**CKC AGM Meeting Minutes – Thursday 9 November 2023, 8.00-10.00pm
Venue: ‘The Shed’ at Leyborne Park, Kew ‘**

**MEETING MINUTES**

**Attendees:**

A total of 17 people joined the meeting:

David P (chair), Fiona G, Izabela P, Rose M, Paul R, Will R, Liza E, Mary H, Rich H, Mike W, Paul R, Ingo W, Zachary B, Claire A, Raffaele A, Matt MM, Tudor G (by phone),

|  | **Agenda items** | **Notes & Actions** |
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|  | **Apologies for Absence** | Mike L, Steve D, Nerea J, Jonathan T, Mike M, Sonja J, Rachel H, Damian H, Gilly B, Charlie T, Phil P |
|  | **Chairperson’s Report / Summary of the year (David Powell)** | **The Club Chair (David P) gave a summary of the year** that included the following points:Membership: 96, slightly down on 103 last year. The overall trend has been strongly positive in recent years.Three developments stand out from the last year; 1. The Arches, **CKC’s home base**. We now have clarity on the future rent. As expected, it’s higher, but it looks manageable.
2. We now have to pay **business rates**. Setting up a Community Amateur Sports Club (CASC) is one option to change the club’s tax status and recover the rates. An exploration by Tudor, David and Fiona ruled this out as it brings other complications and CKC do not meet the criteria.
3. **Bursary from British Canoeing** obtained in Aug 22, due to successful fundraising. We had 12 months to spend it. Thanks to Will R for co-ordinating training courses to use this bursary. The membership’s skills level is higher as a result; members achieved 33 Discover awards. Full details of other awards below in Will’s Training report below. It also helped us to train more leaders. Rich qualified as a Sea Leader; Will R qualified as a Thames Leader, and Mike L is on track to qualify soon.
* **Trips:** planned 21 trips through the year but poor weather forced us to cancel more than 50%. Nine trips took place.
* **Tasters** – lower numbers but very enthusiastic people. Thanks to Fiona, Rose, Mike, Brendan and Saitch for organising.
* **Internal comms and marketing – good progress and there are plans to accelerate this:**
* We now have a CKC banner for events.
* Switched to WhatsApp Community for most internal comms.
* More videos on YouTube channel thanks to GoPro trip videos
* Chair has instituted quarterly email newsletters.
* Need to improve internal communication further by reinstating quarterly committee meetings in addition to the now well-established 1-2-1s with committee officers on specific business.
* Christmas party will be on 9 December 2023
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| 1.
 | **Reports from Committee Members (all)** | **Financial report from Tudor** CKC’s bank balance is reasonable, much improved from a few years ago. Three factors behind this* Consistent increases in membership fees
* More members
* More income from grants/Taster sessions etc.

Rent for the Arches has increased with the shift to new, commercial landlords. Business rates are also a new and significant cost. **Future outlook:** * We need to maintain or increase membership fees.
* Need to replace our aging kayak fleet.
* CKC’s Bank balance will gradually decline as we buy new boats.

**Summary of the accounts.** Main outgoings: Rent, Rates, BC member fees, Membermojo database fees, hire of coaches for training, sundry kit repairs and replacements Savings interest rates have returned to meaningful levels, so we opened a savings account to earn interest on funds – currently earning equivalent to 4 members a year. **Membership summary by Rose and Mike W:*** 96 members, slightly down on last year
* 55% men, 45% women
* Gender balance has shifted back after last year when we were a majority female club.
* 20% have 1st Aid
* 25% have done FSRT / PSR safety
* Av age – around half over 45
* No one under 25
* Skills data tends to be out of date as needs to be updated via the Membermojo annually on renewal. Rose appealed for members to update their details.
* **Action: Explore how to make updating skills records easier, perhaps by sending round a link after training courses. ACTION: Rose**

**Training, summary by Will R**Busiest year yet for training thanks to BC Bursary. * Discover Awards: 33 paddlers, split over 6 courses.
* Explore Award: 12 paddlers
* PSR Paddlesport Safety & Rescue (which replaces FSRT) – 5 paddlers
* First Aid – 4 paddlers
* Paddlesport Instructor (PSI) – 7 paddlers
* Core Coach & SW – 4 paddlers
* Coastal Navigation and Tidal Planning – 16 paddlers
* Rescue Day in August: 7 paddlers took part

As Mike L got his PSI certificate, he can now run Discover courses, so we now have 4 members who can run them: David P, Will R, Mike L, Liza E. Other qualified PSI members can work towards running these also.Thanks for Zachary for organising the recent Explore award course. **Health & Safety + Welfare Officer summary by Liza:*** **Safety:** No major incidents reported
* **Welfare:** No incidents reported
* **The major change this year was that we implemented ‘Near Miss’ reports** in order to make assessments and improve our learning e.g. Capsizes are an expected occurrence but should be reported to improve our responses.
* Liza went through the 7 ‘near miss’ incidents, highlighting learning:a) the need for **l**eaders to check paddlers kit set up/ experience levels in cold weather b) consider the max safe flow for taster sessions c) wave etiquette in surf d) hot weather – attention to hydration and use of electrolytes not just water e) greater awareness at start and finish of trips.
* **Welfare / Safeguarding guidance**. Online BC training available; Thames Leaders need to complete it to and redo it every 3 years.

**Kit summary by Rich:*** CKC owns two batches of boats, bought in 2010 and 2014. The fleet is split 50/50 between them.
* Our kayak fleet is aging.
* A lot of small breakages this year (eg, hatch covers)
* Valley’s support is very slow when replacing consumables e.g. hatch covers, seats.
* Need to restock hatch covers.
* Approx cost of a similar new kayak (eg. Valley Atlantic) @£1800

**Taster Days by Fiona:** * **Overall numbers on Taster Days** have fallen since post Covid upsurge.
* This year we had 24 attendees in April, and 24 again in Sept, down from 68 people in Sept 22 alone.
* Tasters are our main source of new members.
* Totally Thames and Google main source of recruitment to Tasters.
* **Action:** Better marketing and promotion by members is needed. **ACTION**: **Matt**

**Landlord Liaison – by Fiona** * The new landlord arrangements and higher rent has been in place since November 2022.
* Rent for the Arches is split between 360 (50%) and Edge and CKC (25% each).
* Costs increased by over 3 times compared to last year.

**Trips, Mike L sent a written summary, presented by David** * Challenging weather meant just under 50% of our 21 planned trips took place.
* Of the 9 trips we did, we went from Swale, Lepe, Rottingdean, Selsey, Herne Bay, Ramsgate, South Wales, and Dorset ‘Jurassic Coast’.
* Trips involved a range of sea conditions from flat calm to challenging surf.
* 6 CKC members went to Sardinia for a fantastic week of wild camping, good weather and wildlife.
* A big thank you to everyone who volunteered to drive boats, as without drivers trips cannot happen.

**Social media summary – Charlie sent a presentation as she was unable to attend*** CKC is present on Facebook, Insta and X (ex-Twitter).
* Our Insta has most followers, then X. We have grown our followers and number of posts on all three platforms.
* Encouraged members to like and comment on all socials. Likewise, do Google reviews as good for SEO. Our Insta has most followers, then Twitter.

**ACTION**: Send presentation to club members: **David** |
| 4. | **Matters arising from the previous year’s minutes** |  **Matters Arising from last year’s AGM and Actions Taken – report from David** 1. Auditors report – approved
2. Incident report system - implemented
3. A CKC sign for the Arches door – design made but not yet up **ACTION**: Check size and confirm with 360 (again) - **Fiona**
4. Sale of the club trailer – no interest, so weeds around it now need trimming. Need to fix the trailer for sale, which will involved towing it (Mike W volunteered) and some welding of struts. **ACTION**: **Mike W/Rich** to check trailer electrics.

**ACTION: Rich** to organise weeding day before Spring |
| 5. | **Motions by members** | **Four motions were put forward. All carried unanimously:** 1. **Review of membership fee**

Has been fixed at £100 for two years. Proposal to raise fee to £108 pa for full members, £49 for remote members.**Result of vote: Carried unanimously.****ACTION**: Update website **- David**  **Trip leadership:** Extended Remit (ER) to be continued for another two years.The ER allows Thames Leaders to lead on the sea without Sea Leader certification, provided they have previously done the trip. ER has enabled more trips, and meanwhile we have trained Sea Leaders (Rich). Liza also proposed modifying the ER by adding a land based safe contact.**Result of vote: Carried unanimously** Action: Update safety documents to include land-based contact **ACTION**: **Liza** 1. **Safety and skills maintenance**: All club members have to demonstrate a deep water assisted rescue every two years.

**Result of vote: Carried unanimously** Action: Discuss and agree what is meant by demonstrate **ACTION: Liza** **Boats:** CKC to develop a strategy to start replacing our existing fleet.**Result of vote: Carried unanimously.****ACTION:** Include in next Committee meeting - **David** |
| 1.
 | **Election of new Committee Members**  | The following committee members have agreed to continue in their current roles: Motion to approve them proposed by Paul R, seconded by Ingo * **Chair**  - David P
* **Landlord liaison** – Fiona G
* **Treasurer** – Tudor G
* **Membership sec** – Joint role: Mike W and Rose M as support
* **Kit officer** – Rich H
* **Trip Co-ordinator** – Mike L
* **Safety & Welfare** – Liza E
* **Website content** – David P and Mary H
* **Website, Social media** – Charlie T
* **Thames Lead Coordinator** – Mike M.
* **Website Admin** – David P

**Vacant Roles*** **Training Officer** – Thanks to Will for doing a strong job. He received the Chair’s award for service to the club. The Training Officer role is now open – it’s primarily an enabling and co-ordinating role.
* **ACTION**: **Rose** will discuss with Judith Pollock to see if they can coordinate the role jointly.
* **Web Master** – web maintenance in emergencies. This role is vacant.
* **Marketing Officer – Matt MM** volunteered, was voted on and approved. Proposed by Rich, seconded by Mary
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| 7. | Any Other Business | **AOB** **Trips –** Discussion of how to encourage more sign-ups for trips, and longer in advance to assist planners, especially beginners. Suggestions were made for: a) clearer, simpler information about levels (eg “good for Explore paddlers with limited sea experience”). b) work to develop a pathway for newer paddlers. **ACTION: Matt** to draft an initial proposal c) weekend trips for beginners Rose highlighted Thames Water’s plans for water extraction in Teddington which risks lowering river levels severely and harming water quality in the sections CKC paddles. **ACTION: Rose** will circulate this information.  |
| 8. | Close | Meeting closed at 10pm |