

CKC Committee July 2017 held at Rose Pub, Vauxhall

Update on Actions

Peter has been doing a great job of updating the website pages at short notice. Thanks from the Chair

Action: Trailer parking area keys need to be given to those with trailer lock keys.

Clapham pool - CKC proposal to store 1 sea kayak, met with concern about whether there is sufficient space to store a sea-kayak. **Action: Follow up (Fiona)**

PLA code. There are 15 copies on the top shelf of our cage in the arches. The Chair is keen that we distribute the copies amongst members.

Training: No feedback received from Jonathan on training, prior to the meeting (he is currently touring internationally with work). Lorna attended a 1-star training session which included some new club members.

FSRT planned but didn't happen

Coastal navigation course might be useful to club – **Action Fiona**

Another Shepperton session was planned for new members.

Finance; the current Bank balance is £6k. A healthy situation at the moment. We should discuss membership rates at the next meeting

We have a bank account and a Pay Pal account. Need log in details for the Pay Pal account. **Action: Tudor, Dan, Fiona need to ensure enough people have access to the logins.**

Kit repair day. **Action: Philippe to organise**

Healthy and Safety: **Action: Philippa to review CKC safety procedures**

Website.

The overall redesign has been put on hold but Tudor suggested a redesign of the calendar. It currently suggests we have a session every Saturday. He suggested we disable the calendar function.

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Peter suggests we clean it up. Quite a lot of people have admin access to the website. Scope to get a small working group. One true source should be driven through doodle poll, accessed currently only by Thames leaders

Fiona suggested we remove the highlighter from the weekends.

Peter can remove non-legitimate/confirmed calendar events

Tudor observed that the calendar needs constant attention to ensure it's up to date.

Actions: 1) Peter will undertake an audit of who currently has webmaster access to the website. 2) and clean up the following months of the calendar ASAP.

Discussion about who needs/has administrator access to the website, identified four sources for the calendar that need rebuilt updating

- training
- Thames sessions
- non-Thames sessions
- and social events; and Kit repair days (Liza & Philippe to update Peter)

it make sense for Lorna (trips) and Jonathan (training) to have access to be able to update training and trips. Currently there is no sync up of sea trips and training sessions

Action: Peter will train Lorna and Liza re updating the website

Action: Peter will draw up a chart to clarify with regard to the website, who has responsibility, and identify who is accountable, and who needs to be consulted and informed

We need to decide who has top level access... Tudor suggested that in addition to the above mentioned roles and responsibilities, at least one person on the committee should have administrator access.

Limited knowledge within club members on how to update website, including upload blogs.

Kenneth observed that there seemed to be considerable uncertainty about who can do what and has access to certain things, and that in the long-term we needed to find a more efficient and comprehensive way to ensure appropriate Hanover of roles, duties, responsibilities, access etc as committee members changed.

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it was noted that there is no specific identified responsibility for overseeing the website. A Webmaster role for example, would oversee any non-event related content on the website. The role doesn't need to be a formal committee role but needs to be designated.

Action: Ask if a club member is willing to help

Thames Leaders

We need to get more Thames leaders set up, with appropriate training. There was a likely gap of qualified leaders over the summer.

Lorna, Janice, Fiona were all close to getting signed off

As a way to cover the immediate gap it was proposed that we adopt a work-around system of two co-leaders/competent paddlers to lead each Thames session for the next 4 weeks.

Suggested names included: Phillippe, Geors, Dan, Phillipa. Janice, Liza, Fiona, Phil Cumming. Olwen, Miranda

appropriate leadership criteria; 3 star paddler with level 1 coaching or 4-star training. It was also felt appropriate to have one qualified first aider in the group, who did not necessarily have to be the leader.

it was agreed that leaders and co-leaders should feel free as necessary to limit the numbers in any session, and equally to choose the appropriate route that they felt comfortable leading, whether leading upstream or downstream. Leaders should also feel free to limit paddles during this period, if circumstances demands, only to experienced paddlers and to not include first timers, or those with very limited experience.

Action; Lorna will write to Dave and Izzy to get herself signed off.

In summary:

- two competent people required to do-lead Thames sessions for the next 4 weeks
- with 1 person in the group who has a first aid certificate.
- the itinerary, and who can participate is at the discretion of the co-leaders.

Rescue Practice

The recent capsizes on a Thames trip underlined the need for rescue training on the Thames.

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It was proposed that a rescue practice session at Shepperton be organised as soon as possible.

The issue of safety briefings before each Thames trip was also raised, i.e. what to do in the event of a capsized.

Actions:

ensure safety briefing before each Thames trip (Thames leaders)

Leaders and club members being led to be trained on Thames rescue (see below)

Shepperton rescue and safety session proposed for Saturday 5 August

Membership

Tudor has collated a list of current members.

Action: Tudor happy to monitor Thames sign ups and alerts the session leader to any non-paid members, who will be due to pay the £10 session guest fee

Action: Fiona will circulate members list to Thames Leaders and Committee .

Trips

Belfast trip running...through Belfast club. Weekend 5 August

potential South Coast trip - one response

Fiona suggests people working in pairs to organise trips this year.

Liza - keen to organise a trip to Marseille next year.

Lorna to send email with updates to the group. And nudge-emails for each trip with a cut off date for response.

Arches update

The boats have now been switched from top, to middle shelf. Significantly reduced urgency for further changes. BBA have to put in place electric lighting. Fiona asked BBA for a whiteboard for all arches users to record who is actively paddling at any one time. We need hooks to hang the padlocks.

Fiona shared the drawings of possible new rack designs for boat storage in the arches, noting that if wheels were added to the racks we would lose so much space that our kayaks would take up two levels of shelving,

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Action: Fiona to liaise with Andy at Brentford Sports Trust, re the wheels and height concerns and to request that we receive plenty of advance notice of when any changes to the boat storage might happen so that we can ensure we have sufficient CKC members available to help move the boats.

A.O.B

Kenneth had identified an unexpected possible funding source for expedition leaders wishing to travel, via the Winston Churchill Memorial Fund. The deadline for applications was 19 Sept. **Action: Kenneth to forward a link to the Winston Churchill Travelling Fellowships to CKC members.**