CKC Committee Meeting – 11 Nov 2020 – online

*Mainly preparing for AGM*

**Participating over Zoom:** Fiona Gooch, Sean Hood, John Roberts, Liza Easmon, Tudor Grashoff, Philippe Mollaret, Paul Rogers, David Powell, Charlie Temple

***Committee roles: could be split, continue as they are or switch to someone else* Discussion of committee roles, if there are activities which need to be acknowledged, or activities which belong to another role.**

**Chair** (Fiona)

* Landlord liaison probably needs to be one person consistently, if possible, which may mean this activity could be separated from Chair role.
* Fiona happy to step down & take up a different role
* Activities which can be done by others include managing docs, organising committee meetings, developing a 4-6 year plan for club

**Membership** (Tudor)

* Happy to continue in the role.
* Some of the activities are split between Tudor & David in practice
* 57 members - around the same as last year (plus 2 who didn’t do the MemberMojo form)
* 11 joined May – Oct 2019.
* 10 joined Aug – Oct 2020.
* 22 are BC members.
* 5 Basic rate members (9%)
* Therefore, outreach is something we keep needing to do to recruit members, otherwise there is churn in the membership
* Without Covid we could be 60+
* Confidence that we propose a good membership rate that also provides potential for maintaining & developing CKC
* Do we pass on some of the quarter rent rebate that Brentford gave us? Discount form Landlord - £625. Would we need to apply this to each lockdown? By 10th March 2020 there had only been 22 renewals and by 24th March – CKC had 26 members. Agreed not to pass on discount because too difficult to administer, kayaking resumed very promptly in June & CKC has several financial proposals.

**Financial** (Tudor)

**Bank Balance:** has increased due to;

* Membership numbers going up
* Repairs and maintenance reduced
* Rent has been lower
* Courses and taster sessions have been higher

**Kit Officer** (Philippe)

* Happy to continue in the role.
* Looking at investment and reviewing old kit, do we then need more storage?
* If we need to have budget to replace 2x (minimal) 9x (worse case) BA’s (Buoyancy Aids) after 10 years. Need to look at the date on each BA. They cost in the region of £40 // £75 // £115. We can get a discount so worse case £900. Need to look at quality so they last, maybe middle range.
* Spray Decks also need to be replaced, Philippe to confirm in the region of £1000// £1500
* Unsure if CKC could afford to buy new kayaks, they cost a lot more costly.
* *Philippe* to consult & get a quote for new CKC kit.
* Check CKC inventory of kit - *Philippe*

**Training** (Paul)

* First Aid Course - had to cancel as couldn’t find a venue big enough. Approached Chiswick who offered spaces.
* VHF Radio course - couldn't find a venue.
* Tried to rearrange courses with Howard, will resume next year. Some of his courses are quite specialised so OK to run less frequently than every year.

**Website** (Sean)

* New hosting and theme now updated. Need to migrate across to new site, hopefully in the new year.
* To share prototype at the AGM for everyone to see

**Health and Safety Coordinator and Welfare Officer** (Liza)

* Taken on recently and fine to continue

**Trip coordinator** (Vacana - need someone to replace Liza who is now doing Safety & Welfare)

**Taster Sessions coordinator** (Vacant)

* Were great, everyone got involved and the follow up discovery courses went well too.
* Have a good formula for how to prepare & run the sessions - people turn up dressed to go
* feedback from the Paddle sport instructor course recently completed by Liza & David is that Taster session breifing (developed by Philippa & Fiona) is good
* Next Taster Session in March/April ‘21
* Challenge is the marketing of the taster sessions to recruit suitable new paddlers. Marketing is a different skill compared to coordinating the Taster session day. So this part of taster session – would suit better being with Marketing officer.

**Marketing** (Vacant) **(Phone calls and outreach)**

* Nice to be in touch and prompted people to join

**Website/Digital** (Sean)

* Happy to continue with the role
* Need someone to produce content for the website with monthly updates, more blog posts. Split out who writes the post. When the club was active (2019 for example) there was a post every month on average.
* Proposal to have a website content coordinator post.

**Social Media** (Charlie)

* Happy to continue posting on social channels and building the profile of CKC

**Thames Leaders** (John)

* David T contacted John recently and he’s having a break from paddling.
* Currently only have about 3-4 active Thames Leaders; Fiona, David, Liza and Lorna when in London. Result is that paddles run 90% of time but sometimes there aren’t enough leaders to run a paddle.
* If we recruit a lot more members can we deal with demand?
* Could existing & aspiring Thames leaders benefit from Senior Thames Leader, encourage others and be a point of contact for queries on leading on the Thames.
* Need to develop people to be Thames Leaders, encourage training and development

**Roles which need to be filled**

* Marketing and Comms
* New Members and Taster Sessions Coordinator
* Website content
* Trip Planning
* Fundraiser (e.g. Sport England)
* Taking notes in meetings and at the AGM

**Committee roles** document which can be emailed out to the club in advance of the AGM. *Liza & Paul* – happy to work with Fiona on this

**Proposal to adjust CKC Membership rates**

* Need to propose and agree new membership rate at AGM and agree. Proposal is Full Membership: £95 // Early Bird: £90 // Half Year: £55 // Basic: £40. Abolish the £2 difference for those that are British Canoeing members.
* Discussion as to whether to have a joining fee like other clubs or not (does it add unnecessary complication?)
* We are the cheapest club in the area (Chiswick £120, Richmond £100)
* Given already cheap membership rate, & need for expenditure in 2021, we will not pass on ~£600 rental reduction we had in spring 2020.
* CKC Membership fees haven’t increased since 2013.
* Suggestion run the taster sessions sign-up through membership mojo to capture details which later expire if the people don’t become members.
* Need to be aware of inclusion and not raise the cost too much, to fit with the landlords wishes for us to be inclusive. We’re not a business but a club. Equally the landlord wants to increase our rent by an unspecified amount.

**Issues For consideration**

* Continue with Zoom meetings post Covid or hybrid meetings (some online and some in person)
* David**-** not on the committee but has a lot of involvement, would *David* like a role?

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**Notes of discussion on Financial Proposals** (David)

*To review 3x proposals- looking at the financial implications*

1. **Leaders in the club receiving discounted membership if have led in previous year**
* Thames Leaders doing at least 12 trips for the club in the previous membership year, are eligible to pay Basic membership rate (not the full membership rate).
* Implement from 1st Dec ‘20, so that the membership reduction starts from 1st March 2021, for those that have led 3 trips since 1st December.
* Need to bring those who lead on the sea within the proposal. Suggestion that a one-day trip on the sea is equivalent to running 2 Thames trips.
(*John* to notify Thames Leaders of this proposal)

1. **Key Training Fund to increase number of leaders within club**
* Club to allocate a budget, to then be able to fund up to 75% of a training course.
* One course to be subsidised per person within a year’s membership. After getting approval from Treasurer (Tudor)/Training (Paul) officer, then individual will pay for the course & then apply for a proportion of reimbursement.
* Should be open to aspiring Thames Leaders not just aspiring sea kayak leaders.
* Which courses would be included? Suggestion is that the courses which fall in scope of subsidy are those where the training is about how the individual can benefit others e.g. coaching, leading related courses, perhaps first aid-type courses, Not Personal Performance awards.
* Expenditure is quite a lot & we will need to see if it will benefit the club.
* Treasurer (Tudor) & Training (Paul) will assess applications from individual, it is suggested one criteria might be on the basis of what evidence there is that the individual has previously contributed to the club.
* Suggestion is that initially the budget set aside for this will be £1000.
* *David, Paul and Tudor* to work on email to the club, sent out before the AGM for approval as it has the largest cost implications.

1. **Subsidy for “My first sea trip” Training to run in 2021**
* Lots of new people at the club who might not have paddled that much, nor progressed their skills, nor are they aware of the magic of kayaking on the sea. Need to improve their key skills (forward paddling, edging – need to look at BC Explore Syllabus) and build up new-ish members’ paddling experience by paddling on the Thames. Then take these developing CKC members, who have gone on a certain # of Thames trips to do a trip the first club trip on the sea. Proposal is to subsidise this first sea trip (which can include some training on the trip), since currently club formally doesn’t have a qualified leader to take new paddlers out on the sea.
* Assuming cost of coach is £500/day, CKC subsidises the cost by 50% & there is enough interest for two CKC groups, then the cost to the club will be £500/year.
* The individual paddlers will divide up the remaining cost of the coach (e.g. £250/5people = ~£50/person)

**Covid/safety update**

* Need to update existing procedures – re-confirming no more than 2x people in the arches at any one time
* Need to wear masks (face covering) indoors.

*Liza***will** update Operating procedures
 **AGM Date**

* Next AGM will be Wed 9th Dec 7pm

**AOB** - None

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**Items from previous meetings – carried forwards**

1. Reduced membership fees. Committee agreed last meeting to offer reduced membership fees to those that have not yet renewed, when things returned to “normal”. [Fiona - Apologies not happened & new lock-down has overtaken the situation.]
2. Investigate further the possibility of getting club members qualified as paddle sport instructors. [David & Liza did course & state that the down-side of the course is that it covers many types of boats, & isn’t purely focused on sea kayaking. It isn’t a particularly suitable qualification for CKC coaches.]

1. Outreach in area local to Kew - Initial preparatory meeting/discussion happened. Put into action outreach/promotional work – when do Taster session in Spring 2021. Tudor/Lorna/Charlie; need a marketing officer
2. Safeguarding online course is recommended to be completed by our club coaches (Liza shared details; currently it is not obvious that CKC membership includes a vulnerable adult.)
3. Outstanding – FG to advise PC of 5years honorary membership.