**CKC AGM Meeting Minutes – Wednesday 16 November, 8.00-10.00pm  
In person meeting at Express Tavern, Kew Bridge**

**MEETING MINUTES**

**Attendees:**

A total of 21 people joined the meeting:

David, Ingo, Rachel, Rose, Mike M, Mary, Will, Liza, Claire, Jan, Nerea, Mike L, Fiona, Lorna, Jan, Mike W, Tom, Gilly, Tudor, Charlie

Minutes: Mary

|  | **Agenda items** | **Notes & Actions** |
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|  | Apologies for Absence | Jonathan, Philippe, Jenifer, Paul Rodgers, Rob Davies, Geoff and Miranda, Christine Clarkson., Damien, Zachary, Olwen |
|  | Chairpersons Report / Summary of the year (David) | The Club Chair (David) gave a summary of the year that included the following points:   * An amazing year of paddling, many improvements * Record membership: 103, up from 86. Tasters attracted total of 96 people in April and Sept, leading to 12 new members. * Thames paddles: 50+ sessions in 52 weeks, impressive with our small cohort of Thames leaders. * Trips: more than in any of the last 4 years – one a month. Made possible by 2021 AGM decision to implement the extended remit for Thames leaders. * Good skills progression within the club, thanks to Will’s work on training. Sea Leader training is progressing well and enables development of more Thames Leaders. * Fundraising success: a grant from Hounslow Council – thanks to Fiona – plus BCU Coaching & Leadership Bursary. |
|  | Reports from Committee Members (all) | **Membership summary by Tudor:**   * 103 members, up from 86 last year * Gender balance has shifted, now a majority female club. * 53% women: 47% men, vs 39:61 last year. * Average age 49.5 yrs (48 last year). * Membership turnover: @ one third leave each year. This is normal, but shows it’s important to maintain recruitment (see Tudor’s Treasurer’s report).   **Health & Safety + Welfare Officer summary by Liza:**   * **Health:** Must continue to follow infection control guidance for COVID within BCU, UK govt and WHO guidelines. * Covid risk assessment downgraded. Scotland trip showed risks persist. * Health - no new policy assessment this year. * **Safety:** Risk assessment guidance in Club documents, available to all online. * 2 new hazards: a) paddle storage, needs more stable, accessible solution b) access issues, as low water levels caused deep foreshore mud, slippery steps. Needs active assessment each trip. * Rescue training: Will led training on Thames, some members done FSRT, all should practice regularly. * Best practice is to share any problems for active learning, use reporting form on website for this purpose. * **Welfare** / Safeguarding - any concerns should be shared with Liza. Sharing is vital to safeguarding. Online BCU training available; Thames Leaders should familiarize themselves with it.   **Trips, summary by Jan**   * Organised one trip a month, catering to a range of skills for beginner to experienced paddlers. * Built a catalogue of trips, with info for leads to ease future organisation and covering a mix of levels. * Worked to get newer paddlers out on the sea * Longer trips to Marseilles (organised by Fiona), Scotland, Devon, Dorset. * Continuing focus on developing future Sea Leaders, to expand skills within club as agreed at last AGM.   **Training, summary by Will**   * Training new Thames Leaders main focus this year – Ingo, Jan, Mike, Rich and Tim. * FSRT, Sea Leader trainings held, Aquatic First Aid upcoming. * Discover Awards: 27 (40 last year). Need to be stricter on last minute drop-outs. * BCU Bursary - biggest news of the year, subsidy for members training. Using it for Sea Leader training, FSRT, CNTP, PaddleSport Instructor. To be spent over @12 months. Individuals pay 20%, BCU pays 55%, CKC 25%.   **Website and IT Summary by Will / David:**   * Limited progress on updating and streamlining website. Booking system is hard to update. * Newer version of WordPress enables addition of video (eg. Rich’s trip vlogs). * Still a work in progress, requires skilled volunteers. To be discussed further in 2023. * **Kit summary by Rich:** * Kit day in Jan, kit audit in summer. * Thanks to Lorna for kit tracking spreadsheet, expanded and now used as primary tracking method. * £1200 spent on consumables – replacement hatches, skeg lines, seats and footpegs etc. * Long waits for some parts, eg Valley. * 1 boat out of service, awaiting footpegs from Valley. * New BAs arrived. More will be needed. New spray decks arrived. * Boats – older Atlantics are closest to needing replacements. To be reviewed after rent increase is known.   **Social media summary by Charlie**   * Presentation with overview of social channels Facebook, Insta and Twitter. New YouTube output created by Rich this year. Encouraged members to like and comment on all socials. Likewise, do Google reviews as good for SEO. Our Insta has most followers, then Twitter.   **Marketing summary by David** – This an open position.   * Volunteer needed * Thanks to Ann for outstanding job on marketing our September Tasters (68 bookings), part of Tide Fest and Totally Thames.   **Landlord Liaison summary from Fiona**   * Situation as last year – landlord’s headlease negotiations ongoing. Expect an eventual rent rise on our tenancy. May need to raise membership fee as a result. * Got permission for club signage, Will and Fiona designing it. |
|  | Presentation of CKC Accounts (Tudor) & appointment of auditor | * Cash flow statement presented, for last year and the period March to November. * Financial position comfortable but not excessive, given boats will eventually need replacement. Overall position has improved. * Biggest income source is membership fees. Grant income new this year, minor but welcome. * Main future issue will be any increase in the rent as this is the biggest expenditure, but the timing of this is still unknown. |
|  | Accounts internal audit | * Figures were audited internally by David (Chair) who now has access to the bank account to validate the figures. * Minor queries were raised against the draft Accounts and the final version updated as a result. |
|  | Matters arising from the previous year’s minutes – (CKC website -> Club Documents) | * None – all addressed elsewhere in AGM (i.e., Landlord negotiations; Thames Leader candidates identification and training). |
|  | Review of the Club Membership fee | The proposal to keep membership rates unchanged was **agreed** unanimously. |
|  | Motion by members | None this year. |
|  | Election of new Committee Members | Committee members were proposed and agreed unanimously as follows:  Chair – **David,** proposed by Rich, seconded by Fiona.  Treasurer – **Tudor,** proposed by Tom, seconded by Charlie.  Membership Secretary – **Rose, Mike W** to share role as Tudor wishes to stand down. Proposed by Fiona, seconded by Mike.  Training Officer – **Will R,** proposed by Rich, seconded by Charlie.  Kit Officer - **Rich**,proposed by Lorna, seconded by Mike L.  Trip Coordinator – **Mike L** with **Jan** as support, proposed by Fiona, seconded by Charlie.  Safety co-ordinator/officer (and Welfare) - **Liza,** proposed by Lorna, seconded by Rich.  Webmaster – Open position; Will agreed to continue until new person found.  Marketing & Comms – Open position.  Website – active content co-ordinator, **David** to continue, supported by **Mary,** proposed by Fiona, seconded by Mike L.  Landlord liaison – **Fiona,** proposed by Lorna, seconded by Charlie.  **Non-Committee Roles**  Thames leader coordinator – **Mike M** agrees to continue – proposed by Lorna, seconded Mike L.  BC online administrator – **David** agrees to continue – proposed by Fiona, seconded by Rich.  The following roles were not voted on:  Minute Secretary – **Mary.**  The meeting thanked **David** for his hard work as Chair. |
|  | Paddler of the Year Awards | Most cheerful paddler – Fiona.  Most improved beginner – Gilly.  Most improved non beginner – Rich.  Most valued member on the water – Liza.  Most valued member off the water – Rich.  The most fun thing you did with CKC this year? Scotland Trip, (Jurassic Coast 2nd, Dartmouth Trip 3rd) |
|  | Next Committee Mtg | TBA |
|  | Any Other Business | Christmas party on Saturday 17 December at the Arches  **Mary, Charlie, Gilly** will organise it.  Lorna requested that we have a check-out/check-in process for hiring boats to non-club members (eg Edge) to ensure no damage. **Rich** to advise process.  Liza requested that the extended remit process be reviewed after first year of implementation. **Liza** to propose review meeting.  Rose suggested that sharing near miss situations is a good way of avoiding major issues. **Liza** to setup near miss discussion meeting.  Tom suggested that better signage is needed for the Arches. Fiona to confirm location and sizing of areas on doors. **Will** to provide first draft of sign (or advise if not able to do this).  Rich advised that replacement buoyancy aids will be required for those reaching their end of life. **Rich** to investigate replacement numbers/costs.  Weeds around the trailer need to be removed. **Rich** to propose a date in early 2023 to do this. |
|  | Close | Meeting closed at 10pm |