

CKC Committee Minutes – 3 November 2021 – Zoom Meeting

Chair: Fiona

Attendees:

A total of 8 people joined the meeting:

Fiona, Tudor, Liza, Sean, Will R., Jan, Nick, David P.

Apologies: Charlie, Paul, Philippe

Agenda item	Notes & Actions
Welcome	Meeting started at 8pm
1. Confirm who is taking notes of Action points Any AOB?	David P agreed to take notes. No additional points to be added to the agenda.
2. Outstanding action points from previous minutes or updates or previous actions	<p><u>Membership analysis:</u> Any way to capture dormancy ie., how active is the membership? KPI's could be retention rate percentage that renew each year or average membership duration. David to use MemberMojo 'joined on date for analysis next May.</p> <p>Old AGM minutes has the numbers of members, but hidden on the website. Fiona to find 2014 membership numbers</p> <p><u>Website Updates</u> New member indicated 'likes the attitude of the website'. David to follow up on what that means.</p> <p><u>Training</u> Will R. to liaise with Rob for Explore courses in 2022. CKC to guarantee payment.</p> <p>Will R. to review log books before printing next set (e.g., check paddle signals).</p> <p>Will R. to organise an FSRT course. Not agreed if CKC will guarantee payment.</p> <p>Will R. to organise navigation course over winter. Not agreed if CKC will guarantee payment.</p> <p>First Aid, agreed for CKC to subsidise a 2 day aquatic course to increase numbers with first aid, if there is more demand Will R. to confirm then organise.</p>

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	<p>Liza explored qualifications required to be able to deliver First Aid training courses. Needs a 3 day course, several hundred pounds to attend. Not clear if this is a one-off or recurring course. If one-off cost, CKC may pay for this.</p> <p>Liza to send details to Will R..</p>
3. CKC #s	86 members.
4. Possible new membership fee	<p>Proposal is to add £5 to all membership fees from next year's renewal. This may need to be reviewed if the rent at The Arches is increased significantly.</p> <p>New fee to be approved by AGM. Agreed to have normal meeting with an Extraordinary GM later if needed.</p> <p>Proposal to review alternative location and review other clubs rent. Need to know cost, facilities and size (square metres) of location:</p> <p>Fiona to check with Civil Service Canoe Club Putney Canoe Club; Tudor to check Chiswick Pier Canoe Club; David to check Hampton Canoe Club; Liza to check Tower Hamlets Canoe Club; Jan to check with Battersea Canoe Club.</p> <p>Cremone do not want CKC as hassle for them to coordinate & CKC may not enough sufficiently skilled paddlers in the club for that section of the Thames.</p>
5. Taster sessions - summary/changes needed for 2022	<p>Over 100 people attended the Taster sessions this year:</p> <ul style="list-style-type: none"> ▪ 30 attendees on Tasters in May, paper based tracking. ▪ 38-40 attendees for Totally Thames using MemberMojo. ▪ 31 attendees for Tidefest using EventBrite (only 1 no show). <p>At current level of attendees (i.e., less than 100), for future years the recommendations are that:</p> <ul style="list-style-type: none"> ▪ Payment is by bank transfer only, due to costs. ▪ MemberMojo is used. ▪ Use a single spreadsheet to track payment and personal details. ▪ Tudor to give Nick MemberMojo access.

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	<p>If the number of Tasters increases beyond 2 in May and 2-3 in Sept we may need to look at alternative payment/tracking mechanisms.</p> <p>Any additional Tasters should be run at the start of the year, but the club needs to increase the number of Thames Leaders before that would be feasible. Fiona to raise how to get more Thames Leaders at the next committee meeting for discussion.</p>
<p>6. Next year's committee - new/changing roles needed on committee? Who might do them?</p>	<p>Fiona to step down as Chair; continue as landlord liaison and Tasters; David – happy to continue website content coordinator and BC administrator; Jan - happy to continue with trips & has bigger plans for next year; Liza – happy to continue with Health, Safety and Welfare and Thames Leader roles; Nick - happy to continue Marketing Officer and coordinating guest liaison aspect of Taster sessions; needs social media support to fill Taster session places; Sean - happy to continue with website development; Tudor - happy to continue with Treasurer, Secretary and being initial point of communication; Will R. - happy to continue with Training role;</p>
	<p>PLA fund may be suitable in future. (not applied for in 2021 because unlikely to be successful cf criteria) Fiona to send details to Jan.</p>
	<p>360 are training some autistic people – Nick to generate a proposal how CKC could do this, including additional funding.</p>
	<p>Website is not treating photos the same on mobile devices and PCs. David to email Sean the details.</p>
<p>7. Sign-off after adjusting CKC operating procedures to enable experienced CKC members to lead more beginner paddlers on the sea</p>	<p>Agreed unanimously by the Committee, with following suggestions:</p> <ul style="list-style-type: none"> - Review every 2 years, not annually - Review all risks in risk register (Liza) - Have an ongoing evaluation of process (Liza) - Review at next Committee meeting learning points from the first Extended Remit trip. - Review with BC as part of affiliation process after testing on a pilot trip (later this month).

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8. Sign-off update to the Thames Leader rules (which have out of date references to old BC levels)	<p>No material changes were made. The document is agreed as is.</p> <p>Thames Leader rules document to be reviewed. Fiona to discuss with Olwen if she would review/propose an updated version. Editing Thames Leader rules document to take out repetition would be useful.</p>
9. Update on kayaks & kit	<p>At last month's kit day, hatch covers were changed, and seat in #5 boat and some skegs were fixed.</p> <p>BA and spray decks not yet on order. Will to investigate costs and supplier of nine BAs (3 small; 3 medium and 3 extra large).</p> <p>Philippe to advise number of fully operational boats (including skeg).</p>
10. Update on website	<p>Sean demonstrated new website theme. Sean advised URL for Committee members to review as: https://2021.chelseakayakclub.co.uk/ David to send weblinks that Thames Leaders use to assess if paddle is safe (eg CSO) which can be added to new website.</p>
11. Christmas social	<p>Social activities – general feeling was that these should be around paddle based activities, trips or events.</p> <p>Christmas paddle planned for 11 Dec. Brentford is not playing at home on this date. Fiona to put onto website sign up so that all CKC boats are used. Fiona to check Arch 1 is available on evening of 11 Dec. Assuming Arch 1 is available, plan is for David & Will to bring heaters. Will to look at music options. Jan to look at glühwein options.</p>
12. Any Other Business	<p>Tudor to give Arches keys to Will. Tudor noted that one participant attended an Explore course, but didn't pay their contribution. She should be banned from all course/Thames trips until this is reconciled. Need to make sure all participants have paid before any course delivery. Nick advised that we should have Discover courses quickly after Tasters in future. Next</p>

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	<p>course in March/April already have people waiting.</p> <p>Jan advised a surf session on 22 Nov with Fluid Adventures at Bracklesham.</p> <p>Fiona advised a fireworks paddle was planned for 7 Nov.</p> <p>Need to do kit audit & check no paddles missing Philippe.</p>
12. CLOSE	Meeting closed at 10:06pm