***Draft Notes* CKC Committee meeting 24 March 2020**

**Location – on-line video conference call**

1. Attendees – Fiona (chair), Tudor, Liza, Philippe, John R, Philippa, Sean, Charlie
2. 23 members have renewed so far.
3. Outstanding items from previous meetings – see below
4. Government advice re Covid 19 is that all non-essential travel should not take place which means that CKC is unable to operate from the Arches. Club members advised of this.
5. Updates on on-going activities:
   1. Coordination of Thames paddles – by John is much appreciated. More leaders signing up to lead paddles would be welcome, and is likely when weather improves (assuming we can paddle!)
   2. 251 users of CKC website in Feb and they were on the website on average for 2.5minutes. Visitors to the website reduced after 12 March. Sean is currently exploring themes which might be suitable for CKC content. Then plans to move content and then move website server - *Sean*
6. Future locations/options for CKC operation. Phone call with Fiona & Tudor with Lee at BFCCST. Request that CKC responds with plan for developing local community involvement – **Action Lorna, Tudor Charlie** (& **FIona**) to work together to develop this & send to BFCCST.

Wants BBA to financially support itself better, rather than currently be subsided. Paul Keane business has got a license to be able train/coach teenagers to kayak, and could be a possible pathway of new recruits for CKC.

Active 360 want to have more space.

1. Follow up to safety meeting
   1. Procedures updated – this is the main process for dissemination of meeting – ***Philippa***
   2. Blog on planning Thames trips in difficult/extreme conditions – ***Fiona***
   3. Request that Thames leaders after a paddle, advise other Thames Leaders if they encounter a new hazard/risk. **Thames Leaders**
2. Membership fee
   1. Making a payment for a Taster session for entirely new members is appropriate
   2. For existing members in financial hardship – CKC wants to be flexible. Action **Fiona** to draft email to club (get Tudor’s input) & then email the club to indicate that if CKC current members find that they are unable to pay £87 CKC at this current financially constrained time. Please approach Fiona/Chair to advise of this and make a discretionary smaller payment towards the membership fee. If later in the membership year you find you are able to make the full membership fee payment we would be grateful if members did this. We do not want to lose members for financial reasons.
3. Update on:
   1. Recruitment
      1. *See marketing actions below* – *Charlie*
      2. Taster sessions   
         Brentford Sports Fest – postponed from April to 18 October (does CKC want to run a taster session in Oct-to be discussed)

?Summer taster session – if lockdown ends  
Sat 5th Sept – submitted to Totally Thames as the date CKC runs taster sessions. *Charlie/Philippa*

* + 1. CKC wants to run BC Discover beginner sessions 2-3weeks after Taster session – 19th April ***(needs to be cancelled)***, then summer, September – *Paul*
    2. PaddleSports Instructor BC qualification to be explored - *Paul*
  1. Development of members – Training – see actions below – *Paul*
     1. Progression chart to be sent to **Liza** so it can be printed on A3, Laminated & put up at the Arches
  2. Trips
     1. Actual trips on hold
     2. Planning for trips can continue & perhaps could be explored in on-line CKC meetings.

1. **Next meeting – Wed 20 May 7.15pm** TBC – in person/on-line
2. AOB
   1. Organising on-line meetings so CKC members stay together **Action – Charlie, Liza & JohnR** to lead on organising these
      1. Social during lockdown – organise one & see what interest is?
      2. Can there be on-line Training – request from a member **Paul**

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**Outstanding items from Jan 2020 meeting:**

1. Risk register – **ACTION ALL to read** & confirm to Philippa
2. Incident Reporting procedure. Agreed. **ACTION Philippe, Charlie & John** to send Philippa an email to confirm they have read it.
3. **For Information**: When leader is signed off the 2nd supervisor notifies Philippa/safety, David P can put them on Thames Leader email list, and Philippe needs to get keys to newly signed off Thames leaders.
4. Marketing;
   * 1. **Action: Liza** to investigate how we connect our marketing into the NHS push for adults to get a bit fitter.
     2. Could put up a blog about last year’s taster session just before the next taster session; could put up a new members blog ‘what was it like joining up’ just before the taster session. **Action – Charlie** to approach new member to write a blog
     3. **ACTION: Charlie** to email club to ask who is interested in being part of the marketing brainstorming.
     4. **ACTION: Fiona** share twitter & Instagram log-ons with Charlie and Sean **completed  
        Action Sean/Charlie** looking at how we automatically post onto twitter/Facebook/Instagram when blogs go up.
     5. **ACTION: Charlie** to talk to Lorna and Dan to understand how to access CKC Facebook page(s)
     6. **Action** **Sean** looking at how you put info on the sea events into the website.
     7. **Action: Charlie & Tudor** to update the standard-ish email sent to those who enquire who already have some sea kayaking experience/BC awards.
5. Training
   * 1. Practicing skills in CKC sea kayaks in outdoor static-water session e.g. Brockwell Lido or Wimbledon Park **ACTION: Sean/Charlie**
     2. Paddler development chart. **Action John / Sean** to provide feedback to David. **Action: Paul** to look at chart & propose which training courses CKC should try to run.
6. Trips
   * 1. **Action: Philippa** investigate if leading a club-peer paddle is acceptable for BC logbooks.
     2. **Action: Charlie** to change text on website so it is clear there is a welcome for these experienced paddlers. ***Action: David/Tudor****.* **Action: Liza** to let Jonathan T know that we are offering free membership on condition that they run two trips minimal. Action Complete.
7. AOB
   * 1. Liza advised Rachel happy to investigate fundraising for CKC **Action: Fiona** to contact Rachel
     2. Sean & Paul – want relevant CKC email addresses – **Fiona/David P**

**Suggest the following Jan 2020 action points are reported on in the next meeting & *not discussed in March*:**

1. Storage; proposal for BFCCST to cut corners off the cage and then Lorna to put wheels underneath the cage, **ACTION – Fiona & Lorna**
2. Cags and BA hanging storage is still an issue. **ACTION John and Philippe** to liaise to figure out a way to store them so they can dry, possibly a rail on wheels, *or Lorna had idea about an extending rail.*
3. Kit – inventory. **ACTION Philippe** suggest holding a Kit day to audit kit.
4. Philippe still to go through process of signing off as Thames Leader
5. Practice braces & capsize – perhaps near Richmond/Twickenham Island – dates to be researched – **action – Paul, John & Fiona**
6. CKC members who are coaches to help newer members. **Action: David** to share information from MemberMojo with Philippa about who are coaches. **ACTION: Philippa** to liaise with Lorna & any other club members who are level 1 coaches to ask them to propose dates
7. training
   1. FRST training: **ACTION: Paul**
   2. Signpost people to on-line VHF radio training **ACTION: Paul**
   3. Investigate the open water crossing course and see if people are interested **ACTION: Paul.**
8. ACTION: **Liza** to encourage use of the Non-Thames leader rules which sets out status of paddle - as people organise trips.
9. **FIONA** to teach John (complete) and Liza (outstanding) how to use back end of website to access numbers.
10. Checking committee roles activities & if anything is missing or needs to be re-arranged, or additional help needed. It is good for us to have a sense of the total shape of activities Club is involved with & who is doing what.