

Blackwater Valley Canoe Club Committee Handover – 29 July 2015

1. Attendees

Mike Hamilton	Ian Morris	Sophie Austin
Bob Hamilton	Damian Edwards	Richard Squires
David Williams	Owen Munford	Paul Rose

2. Apologies

Richard Green Graham Snook

3. Roles and Responsibilities

Task document handed out. If anyone needs to familiarise themselves with the general tasks a pdf is on the main BVCC Facebook page. Richard still does not have access to the polo emails.

4. Bring up to speed with current affairs and processes

a. Introduce FOAL

Brief talk given by Ian. Owen has offered to be our primary representative at the FOAL meetings but we will need someone to go in his absence. Ideally would be good to have two representatives at each meeting.

b. Introduce Other Organisations

Changes of Scene are a charity group we sometimes offer sessions to they have asked for a lido session on the 12th Aug. No other organisation mentioned.

c. Existing Policies and Procedures

General awareness raised of policies and processes. Most pdfs for these can be found on the Facebook group so members are to familiarise themselves. It was raised that we should have a duty officer with FSRT or equivalent to stand on the side of the pool we need to look for volunteers. Memberships have expired renewal emails require to be sent. Contacts such as FOAL, BCU and Lido etc. need to be contacted so as they are aware of the committee change over and emails come to the right place.

d. How does the club market itself

Mentioned about clothing - there is a small amount of stock left over we need to still decide if to sell this or to use it as prizes (dependant on size / items left) but needs to be brought down for the new committee.

e. Are there any schedule calendar events

Calendar is very out of date so this needs up dating. Trips Currently Schedule / Booked: Medway 2/08, Dorset 22/23 Aug, Barle 31 Oct/1Nov, North Wales 14/15 Nov.

There are 3 lido come and try it sessions:

- Tue 1st Sept (Tongham (4th Farnham) nicki_robin.bunce@ntlworld.com)
- Tue 8th Sept (8th Farnham (Rowledge) alan.bellenger@gmail.com)
- Thu 10th Sept (3rd Farnham scouts about 27) gillsnedden@gmail.com)

f. Proposed future calendar events

Mainly promoted discussions around what to do during the winter period and how we can keep everyone involved in the club throughout the session. Some suggestions were more trips, planned socials, possible pool venues (Cranleigh, SSP, Spectrum, Woking etc.) or working with other club links such as Addlestone.

f. Family / Summer Memberships

To be discussed at the following meeting if we should discount families for access to the lido sessions

5. A.O.B

Polo Ref Course – It was agreed that we could fund the base cost of the polo refs courses for active paying polo subscription members.

6. Date for Next Meeting

Will be held at Potters starting at 7:30pm on Monday 14th September 2015 (some members will be there from 7pm)

Summary of Actions

Topic	Description	Who?
3. Roles and Responsibilities	If required familiarise yourself with the roles task list	Everyone
3. Roles and Responsibilities	Give appropriate access to the email system and ensure emails for polo are being forwarded correctly	Mike / Gemma
4a. Introduce FOAL	Communicate with FOAL and ensure that we put forward a committee representative at each meeting	Gemma
4b. Introduce Other Organisations	Respond to Change of Scene for a session on the 12 th August to go ahead	Gemma
4c. Existing Policies and Procedures	If required familiarise yourself with the documents on the Facebook group	Everyone
4c. Existing Policies and Procedures	Communicate with the club for willing Duty Officer volunteers	Owen/ Gemma
4c. Existing Policies and Procedures	Make contact with associated organisations i.e. BCU, Lido, FOAL so they are aware of the committee handover	Gemma
4d. How does the club market itself	Bring any left over clothing stock to the lido	Mike
4e. Are there any scheduled calendar events	Find out and provide a full list of currently scheduled trip and events with details to be added to the calendar	Paul
4e. Are there any scheduled calendar events	Provide appropriate access to the calendar and update the current list of events	Mike / Gemma
4f. Proposed future calendar events	Research local pools / clubs to investigate prices, booking popularity and/or pool sharing options	Gemma