**CKC AGM Meeting Minutes – Monday 6 December, 7.30-9:30pm
Online Zoom meeting and in person at Hanwell Town Football Club**

**MEETING MINUTES**

**Attendees:**

A total of 14 people joined the meeting:

In person: Fiona, Tudor, Elsa, Rich, Philippe, Lorna, Jan, Mary, David P.

Online: Olwen, Jimmy, Sean, Liza, Mike L.

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|  | **Agenda items** | **Notes & Actions** |
|  | Apologies for Absence | Geoff, Chris, Will R., Nick, Mike M., Kenneth |
|  | Chairpersons Report / Summary of the year (Fiona) | The Club Chair (Fiona) gave a summary of the year that included the following points:* Thanks to committee members for help during the year
* Purchased a double kayak.
* Taster sessions in May & September, took out ~100 new people. That was probably the most that we could run as it takes away from our own trips.
* Lots of Taster days, Discover and Explore courses, keen to move people through to Sea Kayak Award and onto Thames Leaders and Sea Kayak leaders.
* COVID impacted planning throughout the year.
* Expecting rent increase during 2022.[[1]](#footnote-1)
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|  | Reports from Committee Members (all) | **Kit summary by Philippe:*** Kit day in July focused on skegs
* Kit day in October focused on seats and hatch covers
* Will has ordered new 9 new BAs
* Planning to get spray decks in 2022
* Have 19 boats including the double kayak

**Website Summary by Sean:*** Showed new front page with simplified navigation
* Still a work in progress
* Google analytics provided now on a monthly basis

**Membership summary by Tudor:*** 85 members, 61% joined this year
* 60:40 male:female, about the same as last year
* 35% British Canoeing members
* Average age 47 (same as last year)
* Age range 20-70

**Website, summary by David P.*** 8 blogs in the year, approximately one a month
* Review of trips and blogs

**Trips, summary by Jan*** Weekly Thames sessions throughout the year
* Challenges with weather cancelling some trips and getting to the coast only at weekends, COVID and making sure we have enough leadership skilled people
* Planning to do more trips in 2022, catering to a range of skills for beginner to experienced paddlers

**Training, summary by Fiona*** Discover delivered by Will R, Liza, Rob D and David P.
* 3 Explore courses
* Aquatic First Aid
* Planning to do more next year, if COVID allows

**Safety Officer, Welfare Officer and Covid Officer summary by Liza:*** Handwashing is essential and in unventilated spaces need to obey government guidance for COVID
* Extended remit for Thames Leaders to lead trips on the sea within certain parameters included as part of the club’s risk assessment
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|  | Presentation of CKC Accounts (Tudor) & appointment of auditor | * Cash flow statement presented, for last year and the period March to November
* Membership and Tasters have generated more income
* Now focused on HSBC rather than Paypal
* Main future issue will be any increase in the rent as this is the biggest expenditure, but the timing of this is still unknown. Premise should be used ‘for the good of the community’. Rent will probably be based on space used.

How long is the head lease with TFL/Active360? **Fiona** to find out once contract is agreed. |
|  | Accounts internal audit | Figures were audited internally. Ongoing process to be agreed by **David/Tudor** |
|  | Matters arising from the previous year’s minutes – (CKC website -> Club Documents)  | The proposal for allocating a budget to support training for leaders was agreed last year but there was no expenditure this year. There will be budget for this again next year. |
|  | Review of the Club Membership fee  | The proposal for revised membership rates was **agreed** unanimously.If rent is increased in 2022, there may be an extraordinary general meeting to discuss the membership fee.**Mike** to send background financial documents on landlord. |
|  | Motion by members | Is there a group who want to do Thames Leader training, including FSRT, Aquatic First Aid?**Mike** to send email to club to identify candidates who might want to go on this training.**Fiona/David** to identify candidate for Thames Leaders from Membermojo in March.Proposal was to implement a process of shadowing leaders to help learn leadership skills as well as attending training courses.Actions to increase the number of Sea Leaders to be discussed in the next Committee meeting. |
| 1.
 | Election of new Committee Members  | Committee members were proposed and agreed unanimously as follows:Chair – **David,** proposed by Fiona, seconded by Philippe.Treasurer - **Tudor,** proposed by Fiona, seconded by Rich.Secretary - **Tudor,** proposed by Fiona, seconded by Rich.Training Officer – **Will R.** with **Mike** as deputy**,** proposed by Fiona, seconded by Lorna.Kit Officer - **Philippe,** with **Rich** as deputy,proposed by Fiona, seconded by Mary.Trip Coordinator – **Jan,** with **Rich** as deputy, proposed by Fiona, seconded by Rich.Webmaster - **Sean,** proposed by Fiona, seconded by Philippe.Safety co-ordinator/officer (and Welfare) - **Liza,** proposed by Fiona, seconded by Rich.Social media - **Jimmy and Elsa,** to join **Charlie** proposed by Fiona, seconded by Mary. Also includes supporting website and blogs.Marketing & Comms – **Nick**, proposed by Fiona, seconded by Tudor.Fundraising – **Jan**, proposed by Fiona, seconded by David.Landlord liaison – **Fiona,** proposed by Olwen, seconded by Lorna.Agree to drop the role for Development of New Paddlers, superseded by Training.The following roles were not voted on:Minute Secretary - **Mary**Social Secretary – currently being done by **Charlie** |
|  | Any Other Business | Fundraising options and sponsorship also discussed, but no actions were agreed.Christmas party on Saturday 11 December at the Arches.Thanks to Elsa for organising the facilities at Hanwell Town FC. |
|  | Next Committee Meeting | 8pm, Wednesday 26 January 2022. |
|  | Favourite Photos | Review of personal favourite photos |
|  | Close | Meeting closed at 9:30pm |

**Agenda – sent before meeting**

**CKC roles which need filling.**

All positions in the committee are available for application to members every year.

For the current roles (unless otherwise stated below) the committee is happy with continuing to recommend the current members in their positions to the club. The roles are listed here - <https://www.chelseakayakclub.co.uk/about-the-club/club-committee/>  We will propose & second members to undertake roles & then vote at the AGM.

We have positions available for this coming new club year which need to be filled. New committee members will receive guidance from current committee members so please don't be shy! We meet approx 4 times per year, currently online but this may change back to in-person in the future. And during the year work in small groups on projects.  Also if there is a role you are interested in doing – we would welcome roles having deputies to enable us to organise more.

a)     **Chair –** it would be best for an existing CKC committee member to do this. David P has kindly said he is willing to do the role. (Fiona will continue with landlord liaison for the Arches.)

b)     **Role for keeping Active website content** - chasing & putting up blogs. Keeping CKC website calendar up to date & uploading CKC committee minutes, & other updates as needed. Be confident working on back-end of a website. Ideally someone who also has an eye on what makes for engaging & welcoming content. This enables those who don’t have access to the website to also contribute.  (Optional re: attending meetings)

c)     **Minutes secretary** to write up committee minutes & circulate to committee within a week of the meeting. (Please attend meetings!)

d)     **Social media**  - Instagram & facebook and perhaps Twitter. (A couple of people uploading social media posts would be great) (Optional to attend committee meetings)

e)     **Fundraising** – knowing ways of finding and then apply for funding or perhaps sponsorship. (Optional re: attending meetings)

f)      **Kit officer or Kit deputy**

***Please send me an email as soon as you are able if you are interested in any of the positions outlined above or helping out with the club in any other capacity. I'm happy to have a chat about the role or if you wish, to direct you to a relevant committee member for an in-depth discussion!***

Other agenda items include:

2)     Report on CKC finances will be presented & then approved (which need to be audited)

3)     We propose to increase the membership fee - by £5 in all categories - <https://www.chelseakayakclub.co.uk/membership/> (so the full membership category will go up to £100 for the year 1 March 2022 – end Feb 2023; with an early bird rate of £95 for those that renew before 31 March 2022). Although there is the potential that Arches rent will increase we are not increasing the membership rate until we know exactly what the new rent will be.

4)     Each CKC committee role will give a short summary of the year from their perspective

5)     Reminder there is a Subsidy for training that benefits the club or group activities. Reminder of the process (Will R & Tudor)

6)     After the AGM - please bring your favourite kayaking photo to share/show.

1. * Server and Website domain moved in 2021. Forgot to mention in meeting [↑](#footnote-ref-1)