



Chelsea Kayak Club

CKC committee meeting Friday 12th October 6.30pm, Vauxhall

Present:

Paul R Training Officer, (by phone for start of meeting)

Dan K, Treasurer, Tudor G membership secretary, Liza E Social, Fiona G Chair, and for later part Philippe M Kit officer.

Apologies: Kenneth, Peter, Lorna, Philippa

1. Actions from last meeting's minutes;

1. Misc. Prior Actions

i. Job Roles Document circulated on 21 or 22 May by Fiona – Fiona asked please look at these and revise, if they are inaccurate. **ALL** outstanding

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

Update: updated needed ACTIONED

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

Update: 30+ members have some form of website access

CLOSED

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.)

DAN TO CHECK UP ON THIS.

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

Update: keys now not needed for padlocks on the Western (One-over-the-Ait side) doors to arches, since this then causes a fire issue. Keys were cut, distributed and now not needed. So cutting keys has been a fair expense this year. Also for insurance reasons it is better if non-members do not have keys.

Liza needs an Arch 1 key; Olwen need set of keys for both Arches. **Fiona**

Action: **Fiona** to get keys which are not being used from Miranda

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

Fiona reports that rear exits need to remain as Fire Exits & access needs to be kept clear.

vii. Constitution (Ref.#3A)

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

ACTIONED

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

Update: complete- ACTIONED

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

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



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

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

xi. Facebook Group Update (Ref.#7)

Action: update facebook group (Dan. K.) The closed group

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

DAN TO ACTION.

Fiona plans to set up separate social media & website meeting with Peter and Kenneth & perhaps others.

xiii. Tidefest registration (Ref.#14)

Action: register club (Liza E.) Liza reports tried but was unable to get involved

Thames barrage annual maintenance day – ie low tidal flow, (only fluvial flow) day is actually the day to get involved. Fiona, Philippa, Paul and Phillipe ran two sessions on this day very successfully with many new guests.

Need to plan ahead for this each September. **Trips coordinator**

xiv. Club Role Document

Action: review, provide suggested updates (ALL committee)

As per (i) above

xv. G.D.P.R. preferences

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

ACTIONED

xvi. Membership Renewal

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

ACTIONED

xvii. Medical & Next of Kin

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

TUDOR sent medical info to Thames leaders. Observation is that it is for **Thames Leaders & Trip organisers/leaders** to check each time on medical situation of participant paddlers. Leaders don't need to have next of kin info immediately to hand, but should know how to access this information – via Tudor and/or Fiona.

2. Safety Officer Update (Philippa H.) ACTIONED

Action: add line 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. for insurance reasons (**Philippa H email club membership.**) **OUTSTANDING**



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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.) COMPLETED

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

Action - Need all membership to be proactive in reporting incidents, since this is good for our learning & avoiding incidents. Either record incidents or near-incidents in pink book in cage or email Philippa. (**Philippa H.**) to advise membership.

Action: After the trailer, there is recognition that next most dangerous activities could be land-based, not afloat. Find manual handling poster to put on inside of Arch 2 near CKC kit to cover concerns re potential lifting injuries - **Philippa H.**

3. Trips Planning (Lorna C.)

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

Excel sheet with trips emailed.

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

1star sessions organized by CKC have been adapted to include capsized paddler being rescued – so that they know what they need to do, if a capsize did happen.

Fiona reports that there are members who are experienced kayakers but who may not have capsized. She plans to offer to take members she is aware of to a pool session. Please can other members also advise when going to a pool session to support paddlers wanting to improve?

4. Arch & fellow users of Arches (**Fiona G.**) LORNA also helping in relation to possible storage configuration changes at the Arches

Update: CKC has a license to store 19 boats & 19 kit. (We store 18 Kayaks). 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)

The new rowing tenants in arch 1 have an interest to help with getting the new scaffolding arrangements in Arch 2 to happen as they want more space in front of Arch 1.

Edge and 360 have more kit in the arches than their License arrangements.

Lorna has helpfully produced a good design for scaffolding racks for boat storage in Arch 2.

ISSUES CKC-liaison person should be alert to in relation to storage re-arrangement; safety of equipment whilst the new system is installed. Learning how to adjust scaffolding in case we want to adjust rack shelf-heights.

Possible 'babysitters of ' kayaks during the works; Tudor might be able to store 2, Liza also 2,

Lorna ???. How long do we need to do this for? Will the Kayaks need to be locked up whilst

away from the Arches? Will CKC need to buy new locks? Will CKC want to have someone

present at the Arches when this is happening? Where will non-kayak kit be stored temporarily?

Action: investigate options for off-site storage & if new locking kit is needed (**Phillipe M.**)



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2. Other updates (not covered by action points) on activities by CKC committee members

a. Secretary – current number of members in CKC

46 members presently

b. Treasurer – club bank balance GB Stirling S,84q. Kit related expenditure can happen.

c. Training

- Past year; two 1star training days held; 7 people on first & 2 people on recent one. -

Three have not yet come on follow up paddle. One person yet to pay membership

- Need to add GBP50 option for membership after 1st Sept added to the Member Mojo.

Suggestion perhaps to use discount code to apply discount to memberships after 1st Sept.

Tudor to make change to Membership Mojo & then advise Paul R. **Paul R** to nudge BCU 1 star participant to pay.

- Coastal navigation course by Howard Jeffs; good attendance. Other CKC members are interested. **Paul** to liaise with CKC paddlers still wanting this training so that they organize it at a timeslot that works for them.

- **Paul** will send another email out to club, re what further training needs there are.

- Paul's reflections on the courses so far; beginners course went well. Coastal nav ok.

Would be good to do coastal nav using scenarios, therefore to plan to do next course near the sea at weekend trip. Maybe combine with Trip Planner; Future training – consider doing in-house training (not all training needs to be formal)

- Request that we facilitate members to do equivalent of 3star training which brings paddlers up to standard of being a “competent group member”. **Paul** to consider

Also considering organizing FSRT training.

d. Kit – Philippe ;

2 successful kit days out of 3 planned kit days held. CKC kit now has reflective stickers on all BAs, paddles, helmets, and in more places on the kayaks. More members confident at mending skegs. 2 boats currently not in operation. New replacement bungees, deck line string and hatch covers supplied by Valley free, thanks to Philippe chasing an outstanding query.

Action; To order: more 210cm paddles & a 2015 paddle, less-tight spray-decks. **Philippe** Black registration numbers still to be applied to reflective strips on kayaks. Size as set out by PLA. Consider either ordering numbers & CKC letters (without rest of alphabet!), or perhaps stenciling letters? **Philippe**

e. Chair – trailer, Arch - tenants & fire procedures, drawdock/beach

FIRE assessment of the Arches completed. All tenants need to be tidier to ensure better fire exit routes accessible to all doors.

TRAILER ARRANGEMENTS; waiting to hear back from Strand on Green Sailing re confirmation that they are happy to bill CKC direct GBP 100 a year 'donation' to park trailer on land the allotment allows them to use.

Edge are happy to liaise directly with CKC if they want to borrow our trailer.



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BBA users have been jointly pursuing getting a bin nearer the arches & more frequent emptying of the bins.

Philippe to organize a tidying/smartening up of the area around Trailer.

Paul/360 is pursuing a causeway at Kew drawdock so that waters edge can be accessed without going through a lot of mud.

BFSCCT has emailed through the safeguarding policy of the Arch user/Team Keane that brings teenagers into the Arches. ACTION **Fiona** to ask BFSCCT re how to handle safeguarding in case of time-slots when teenagers (clients of 4th tenant) & adults are overlap at the Arches. Thames Leaders to liaise with staff member of Keane business re: how overlap of teenagers & adults is handled.

To consider producing a statement ?where? to ensure that CKC isn't liable for members' actions
Philippa & Liza Safety & Welfare

F. Website – Peter M uploaded new photos now uploaded onto website. Nice to see current members in photos on website. If **members** have photos from any club trip pls email Peter M (website)

G. Social – Liza considers paddlers keen to paddle, not meet purely socially, except perhaps at Christmas.

2. Supporting paddlers to become leaders for “sea trips” – Philippe M

To become a sea leader, you need to be signed off as having led ?30? trips in non-calm conditions.

Members who are keen to organize and take peer groups need to Grade the trips. Then record (perhaps by writing a blog for CKC website) the trips they led as part of their training log of leadership. Advertising the proposed trip & grade is transparent to club members how CKC kit is being used.

- Discussion ; re reimbursement for members who lead club sessions after becoming leaders to incentivize potential sea leaders. E.g. “show of appreciation” payment of GBP 50 per session (when undertaken by minimum X paddlers, and advertised with X notice) up to a max of X sessions. Whether paddlers on the trip session pay ?GBP10 per session or club pays – unsure. To bring to table at AGM a proposal which incentivizes leaders to become qualified and benefit the club would be suitable. **TBC**

3. Preparing for AGM in November –

a. date/location, 20th November is preferred date, otherwise 19,21,22 nov evening. **Fiona to explore venues.**

b. do we have the roles which enable smooth running of the club, or do we need to re-think roles? Suggestion that we need better ways of doing social media and updating website content with trips, training, news. “Social media” role is important for comms & marketing for the club.



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Dan advised there are tools which help put same content onto multiple social-media places – twitter/Facebook/Instagram.

Trips – Liza e – volunteered to take over Trips coordinator role from Lorna. Suggestion is to develop a calendar of trips at least 6 m ahead. Will discuss with members at AGM

c. Roles

Roles where people are willing to be re-elected.

- Phillipe/Kit;
- Tudor/ Membership Secretary;
- Paul/Training
- Phillipa/Safety
- Fiona/Chair
- Liza/Social

Which roles might become vacant

- Dan/Treasurer
- Lorna/Trips
- Liza to step down as social and willing to take up trip planning.

Roles which it is unknown if CKC member wants to continue

- Kenneth/Social Media?
- Peter/Website?

Once committee formed, perhaps one of committee can also be a vice chair, a back-stop to Fiona/Chair, & this will also improve awareness in the club of activities that chair does.

Observation;

finding people who initiate ideas and also follow through can be challenging. There is much appreciation for those who initiate & follow through on CKC related activities.

Fiona – To email club notifying of AGM and roles to be filled.

4. AOB – none!