**CKC AGM Meeting Minutes – Wed 9 December, 7-9:15pm – online meeting**

**MEETING MINUTES**

**Attendees:**

A total of 15 people joined the meeting:

Fiona, Paul, Tudor, Philippe, Liza, Sean, Will, Lorna, Jonathan, Jan, Marcel, Nick, David P.

Later joined by Olwen, Charlie (too late to vote)

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|  | **Agenda items** | **Notes & Actions** |
|  | Apologies for Absence | John R., Safi, Mike & Rosie all sent apologies, but voted by proxy. |
|  | Matters arising from the previous year’s minutes – (CKC website -> Club Documents) <http://www.chelseakayakclub.co.uk/wp-content/uploads/2020/01/CKC-Nov-2019-AGM-minutes-v2.pdf>  | There were no matters arising from last year’s minutes. |
|  | Chairpersons Report / Summary of the year (Fiona) | The Club Chair (Fiona) gave a summary of the year that included the following points:* Meeting with landlord (Brentford Football Community Sports Trust (BFCST) prior to first lockdown
* No paddling from March to June due to Covid lockdown
* First paddle after lockdown saw a seal at Chiswick
* Thames very clean, so much that it was possible to see the bottom and some even went for a swim
* Covid rules kept changing. Huge thanks to committee members working through the changing rules to enable safe paddling
* Main issue is that car sharing was not allowed and this has been a huge barrier in getting to the sea
* In the autumn held 3 Taster days, 2 with Totally Thames and one planned on the ‘No Tide Day’ when the Thames Barrier is closed, which then was re-scheduled
* Held Discovery courses for new members joining after Taster sessions
* In November landlord (BFCST) asked for formal response to use of The Arches by the Club supporting the BFCCST/community vision. Rent is subsidised by St Georges and this subsidy may be withdrawn. Other users of the Arches want additional space. Expect to hear in mid-January.
* Some key numbers for the year:
	+ Average # of trips per month: 8.5
	+ Total sign-ups for the trips: 450
	+ Average # of trips per member: 7.5
	+ # new paddlers taken out on Taster sessions: 48
	+ Average trips per kayak: 25
* Difficult year but got a lot of input from Committee members and members which gave a better solutions
* Will not stand down this year, but will stand down in a year
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|  | Reports from Committee Members (all) | **Membership summary by Tudor:*** 57 members, 61:39 male:female, about the same as last year
* 26 new members, 31 renewals. Big dependency on new members
* Median age 47 (down from 49 last year)
* Age range 25-70

**Safety Officer, Welfare Officer and Covid Officer summary by Liza:*** Reviewed roles and contact information including Safeguarding
* Invasive species washing of boats only if changing river systems, or sea to river (and vice versa)

**Training by Paul:*** 4 British Canoeing Discover courses
* First Aid course
* Self rescue practice on Thames (with real incident)

**Thames Leader Coordinator written update by John R:*** Have been able to run most weekly Thursday paddles on the Thames (outside lockdown), occasionally on weekends
* Percentage of members who go regularly on the Thames seems very low
* Success in recruiting new members at the Taster sessions is not translating to new members on the Thames sessions, indicating a gap in the offering and needs of new members

**Kit by Philippe:*** No kit day this year due to the virus
* Shelf life of BA and helmet is limited to 10 years and a new proposal will be discussed later

***Social Media statistics – provided by Charlie after AGM****Facebook - Chelsea Kayak Club (@chelseakayakclub)** *123 like the page*
* *138 follow the page*
* *16 check-ins*
* *8x posts this year (activity since Aug, including a few paddles, taster sessions and Christmas paddle) - only up to 10x likes per post - need to do more to increase engagement*

*Instagram - chelseakyakclub* * *44 posts (7x posts from 6th Sept - before that last post in June '19)*
* *383 followers (under 100x 6 months ago)*
* *203 following (under 100x 6 months ago)*
* *Need to increase engagement with more posts. 50+ likes per post - so much better than Facebook.*

*Twitter - @chelseakayak** *330 Following*
* *347 Followers*

*Helpful having bank of images to upload posts when not kayaking will keep up the engagement!***Website review by Sean:*** Showed new front page with simplified navigation. Reaction of members at the AGM was positive
* CKC now paying for new hosting service ready for the new website
* Need to use Club pictures on website (ACTION: Sean to update website with Club pictures)
* Google drive to share photos that could be included on website (ACTION: Sean to send Google Drive link to club members, next year, 2021) <https://drive.google.com/drive/folders/1QEdki_prrIMwqtCrorx_mubfTUCatNpj>
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|  | Presentation of CKC Accounts (Tudor) & appointment of auditor | * Interim (1 March to 4 Nov) cash flow statement presented.
* Main issue will be any increase in the rent as this is the biggest expenditure.
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|  | Proposals | Proposals were put forward and voted on. Proxy votes were advised by the Chair, giving a total of 18 votes per proposal. (Proposals are attached as an Annex to these minutes.) |
|  | Review of the Club Membership fee (Tudor) - Proposal 1 | The proposal for revised membership rates and the abolition of the BC fee was **agreed** unanimously (including proxies). |
| 7.1 | Proposal 2 Allocating budget to support training for leaders (Paul) | The proposal for allocating a budget to support training for leaders was **agreed**, with one abstention (including proxies). |
| 7.2 | Proposal 3 Subsidising paddlers first trip on the sea, after they have developed skills on Thames paddles (David) | The proposal for subsidising paddlers first trip on the sea, after they have developed skills on Thames paddles was **agreed**, with 89% in favour (including proxies). |
| 7.3 | Proposal 4 - Discounted rate membership for CKC (Thames or sea) leaders  | The proposal for discounted rate membership for CKC (Thames or sea) leaders was **agreed,** with 81% in favour (including proxies). |
| 8.1 | Proposal 5: Purchase of replacement CKC kit  | The proposal for allocating a budget for kit purchases was **agreed,** unanimously (including proxies). |
| 8.2 | Proposal 6: Purchase of double kayak to improve CKC’s ability to take out differently-abled paddlers  | The proposal for allocating a budget for the purchase of a double kayak was **not** **agreed,** with 50% in favour, 22% dissenting and 28% abstained (including proxies).This proposal will be reviewed again at a later committee meeting once more details are defined on this proposal. |
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 | Election of new Committee Members  | Existing Committee members were proposed to remain in their positions for another year and agreed as follows:* Chair - **Fiona**
* Landlord liaison - **Fiona**
* Secretary - **Tudor**
* Treasurer - **Tudor**
* Kit Officer - **Philippe**
* Thames leader coordinator – **John R**.
* Training Officer - **Paul**
* Safety co-ordinator/officer - **Liza**
* Webmaster - **Sean**
* Social media - **Charlie**
* Social Secretary - **Charlie**

New committee members were voted into the following positions:* Trip Coordinator – **Jan** (to be supported by Paul), proposed by Fiona, seconded by Philippe
* Marketing/Comms – **Nick**, proposed by Fiona and seconded by Charlie
* Development officer of new paddlers – **Will**, proposed by Fiona and seconded by Lorna
* Fundraising – **Jan**, seconded by Paul.
* Website active content co-ordinator – **David P**., proposed by Fiona and seconded by Philippe
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|  | Any Other Business | * Jan asked: For people who joined after September, should the membership period be extended for a few months? Rejected at this stage bc Membership year starts 1st March & it is simplest to administer this way, but could be reviewed later.
* **Marcel** agreed to write a short blog about winter paddling (Action: Marcel to write blog and coordinate with David P.)
* Send photos to Google Drive for use in social media & in website (Action: all members). Here is the link:

<https://drive.google.com/drive/folders/1QEdki_prrIMwqtCrorx_mubfTUCatNpj> |
|  | Favourite Photos | Review of personal favourite photos |
|  | Close |  |

*Annex to AGM notes
Breifing for the CKC AGM 9 Dec 2020 – including financial proposals to vote on.*

**Background information for voting**

* Club has 59 members (12 joined in 2020, 11 joined in 2019, 5 are basic members & the remainder are full members). Membership has ranged from 30-70 members in previous years.
* Current Skill levels within the club: 3 approx Level 1 coaches (plus 4 not active in the club), 2 Sea kayak leaders are out-of-town members, currently 5 active Thames Leaders, 1 Sea Kayak Award, 1 BC Explore award, ~35 are at approx BC Discover level.
* Major expense is Arches rental ~£2500/year & there is a threat this will be increased in 2021. Unsure when this change will be brought in or if it will be phased.
* Club purchased ~9 sets of kayaks & associated kit (BAs, spaydecks, cags) in 2010, and then the same in 2014.

**Proposal 1 – new membership rate proposals:**

* CKC Membership fees hasn’t increased since 2013.
* Proposal is for new March 2021 membership rates:
	+ Full Membership: £95
	+ Early Bird: £90 (joining in March)
	+ Half Year: £55 (joining after 1st September)
	+ Basic: £40 (for those that rarely paddle on the Thames, or don’t need to borrow CKC kit)
* Abolish the £2 difference for those that are British Canoeing members.

Current membership rates – are <http://www.chelseakayakclub.co.uk/membership/>

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**Proposal 2 Allocating budget to support training for leaders**

* Proposal is to allocate up to £1000 to subsidise training to support CKC paddlers becoming leaders.
	+ Only for approved courses (where the training enables the individual to help other paddlers – e.g. leadership, coaching etc) a CKC member could get 75% reimbursement for maximum of one course per membership year.
	+ Eligibility would be assessed by Training & Treasurer officers, including on the basis of an individual’s track record of contributing to club activities.
	+ This is to increase the number of leaders within the club, & therefore trips we can organise within the club.
	+ Implement from 1st March 2021.

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**Proposal 3 Subsidising paddlers first trip on the sea, after they have developed skills on Thames paddles**

• Proposal is to subsidise this first sea trip, after members new-ish to paddling have built up their experience paddling on the Thames, and are ready to paddle on the sea. Currently club formally doesn’t have a British Canoeing qualified leader to take completely 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)

• Implement from 1st March 2021.

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**Proposal 4 - Discounted rate membership: £40 rate for CKC (Thames or sea) leaders** who have led equivalent of >12 Thames trips per year, or >1 trip per month, in the preceeding year. For the 2021/22 membership year potentially 7 people might be eligible, so this proposal might lose CKC a membership income of up to £350, however some leaders have pointed out they would welcome recognition from the club in relation to what they contribute.

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**Proposal 5 & 6 – Kit purchases**

Proposal for CKC to be able to spend up to £1000 on replacement kit purchases.

~50% of the Club kit was purchased in 2010 and approx 50% in 2014. Some kit is nearing the end of the manufacturer’s shelf life of 10years.

Proposal is for the club to purchase new buoyancy aids (also known as personal floation device PFD), Helmets, Spray decks to replace what was purchased in 2010.

To enable CKC to be more inclusive club, we are considering purchasing a double kayak. We still need to assess if there is space to store this, and if this is an appropriate purchase. Cost of a stable double kayak up to £1000

If it was possible we might look for a grant to help fund the purchase of the double kayak and perhaps a contribution to the other kit.

Further discussion is needed before making a final decision as to exactly what is replaced and whether a double kayak purchase is suitable.

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| Description  | Quantity | Retail Price £ per unit | Cost £ |
| Palm Meander PFD - Mix Of Size and Colour | 9 | 75 | 675 |
| AP4000 Kayak Helmet - Mix Of Size and Colour | 6 | 38 | 228 |
| Play Boater Red Deck | 6 | 68 | 408 |
| WaveSport Horizon Tandem Kayak - NO Rudder | 1 | 950 | 950 |
|  |  |  | 2261 |

After possible 20% discount from Shepperton WWC the total would be £1809

**Proposal 5: Purchase of replacement CKC kit**

**Proposal 6: Purchase of double kayak to improve CKC’s ability to take out differently-abled paddlers**