



Chelsea Kayak Club

CKC committee minutes

Date: 21st May 2018

Present: Tudor G., Philippa H., Fiona G. (chair), Lorna C., Peter M., Philippe M

Apologies: Paul R., Kenneth T., Dan K., Liza E.,

1. Misc. Prior Actions

i. Job Roles Document circulated

Action: please read. (ALL Committee)

ii. Coastal Navigation Course (Ref.#3.1C)

Update: updated needed (Rob D.)

iii. WebSite Access Audit (Ref.#3.2A)

Update: 30+ members have some form of website access

iv. Social Media Channel (Ref.#3.2E)

Action: updated needed (Kenneth T.)

v. Session Monies rcvd. (Ref.#3.2L)

Update: Session monies in possession of Lorna C.

Action: receipts to be e-mailed to club treasurer to settle balance (Lorna C.)

vi. Master List of Keys (Ref.#3.2M)

Update: keys re-cut/procured for Arch 1 Western (One-over-the-Ait) door (Orange in colour), possible insurance issue with non-members having keys

Decision: leaders requiring new keys Janice B., Dave T., Olwen R., Phil C., Phillipe M. & Izzy K.

Action: confirm Olwen has key set from Phil (Fiona G.)

Action: confirm Miranda K. membership status in relation to key-set (Fiona G.)

Action: distribute Western Door keys to existing member holders (Philippe M.)

Action: verify those with trailer keys have allotment keys (Philippe M.)

Action: send e-mail to key-receipients (Fiona G.)

vii. Constitution (Ref.#3A)

Action: reflect updated consitution on the web-site (Fiona G.)

viii. Kit Days In Calendar (Ref.#3C)

Update: complete

ix. Trip-List Publishing (Ref.#3D)

Action: add trip & leader to calendar (Lorna C.)

x. Missing website documents (Ref.#3H)

Action: produce list of documents pending publishing on website (Philippa H.)

xi. Facebook Group Update (Ref.#7)

Action: update facebook group (Dan. K.)



Chelsea Kayak Club

Action: make Lorna C. a moderator of facebook group (Dan. K.)

xii. Update Of B.C.U. re. Club Secretary Role (Ref.#10)

Update: complete

xiii. Tidefest registration (Ref.#14)

Action: register club (Liza E.)

xiv. Club Role Document

Action: review, provide suggested updates (ALL committee)

xv. G.D.P.R. preferences

Action: contact those that said no to either e-mail or mobile (Tudor G.)

xvi. Membership Renewal

Action: send out membership renewal task list (Tudor G.)

xvii. Medical & Next Of Kin

Action: send info. to medical & current trip leader (Tudor G.)

2. Safety Officer Update (Philippa H.)

Update: Club Operating & Safety Procedures - reference document on safety which all members must abide by; Incident Reporting is also imperative, speak to Safety Officer if in doubt.

Decision: peer paddles will be continue to be permitted.

Action: add line to to non-Thames leading & operating procedure documentation stating that participants of Peer paddles encouraged/must be a current full member of the B.C.U. (Philippa H.)

Decision: use of the trailer requires Kit-Officer written approval

Action: update Kit Loan Policy document to reflect that requirement (Philippa H.)

Action: peer-review safety documentation (Lorna G.)

Action: e-mail Club Operating & incident reporting documents once updated website to all members & Darren Knight at the P.L.A. (Philippa H.)

3. Trips Planning (Lorna C.)

Action: organise another trip planning session (Lorna C.)

Action: plan capsized-drill session (Lorna C.)

4. Changes At The Arches (Fiona G.)

Update: licenced to store 19 boats & 19 kit, St. Georges subsidy to be tapered off, shelving will be replaced by scaffolding (date unconfirmed) which will require at least some of the boats to vacate the arches on a temporary basis (location to be confirmed)

Action: investigate options for off-site storage (Phillipe M.)

5. Website (Peter M.)

Decision: website does need moving on account of current hosting arrangements, question of when to be determined by hosting provider

Action: submit suggestions for new website platform/migration options (ALL committee)



Chelsea Kayak Club

Action: contact Dave Townsend re. hosting to understand priority (Fiona G.)

Action: update pages where changes were suggested based on review by Dan K. (Peter M.)

Action: review Administrators and remove those not required (Tudor. G.)

Action: upload event update procedures (Peter M.)

Action: review options for update of banner photographs (Peter M.)