

CHELSEA KAYAK CLUB

Committee meeting: Wednesday 21st March 2018, Pret A Manger, Vauxhall Bridge,

#	Agenda Item	Action	Responsible member	Date to compete by?
1	Introductions/Apologies	Present: Tudor G, Philippe M, Paul R, Fiona G (chair), Kenneth T, Dan K, Liza E, Lorna C (notes). Apologies: PeterM, Philippa H		
2	Reflection on AGM & emails from club members around the AGM	<p>Discussion on emails received around the AGM</p> <p>What can the Committee do –individually and as a whole? Committee is voted in to run the club. Do we have to Consult Club on everything? Handover of Roles/Committee as a whole? Are the job roles set out? Offer of “buddy” roles?</p> <p>We need ongoing progression of Trip Leaders/ Thames Leaders. Last year suffered because there had not been enough Thames leaders/all fell on too few shoulders, from a club who had had plenty of leaders a few yrs ago.</p> <p>Need more Sea Trips organised with enough notice.</p> <p>Response is needed from membership from emails</p> <p>Club Different for what it was a few years ago, new committee learning on the go. Members have to be proactive Long Email Chains – Not good.</p> <p>BFCCST and Arches set up will change CKC is run by volunteers, so proposals can’t be delivered unless they are accompanied with clear offers of time</p>	FG to re-circulate job roles document	
		Sources of new members: adults wanting to continue what they did as youngsters, introduction by friend, saw CKC kayaking, website search. Could ?AAA or meet up be used to recruit new members?		

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3	Action points – pls see list – below – CKC Nov 2017 Committee meeting; & AGM Feb 2018. <i>Please advise if action points are complete, or when they will be done, or if they should be dropped.</i>			
	1. Actions from July 2017 cmte meeting			
	a. Check trailer park garden area/allotment keys (with Alex) have been cut & distributed to those with park keys (Philippe)	Philippe to distribute allotment keys to those who have trailer keys	Philippe	
	b. Exploring if a sea kayak can be kept at a Pool (Fiona or new training officer) – 1 st Clapham pool, 2 nd Tooting	Clapham pool manager not supportive of large kayak in the pool.	n/a	n/a
	c. Organising Coastal navigation course for club members (Fiona or new training officer)	Trainer to be identified	Paul R	Within 1 month
	d. Liza & Lorna to be trained in website update for events. (Peter)	See 2a below	Liza/Peter	1 month
	2. Actions from Nov 2017 cmte meeting	Outstanding		
	a. NOTE: Audit who has access to club web site & other IT access (Peter)	(see - feb2108 doc) Dan needs Admin Rights	Peter	
	b. ACTION: document event update procedures so that members can update parts of the website	Lorna looked at Peter's guidance – looks ok. Liza to trial Peter M's website instructions. Liza has preference for being shown in person, if instructions aren't clear.	Liza	
	c. ACTION: document current posting pictures facility with Jonathan & how to update the club-group email lists e.g. Thames leaders & cmte (Peter)	Unsure how to update the Gallery photos Thames leaders & committee list updated.	Peter	

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d.	ACTION: review user-experience & content & submit recommendations for how website text & website pages could be updated (Dan)	Dan changed what was easy, but more work needed Ongoing	Dan	
e.	ACTION: e-mail members requesting reference C.K.C. in their social media channels – facebook , Twitter & Instagram (Kenneth); AGM – request members share CKC related photos on facebook, Instagram & Twitter	Kenneth has set up Instagram channel. Kenneth to email CKC members requesting their reference CKC in social media channels	Kenneth	
f.	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)	All to read Incident Reporting procedure (Already read - Tudor & Peter) Remaining committee members & Thames leaders to read.	All	
g.	ACTION: draft minimum safety documentation (Philippa to coordinate & approach experienced people for help Thanks to Phil who provided feedback on early draft)	In progress	Philippa	
h.	ACTION: place physical copies of incident reporting procedure and an accident book into the cage at the arches (Philippa)	Complete (pink Book in Cage)	n/a	n/a
i.	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); AGM – organise trip planning meeting – 6 March	Productive Trip planning meeting happened. 2018 Trip calendar issued. Updates & individual events to be emailed to the CKC membership – ongoing task	Lorna	Ongoing
j.	ACTION: organise Christmas social (Liza)	Complete	n/a	n/a

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	k. ACTION: review data protection (Peter) Liaise with Tudor re: Member Mojo	Ongoing – see below		
	l. Settle up with treasurer as a result of session monies rcvd, and expenditure on key cutting. (Lorna & Dan)	Outstanding	Lorna/Dan	
	m. need to update the master list of who has keys. (Fiona – liaise with Philippe)	Ongoing	Fiona/Philippe	
	3. Actions from CKC AGM – Feb 2018			
	a. Change to Constitution re: AGM date (Fiona) & BCU to British Canoeing (Fiona)	Updated	n/a	n/a
	b. Website – Recommendation to have a "webmaster" responsible for non-content maintenance/possible site upgrade/functionality enhancements	Thanks to Peter for agreeing to be webmaster		
	c. Philippe/Kit (organise kit days, Ensure all CKC boats have correct boat numbering/ID)	Dates Published by email Dates added to calendar on website (spring& summer)	Philippe Peter	ongoing
	d. Trip list to be published – Lorna	Complete	n/a	n/a
	i. Then promoted by social media (Kenneth)			
	ii. Then uploaded onto CKC website (Peter)	Lorna to upload calendar to CKC site, and talk to Phil re getting Upcoming trips page to link to. Can a simplified version of trip list be put on website? Calendar needs to be kept updated to make website look "live" (social/Kit/Trips etc)	Lorna/Phil/Peter Lorna/Peter	
	iii. Liza, Dan, Philippe, Lorna, Paul are interested in being part of a trips committee.	Start looking ahead 18 months (rolling forward)		ongoing

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	e. Kenneth – to consider a CKC WhatsApp group A specific Trip Whatsapp group??? Will it add anything? Who will do admin on it? Data Protection issue?	Revisit at next meeting		
	f. Tudor: Adjust MemberMojo to ask			
	i. if members have website skills	Yes - Possible	Tudor	
	ii. want to be Thames leaders	Yes - Possible	Tudor	
	g. Update from Paul R/training (responses from club members to email re: training needs; consider training pathways? Handover from Jonathan O?)	E-mail sent out No handover yet	Paul	Ongoing
	h. replace missing documents on the CKC website – see Alex’s email Refer to Club Google docs. Dan needs Link to Google docs Who’s account do the Google Doc’s reside in?	Philippa	Philippa/Dan	ongoing
	i. Find CKC member able/willing to explore or keep an eye on possibility of a downstream location closer to Chelsea for CKC – Fiona	Outstanding		
	j. supporting new members with follow up call – can Tudor do this?		Tudor	ongoing
4	Membership, MemberMojo & General Data Protection Regulation (Fiona, Peter & Tudor)			

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	<p>Member Mojo gathers personal data CKC needs. Member Mojo as our data handler needs to be compliant – but are not updating their policy until April 2018.</p> <p>BCU are in process still of releasing guidelines for clubs on how to be GDPR compliant.</p> <p>Club needs a Privacy policy, which MemberMojo form can then refer to – when explaining to members what/how data will be used.</p> <p>BCU drafted incomplete policy earlier in week - still missing para for privacy policy on what the data canoeing clubs pass to BC, no paragraph drafted yet.</p> <p>Getting policy & revising MemberMojo form to be GDPR compliant has been holding up membership renewals.</p>	<p>Dan/Peter/Tudor to review Privacy Doc and Revise Text on Member mojo.</p> <p>When MemberMojo & Privacy policy complete - Tudor to prompt MemberMojo to send out membership renewals. Early Bird Discount agreed – available from one month from sending out membership renewal.</p>	<p>Dan/ Peter/ Tudor/Fiona</p> <p>Tudor</p>	<p>ASAP</p>
5	<p>Trips – Lorna</p> <p>Currently CKC website only has 3 sign-up pages – Tues; Thurs & weekend.</p>	<p>Update Calendar on website</p> <p>Upcoming trips – can Sign up page per trip be generated? To be investigated. Peter/Phil/Lorna to explore</p>	<p>Lorna</p> <p>Peter</p>	
6	<p>BBA Arches update (Fiona)</p> <p>Do we have enough Space on new plan? Progress slow. Pontoon being removed by St Georges. Once removed will the Steps be improved? Pontoon removal might trigger St George removing subsidy & possible rent increase.</p> <p>Fiona to share info on Arch with Lorna as local contact to represent club.</p>	<p>Fiona to continue liaising with BBA</p>	<p>Fiona/Lorna</p>	
7	<p>2 Facebook pages – (Kenneth)</p> <p>Lorna updated Committee of what she had been told by Phil on previous problems Club had with FB.</p> <p>Clarity needed on what each facebook page does. Page with Picture – “closed group” page. There are 191 members on FB page, more that current club membership.</p>	<p>Decision to keep both pages – however need to be clear which CKC moderates (& which is not moderated) and which is private.</p>	<p>Lorna/Dan</p>	

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	<p>If we want to use this page for club communication (duplicate of E-mail comms, not to replace it) then this group needs to be limited to Active members/last 2 yrs to see if they can be encouraged to re-join.</p> <p>Only Dan on current Committee has moderator rights to group (other Moderators are not on committee)</p> <p>“Pinned Post” needs to be put on FB Groups page to say there is going to be a Tidy up of members (as above), then page can be used to prompt people on trips/socials etc.</p> <p>Page with Logo – “place” i.e Public facing. Can be used to promote club. Only Admin can post items on page, so this FB site we have control of the “public” face.</p> <p>Members encouraged to post pics etc on Groups page and then admin can share selected Pics on “Places page” for club promotion.</p> <p>Caution about posting trip info on facebook, because anyone can see one of the facebook pages.</p>			
8	<p>Website (Dan text) (Peter)</p> <p>Can the website have Public/Members area?</p> <p>Private club docs shouldn't be on display to public</p>	Dan can see if he has admin	Dan/Peter	
9	<p>Trak-kayaks pilot discussion (Kenneth)</p> <p>\$750 deposit required for each Kayak for a “TRACS Pilot”</p> <p>There is concern about Trak kayaks not being insured when at BBA, And perhaps Maintenance of Trak kayaks</p> <p>Delivery time for Kenneth's Extended till Aug – so possibility of pilot slightly delayed.</p>	<p>Keep exploring with Track</p> <p>Understand if “contents” insurance can be added onto BFCCST's “buildings” insurance</p>	<p>Kenneth</p> <p>Fiona</p>	
10	<p>Club – Secretary role</p> <p>Things to consider for Club Sec Role:</p> <ol style="list-style-type: none"> 1. The ability of a second person to back-stop on actions is valued. 2. Primary account holder on Bank account – is Phil (Dan can pay as a secondary Account Holder) 	<p>Agreed/confirmed:</p> <p>Phil to continue with CKC completing BCU affiliation role</p> <p>Tudor leads on Member Mojo</p> <p>Tudor monitors the CKC info & membership emails accounts.</p>		

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	<p>Changing signatories was complicated at the previous change;</p> <p>3. There is a need for activities of the club to be linked to background admin. Committee meetings is where these discussions happen.</p> <p>4. There needs to Clarity of Roles (could fall between 2 stools)</p>	<ul style="list-style-type: none"> Paul happy to be cover for Tudor when Tudor is on holiday <p>Website Admin – Peter/Phil</p> <p>Fiona to call Phil</p>		
11	Explore CKC providing some incentive to members developing their skills. E.g. Tower Hamlets CC incentivises those who lead/coach.	Should explore more	Paul/ Lorna	
12	BCU is developing an integrated membership package	For info		
13	Update on PLA related matters – For info – Pontoon removal; Tideway contact; Paddling/Rowing code might be merged; PHRNG	Alex Continuing to cover PLA (for all Paddle sports)		
14	Register a presence in TideFest – 2 sept? Morning/Afternoon CKC trip to be planned when no flow (barrage shut) for beginners.	Registration submission by 2 nd April Which leaders able to lead a trip	Liza Fiona/Paul	
15	<p>AOB - discussion</p> <p>a) Discussion on insurance coverage on a peer paddle, and coverage of BCU members.</p> <p>b) Can CKC develop new kayakers? Thames can be fast flowing at Kew. So carry on delivering need to do BCU 1* <i>and</i> advise new members of pool sessions near by, <i>and</i> beginner sessions others run. CKC aims to do more sea trips, once paddlers are no longer complete beginners? Liza's Poole harbour trip will provide suitable water for beginners.</p>	n/a	n/a	n/a