



Minutes: Committee Meeting, 19th January 2016 – 7.30pm – 9.30pm

Location: Thamesis Dock, Albert Embankment, SE1

Attendance

- Phil Cumming – Secretary (PC)
- Jonathan Oliver – Membership Secretary (JO)
- Alex Hester - Kit Officer (AH)
- Izzy Kaminski – Training Officer (IK)
- Rob Horton – Trips Coordinator (RH)

Apologies (received)

Apologies were received from Neil Simpson (NS) – Chair, Dan Kennedy (DK) – Treasurer, Janice Barrett (JB) – Trips Coordinator and Christoph Merdes (CM) – Trips Coordinator

#	Agenda Item	Actions
1	Chair's opening remarks / matters arising	
	<p>NS had been called away with work and had asked PC to chair the meeting in his absence. Apologies were received from NS, DK and JB and since the last meeting CM had finished his role at DFID and had returned to Germany (and was missed!).</p> <p><u>Arch Update</u></p> <p>There were no notable updates from BBA since the Committee last met in October – the pontoon, Arch 2 racking improvements and paddleboard housekeeping issues in Arch 2 had still not been raised with BBA. It was agreed that improving the storage of boats in Arch 2 should be a priority for the Committee in 2016/17.</p> <p><u>Outstanding Actions</u></p> <p>Significant actions closed / discussed following last meeting were as follows:</p> <ul style="list-style-type: none"> • It was agreed that a sanitised membership list would be circulated periodically to the Committee, Thames leaders and other trip leaders as appropriate – showing member name, email, mobile, and emergency contact details. • AH had said that he had approached Edge regarding purchase of the Aquanaut Club but discussions had stalled as they had decided to add to their fleet of boats – it was agreed that for the moment the Club would hang on to the Club. • The reciprocal arrangement with Seapoint was now in place – details of which had been circulated by IK previously. • AH had approached 'One Over the Ait' re: CKC discounts and had not got very far. He reported that the Tavern on the other hand had a loyalty card scheme and offered the 10th pint free... • A number of significant actions were agreed regarding the trailer – see Agenda Item 3. • AH reported that it was not possible to store the trailer at the Air Cadets site in Battersea. • The Aleutian Film Night and escorting Sarah Outen's L2L finale was a success. 	<p>All to note</p> <p>All to note</p> <p>JO to action</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>



	<p>There was also a discussion around how the Club can develop reciprocal arrangements with other clubs building on the Seapoint model. AH mentioned an obvious one was Tower Hamlets but other coastal-based clubs should also be explored. This action remains outstanding and would be picked up by the new Committee.</p> <p>The website was also discussed – and PC advised that issues surrounding server downtime should now be much improved as Toons had organised for the site to automatically restart following a server update. PC had also amended the access rights to enable more people to update the Thames page and would circulate an update to the website user guide.</p> <p>Other actions are discussed under each relevant agenda item as appropriate.</p>	<p>All to note</p> <p>PC to action</p> <p>All to action</p>
2	Membership	
	<p>JO reported that the club currently had 74 paid up members and 1 debtor. He now had access to the membership site and the CKC info email.</p> <p>A number of enquires had been received by individuals wanting to attend one of the Club introductory / skills sessions – a session would be organised in April.</p> <p>It was agreed that each member would receive a two-sided waterproof map of the River Thames. JO would make contact with the PLA to see if they would be able to send out copies to members directly or whether the Club would need to do this.</p>	<p>All to note</p> <p>JO and IK to action</p> <p>JO to action</p>
3	Treasurers report / finances	
	<p>In DK's absence, PC advised that the Club had around £5,000 in the bank. BBA had been paid £1,250 in December for the period 1st October 2015 to the 31st March 2016 when the remaining instalment of £1,250 would be due.</p> <p>It was noted that other than renewal of British Canoeing affiliation fees (c£400) there were no other major expenses coming up. AH also stated that members should be encouraged to buy certain personal kit (e.g. cags).</p>	<p>All to note</p> <p>All to note</p>
3	Kit	
	<p>AH provided an update on kit related matters. He felt that the cage needed to be better organised and any review should tie in with any review that happens in respect to safety. AH also mentioned that the VHF radios were need of some TLC. A further kit day would be organised in March.</p> <p>AH also reported that Colin Munday had kindly agreed to undertake substantial repairs, modifications and servicing of the trailer (e.g. axels and braking, replacing and extending the coupling, fitting of a storage box for kit, etc) which would cost in the region of £700. This would also included costs of £300 to repair damage to the trailer that happened whilst it was in storage at Brentford Lock. NS was also pursuing reimbursement of damage to the trailer from the Estate Management company. (Post Meeting Note: All costs were approved by the Committee following the meeting and the Brentford Lock Estate Manager also agreed to reimburse the Club for damage to the trailer as a gesture of goodwill).</p>	<p>All to note</p> <p>All to note</p>



4	Training	
	<p>There was a discussion about the Kayak Club Leaders Training Day on the Tideway and was ultimately being run by Harry Whelan and chums. Places were limited and only 2 spots were available per club for the water-based session – although more places were available on the land-based training session. Interest had been sought and it was agreed that IK would make places available on a first come, first served basis. AH been given a place via the PLA.</p> <p>The club would be emailed separately about attending the land-based training session by AH.</p> <p>There was also a discussion about increasing the number of Thames leaders that were available. IK said that there was around 6 people who were interested in becoming a leader and Geors Richards have offered to help get things moving.</p> <p>PC said that the Club technically had 11 Thames leaders – if you exclude those who couldn't necessarily lead too often there were still around 6 or so people. Whilst getting new leaders would be great, it would also be good to have another push at seeing if existing leaders could agree to take a session at least once every 6 weeks or so.</p> <p>The importance of attending pool sessions was also discussed and there was a possibility of sharing Battersea Canoe Club's Putney pool session once a month – IK would explore and report back.</p> <p>AH also said that would see if it was possible to hire or just access the lake at Lee Valley.</p> <p>PC advised that there were a number of members who needed to have their first aid qualifications renewed in May – he would contact React First and organise something.</p>	<p>IK to action</p> <p>AH to action</p> <p>IK to liaise with Geors to action</p> <p>PC to liaise with JB on this</p> <p>IK to action</p> <p>AH to action</p> <p>PC to action</p>
5	Trips	
	<p>RH gave an update regarding up coming trips over the coming year including Gower in March and Orkney in June. JB had also provided an update on trips via email.</p> <p>There has been a lot of interest for overseas trips – Norway in particular. One weekend a month had been pencilled in for either a whole weekend or day trips with a variety of levels catered for including beginners. A trips calendar was also in development following the success of the 'round email' JB had instigated.</p> <p>There would be no official Club trip to Kilchoan this year due to Geoff's diary commitments. There was a brief discussion on whether the Orkney trip would be the alternative or whether something else should be organised. There was no clear resolution on this point.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
6	Safety	
	<p>In the absence of a Safety Officer nothing substantial was discussed under this agenda item – see AOB.</p>	<p>All to note</p>



7	Socials	
	In DK's absence nothing substantial was discussed under this agenda item.	All to note
8	AOB	
	AH advised that he had met the new Cremorne Centre Manager and the CKC now had permission to launch and land from Cremorne – AH would provide further details.	AH to action
	It was provisionally agreed that the date for the AGM would be the 1 st March – PC would contact NS to confirm the date. (Post Meeting Note: 1st March was agreed).	PC to action
	There was a brief discussion on the roles that would definitely become vacant at the AGM – although clearly all roles are up for election. Fiona Gooch had expressed interest for taking on Safety and Geors Richards for Training. IK also mentioned she was interested in standing for Chair.	All to note

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	Ongoing
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	Closed
5.	Explore potential advertising slot in Timeout	April	DK	Superseded
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 / January	JB / PC	Open
8.	Contact members who had shown interest in becoming Thames leaders and help to identify training needs	April / October / January	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	Closed



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
11.	Advise Edge of new kit usage charges / arrangements	April	AH	Closed
12.	Organise a rolling course	April	IK	Closed
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	Closed
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	Superseded
18.	Approach One Over the Ait re: CKC discounts or other support	April	AH	Superseded
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	Superseded
23.	Monitor website and consider revamp	October	All	Superseded
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	Closed
27.	Review enquiries email arrangements	October	JO / PC	Closed
28.	Organise two further kit days	October	AH	Closed
29.	Explore if CKC could temporarily store boats and trailer at the Air Cadets in Battersea	October	AH	Closed



Chelsea Kayak Club

No.	Action	Action Raised	Responsibility	Status
30.	Remind members of importance of attending pool sessions	October	IK	Open
31.	Explore Lea Valley WW sessions for members	October	AH	Open
32.	Email members about escorting Sarah Outen along the Thames in November	October	AH	Closed
33.	Organise Christmas party	October	DK	Closed
34.	Seek individuals to take on Safety Officer role	October	NS	Open
35.	Gauge interest from members to take on Committee positions	October	All	Open
36.	Organise next Committee meeting in January	October	NS	Closed
37.	Periodically circulate a sanitised membership list to the Committee, Thames leaders, etc	January	JO	Open
38.	Update and circulate website user guide	January	PC	Open
39.	Organise next introductory kayaking / skills session	January	JO / IK	Open
40.	Organise for waterproof maps of the River Thames to be sent to members	January	JO	Open
41.	Assign places on the water-based Kayak Club Leaders Training Day	January	IK	Open
42.	Circulate details of the land-based Kayak Club Leaders Training	January	AH	Open
43.	Establish if the Club can share Putney pool session once a month	January	IK	Open
44.	Establish if the Club could hire or had access to the lake at Lee Valley	January	AH	Open
45.	Organise for React First Outdoor First Aid course to run in May	January	PC	Open
46.	Advise on access arrangements at Cremorne for launching or landing	January	AH	Open
47.	Agree and circulate date of the AGM	January	PC / NS	Open