiz Night	April	IK	Open
4.	Explore how emergency contact details can be made available to leaders / Committee	April	JO / PC	Open
5.	Explore potential advertising slot in Timeout	April	DK	Open
6.	Explore how CKC can build reciprocal 'quid pro quo' links with other clubs	April	All	Open
7.	Email leaders asking them to lead one session every 6 weeks plus JB to take on rota	April	NS	Open
8.	Contact members who had shown interest in becoming Thames leaders and help to identify training needs	April / October	IK	Open
9.	List out the activities of the Membership Secretary and circulate to the Committee	April	PC	Open
10.	Explore selling Aquanaut Club	April / October	AH	Open
11.	Advise Edge of new kit usage charges / arrangements	April	AH	Closed
12.	Organise a rolling course	April	IK	Closed



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No.	Action	Action Raised	Responsibility	Status
13.	Facilitate the organisation of monthly trips open to all	April	RH	Open
14.	Organise a Sardinia trip	April	NS	Closed
15.	Organise a reciprocal arrangement with Seapoint	April / October	IK	Open
16.	Review CKC safety procedures	April	MR	Open
17.	Provide all CKC members with a copy of the PLA Tidal Thames Recreational Users Guide	April	AH	Open
18.	Approach One Over the Ait re: CKC discounts or other support	April	AH	Open
19.	Organise summer social	April	DK	Closed
20.	Request protocol for ensuring Arch 2 remained secure if doors nearest pontoon are used	October	NS	Open
21.	Raise paddleboard issues with BBA at next meeting	October	NS	Open
22.	Liaise with PC on training on the website	October	NS	Open
23.	Monitor website and consider revamp	October	All	Open
24.	Encourage other members to develop their paddling skills	October	All	Open
25.	Develop in-house leadership development programme	October	IK / NS / AH	Open
26.	Approach Colin Munday re: future trailer servicing	October	AH	Open
27.	Review enquiries email arrangements	October	JO / PC	Open
28.	Organise two further kit days	October	AH	Open
29.	Explore if CKC could temporarily store boats and trailer at the Air Cadets in Battersea	October	AH	Open
30.	Remind members of importance of attending pool sessions	October	IK	Open
31.	Explore Lea Valley WW sessions for members	October	AH	Open



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No.	Action	Action Raised	Responsibility	Status
32.	Email members about escorting Sarah Outen along the Thames in November	October	AH	Open
33.	Organise Christmas party	October	DK	Open
34.	Seek individuals to take on Safety Officer role	October	NS	Open
35.	Gauge interest from members take on Committee positions	October	All	Open
36.	Organise next Committee meeting in January	October	NS	Open