



Minutes: Committee Meeting, 8th February 2017

Location:

Attendance

- Izzy Kaminski (Chair)
- Alex Hester (Kit Officer)
- Rob Horton (Trips Co-ordinator)
- Dan Kennedy (Treasurer)
- Fiona Gooch (Safety Officer)
- Dave Tuttle (Member)

Apologies (Received)

Apologies were received from Jonathan Oliver (Secretary), Janice Barrett (Trips Co-ordinator), and Geors Richards (Training Officer).

#	Agenda Item	Actions
1	Chair's opening remarks / matters arising	
1.1	Minutes of last meeting None shared & unknown who was meant to have taken these notes.	JO
1.2	Update from Chair Arch 2 redesign: Currently waiting for a CAD diagram. Mo from 360 offered to develop a diagram for how to style the redesign. The aim was to make the changes within the arch. The next aim is to find a weekend when people can come to re-arrange the arch & specifically to assemble "poles". Action – IK to chase.	IK
2	Membership	
2.1	In the absence of the Membership Secretary nothing was discussed on this matter.	
3	Treasurers report / finances	
3.1	DK informed that the current bank balance is £4,729.12, which is after paying Brentford's September invoice (which was a 6 monthly invoice). (From memory - £2,500/year is the annual rent for the arches - DK to confirm arches annual rental)	DK
3.2	DK agreed to make a proposal for what the new membership fees should be. The proposed new membership rate to be circulated to Committee with sufficient time for feedback from Committee before AGM where membership fees are agreed/confirmed.	DK
3.3	DK to prepare balance sheet in time for AGM.	DK
3	Kit	
3.1	"Strand on Green sailing club" (who store their boat trailers opposite the City Barge Pub, a short walk away from Kew arches) would be willing to re-jig how they store their trailers to be able fit in CKC's. Strand on the Green would charge CKC £100/year. Commodore Tim Young is the contact person. AH to confirm to Strand on the Green Sailing club that CKC would like to store our trailer here.	AH



3.2	EDGE have enquired if they could use/hire CKC's trailer (because they are thinking about getting rid of theirs.) CKC trailer – costs approximately £1000/year (in maintenance & depreciation.) The proposal is that CKC would get priority use, and that Edge is charged £50/day. Edge would book trailer use with CKC kit officer (Alex). Bookings by EDGE can be applied for & then CKC confirms 2 months before the date. Suggest that the arrangement initially is done on a trial basis. AH to get back to EDGE with how they can hire the CKC trailer.	AH
3.3	Brentford Football club (effectively CKC's landlord) has assured users that that the electrics are being sorted. Review at next BBA users meeting. IZ to follow up.	IZ
3.4	Moving kit information into shared on-line CKC folder. AH to do.	AH
3.5	Need to do an inventory to check all kit has been returned. Alex	AH
3.6	The notion of storing 1 or 2 sea kayaks at Clapham pool was discussed, so that members can use a long sea kayak for practicing rolls and self-rescue, if there is space in the pool. DT to ask Paddy. AH approach pool management.	DT / AH
3.7	Ensuring that there is sufficient income & reserves to ensure that CKC will be able to replace kit (boats etc) when needed. DK to review if possible before AGM, when discuss membership fees.	DK
4	Training	
4.1	In the absence of the Training Officer nothing was discussed on this matter	
5	Trips	
5.1	Janice's 30 th Jan email to the club was good since it sort to find out what CKC members want to do. Feb 8 th email subject "Scotland and role" from Janice to Committee provides feedback on responses received.	ALL
5.2	Discussion re: lack of organisers of trips. The idea is to encourage more people to lead. Perhaps the people who have proposed going to particular locations are encouraged to organise a trip. Trip coordinators can approach individuals to lead trips. Also Trips could be separated into Land-based organisation (organisation of cars/roofrack/towing, youth hostel/camping, food) and "on-water" activities. (i.e. planning trip – tides, safety, launch/landing points etc)	
5.3	If there is no leader for "on water" part of a trip then members can approach a guide or pay a professional to take them out.	
5.4	Rob Davis (ex-Seapoint) could be approached to be paid to run trips for the club. JB to explore with Rob D which trips Rob D might be willing to lead & how much he might charge & when trips might happen.	JB
5.5	Rob D can also be approached to deliver training. 1 star is being proposed for 19 March. New training committee member to explore this possibility.	
6	Safety	
6.1	FG apologised about slowness of pulling together documents. Proposed process – do H&S risk assessment for a) arches, b) Thames paddles, c) Coastal trips paddles. Then discuss with current CKC Leaders what processes leaders already adopt, and if any new processes could be adopted to mitigate risks.	



6.2	<p>CKC's "Operating procedures" will be a possible source document, which needs to be updated by replacing Cremorne with Kew. It is worth consulting Phil who has significant expertise. Izzy offered to help. FG to approach CKC people to ask for help.</p> <p>Darren Knight at the PLA would like a copy of CKC's risk assessment. (This is wanted for all clubs.) FG to send when completed.</p>	<p>FG / IZ</p> <p>FG</p>
7	Socials	
7.1 7.2 7.3	<p>7.1 It was agreed that the Christmas party was a success.</p> <p>7.2 CKC Members are encouraged to propose more social activities.</p> <p>7.3 It was agreed that socials during cold winter season are good for keeping a sense of club cohesion.</p>	<p>ALL</p>
8	AOB	
	<p>1. Bringing on new Thames Leaders</p> <p>a. Next steps</p> <p style="padding-left: 20px;">i. DT to send to the membership - the a) Competency Framework, b) Leadership criteria to all club members, c) 4* syllabus (which sets out what members need to do to become a leader).</p> <p style="padding-left: 20px;">ii. IZ to upload the relevant documents onto CKC website.</p> <p>b. Thanks to Geors for her questionnaire and to Alex for building on that work.</p> <p>c. Thanks to Dave T for shadowing potential/aspiring leaders out on weekend paddles.</p> <p>2. AGM</p> <p>a. Izzy emailed on 18th Jan members an invitation to AGM & request for members to consider being on the committee. IZ to re-send email – welcoming new people to join the committee & remind members of the AGM.</p> <p>3. PLA</p> <p>a. Alex Hester – is currently on the PLA recreational navigation committee. In due course CKC to consider if PLA liaison role should be a committee member? For the time being CKC committee to ask Alex to provide updates in advance of committee meetings. Chair to ask Alex for updates in advance of CKC committee meetings.</p>	<p>DT</p> <p>IZ</p> <p>IZ</p>