**Action points from CKC Committee meeting 10 Nov 2017, Pret Vauxhall**

Present: Dan (Part), Tudor, Kenneth, Fiona, Peter, Lorna, Liza, Phillipa (part)

Apologies; Philippe, Jonathan

**AGENDA ITEM 1 - ACTIONS FROM JULY** which were not discussed later. (numbering follows minutes of previous meeting)

1. Trailer parking area keys to be given to those with trailer lock keys

NOTE: trailer park garden area keys were given from Dan to Alex

ACTION: check trailer park garden area keys have been cut & distributed to those with park keys (Fiona)

2. Exploring if a sea kayak can be kept at a Pool (Fiona or new training officer)

ACTION: Winter re-attempt Clapham Pool

ACTION: If Clapham pool isn’t possible, explore Tooting pool as a place to store to sea kayak for practicing skills.

3. Organising Coastal navigation course for club members (Fiona or new training officer)

NOTE: one-day of theory, ideally could be linked with supporting kayakers develop their trip ideas. Explore dates in January

4. Bank & PayPal A/c logins (Tudor & Dan)

NOTE: Paypal access confirmed (Dan)

ACTION: Treasurer tracks access to financial log-in details (Dan)

5. Kit repair day (Phillipe)

ACTION: kit officer to propose some dates (Phillipe)

ACTION: 7.1. Liza & Lorna to be trained in website update for events. (Peter)

10. Thames Leader sign-off

NOTE: Janice signed off – 28 Sept 2017

11. Shepperton rescue/safety session (Lorna) - complete

12. Monitoring Thames sign-up page to check paddlers are members, or whether they are guests (Tudor) – this is working well.

13. Arches Update

NOTE: no change

**AGENDA ITEM 2 - CKC FINANCES & SETTING NEW MEMBERSHIP FEES**

NOTE: CKC currently charges £87/year; Edge charge £96 and Richmond charge £185.

NOTE: scenario 1 yearly new sea-kayak purchase at ~£1500/year would need either 11 new members paying current £87/year or increasing membership up to £106

NOTE: scenario 2 £1500 rent increase 11 new members or £106 membership fee

NOTE: scenario 3 yearly new sea-kayak purchase & £1500 rent increase results in 28 new members £135

NOTE: above scenarios based on assumptions (a) no sale of existing stock (b) excludes income from guest monies (c) operating costs remain constant

NOTE: current fee is £87 starts 1 Mar. & includes 1-star training, current guest session ceiling set at 3 sessions; current membership rate has not increased for at least the past 2 years.

NOTE: per session charge discussed & ruled out owing to administrative overhead/revenue collection

NOTE: several case-studies presented of barriers to entry on Thames sessions (capability)

NOTE: B.C.U. insurance discount ~£2 v small, as a result tiered pricing ruled-out

NOTE: new membership rate proposed as follows; early-bird membership charge <1st Apr. at £90; membership charge at £95; >31st Aug. £60 late-comer membership

ACTION: communicate increase to members for their approval; & then there will be formal sign off in “winter AGM” (Tudor)

ACTION: enter into member mojo (Tudor)

**AGENDA ITEM 3 - NEW TRAINING OFFICER**

NOTE: Jonathan has requested to stand-down because his job will keep him overseas in 2018 and will be in UK in late November until mid Dec. This could be a useful period for a hand over.

ACTION: confirm current job description, and then circulate job description to the membership to request someone to come forwards to do the training role (Fiona)

**AGENDA ITEM 4 - WEBSITE**

NOTE: Audit who has access to club web site & other IT access

NOTE: Draft website task responsibility chart

NOTE: Formal Webmaster Role discussed at previous Cmte mtg but no proposal on way forwards

NOTE: Tudor to now be primary updater on Thames Session updates

NOTE: Peter to prime initiative to document event procedures – so that paddlers can update relevant parts of the website

NOTE: review of content of website proposed. (A proposal received that “Home & About club” could be one section; and “Paddler development” & “Resources” is one section. Shop section is no longer used.)

NOTE: proposal on whether secure members area should be resurrected ruled out as not urgent

NOTE: proposal on whether website infrastructure should be upgraded ruled out as not urgent

NOTE: proposal for wider distribution of social media logins ruled out on account of governance concerns

ACTION: document event update procedures so that members can update parts of the website (Peter)

ACTION: document current posting pictures facility with Jonathan & how to update the club-group email lists e.g. Thames leaders & cmte (Peter)

ACTION: review user-experience & content & submit recommendations (Dan & Mike F)

ACTION: Dan to meet with Mike F to understand Mike F’s recommendations. The scope of the content review is review-only with submission of recommendations i.e. no update

ACTION: e-mail members requesting reference C.K.C. in their social media channels – facebook , Twitter & Instagram (Kenneth)

**AGENDA ITEM 5 - CHANGING YEAR END & START DATE**

NOTE: A.G.M. which elects the new committee currently take place in March, proposal to hold subsequent A.G.M. meeting early November; of those present, there were no objections to this proposal

NOTE: proposal is that the financial year-end remains February, formal approval of February statement of accounts occurs in November at the A.G.M.

NOTE: with the exception of Jonathan, all existing committee meeting members can continue till the Autumn A.G.M.

ACTION: draft proposed changes to constitution and share with committee by email (Fiona)

ACTION: subsequent to review, circulate to members (Fiona)

ACTION: publish A.G.M. dates to members >21 days (Fiona)

**AGENDA ITEM 6 - SAFETY**

NOTE: 2017 Risk Assessment findings are that there are disparate instruction versions in disparate locations; proposal to require the following documentation as a minimum; risk register; incident reporting procedure; Thames-leader rules; non-Thames leader rules; club operating procedures; trailer operating procedures; kit-borrowing rules

NOTE: scope of documentation is the bare minimum required. This will build on and consolidate all the existing rules/guidance not start again

NOTE: other guidance is valuable, but lack of distinction between minimum and guidance is muddling & jeopardises safety

NOTE: proposal to begin with Thames-leader rules draft & use that as a template for subsequent drafts/documentation for non-Thames trips

NOTE: proposal to use 2017-incident reporting procedure v1 as the formal incident reporting procedure

NOTE: Safety coordinator must be informed when the incident reporting procedure is activated

ACTION: Committee members to review 2017-incident reporting procedure v1 and respond to Philippa within 1 week, and then this is the incident reporting form the club will use. **(ALL)**

ACTION: draft minimum documentation (Philippa to coordinate & approach experienced people for help)

ACTION: place physical copies of incident reporting procedure and an accident book into the cage at the arches (Philippa)

**AGENDA ITEM 7 - TRAINING & TRIPS**

NOTE: proposal to schedule 2 trip planning sessions either second half of November or early-mid January.

NOTE: proposal to collate output & solicit member review with deadline for feedback

ACTION: e-mail members who indicated they were interested in trip planning on Member Mojo to check best date for this group to meet to plan trips, and then to invite the club membership to a gathering at this time (Lorna)

**AGENDA ITEM 8 - SOCIAL**

NOTE: Proposal for Wed. 29th or Thu. 30th Nov., deposit of £10 per person is needed for meal

NOTE: Proposal for Burns Night social in January

ACTION: e-mail club with options for Wed. & Thu. For Christmas social (Liza)

**AGENDA ITEM 9 - DATA PROTECTION**

ACTION: review data protection (Peter) Liaise with Tudor re: Member Mojo

**AGENDA ITEM 10 - BBA ARCHES**

NOTE: no change since July

**AGENDA ITEM 11 - A.O.B.**

11a) Proposal received to explore relationship with Trak where Trak kayaks could be trialled (Mike)

NOTE: Kenneth will be purchasing a Trak Kayak, CKC members can then see how difficult it is to assemble the kayak. A more informed discussion on having a link to Trak-kayaks deferred to next committee meeting (Kenneth to liaise with Mike to be able to reply to Trak)

11b) Clarification on Thames leaders sign off

NOTE: Thames leader sign off must include either a) one supervisory session (with 2 distinct assessment leaders) or b) two distinct supervisory sessions (with distinct assessment leaders at each). The theory test can be conducted by any of the currently signed-off leaders, either in conjunction with a paddle, or separately. Topics for the theory test are set out on the Thames Leader sign-off process.

ACTION: complete theory test (Fiona – on 12 dec, Lorna)

11c) Training by South East Kayaking

NOTE: The committee recognised South East Kayaking’s support and flexibility to the club over 2017. It was agreed that a deposit of 50% is paid in advance to secure the training supplier in advance for club-procured training. Where club members are paying themselves for SE Kayaking training, these club members need to pay their deposit in advance, as per normal training providers terms and conditions.

NOTE: The committee would formally like to record its thanks to SE Kayaking for the support it has given to the club.

11d) Settle up with treasurer as a result of session monies rcvd, and expenditure on key cutting. (Lorna)

11e) need to update the master list of who has keys.