

**Blackwater Valley Canoe Club  
Committee Meeting – 14 September 2015**

1. Attendees

Owen Munford	Michael Benton	Dave Cook	Damian Edwards
Richard Squires	Sophie Austin	Paul Rose	Dave Williams
Gemma Clements			

2. Apologies

Timothy Shellard

3. Matters arising/minutes from the previous meeting

Topic	Description	Who?	Requires Further Action
3. Roles and Responsibilities	If required familiarise yourself with the roles task list	Everyone	No -Completed
3. Roles and Responsibilities	Give appropriate access to the email system and ensure emails for polo are being forwarded correctly	Mike / Gemma	No -Completed
4a. Introduce FOAL	Communicate with FOAL and ensure that we put forward a committee representative at each meeting	Gemma	No -Completed
4b. Introduce Other Organisations	Respond to Change of Scene for a session on the 12 <sup>th</sup> August to go ahead	Gemma	No -Completed
4c. Existing Policies and Procedures	If required familiarise yourself with the documents on the Facebook group	Everyone	No -Completed
4c. Existing Policies and Procedures	Communicate with the club for willing Duty Officer volunteers	Owen/ Gemma	Yes – item discussed within the agenda.
4c. Existing Policies and Procedures	Make contact with associated organisations i.e. BCU, Lido, FOAL so they are aware of the committee handover	Gemma	Yes – Gemma still to contact BCU will carry action forwards.
4d. How does the club market itself	Bring any left-over clothing stock to the lido	Mike	No - Completed
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	No -Completed
4e. Are there any scheduled calendar events	Provide appropriate access to the calendar and update the current list of events	Mike / Gemma	No -Completed
4f. Proposed future calendar events	Research local pools / clubs to investigate prices, booking popularity and/or pool sharing options	Gemma	Yes – item discussed within the agenda.
Polo Ref Courses	Agreed that polo ref course could be funded	Ed	No -Completed

4. Website Updates

Had an overview of the existing website improvement suggestions included making things simple, light weight, informative and reduce sections that require yearly maintenance (*such as 'committee' profiling pages references from Facebook/Webcollect pointing to same documents so updates are done in one place*). Move towards having pages for relevant section areas with contact details on the relevant page for the committee contacts i.e. events contacts on an events page with a picture of the representative. The 'contact us' section shall then just have the Chair, Secretary & Treasure. Media page should be either separated into two sections or photos should always appear before the videos – takes a long time to load and we don't quite know where the Facebook feed is coming from.

## 5. Finances

### a. Interim Budget, Cash flow

13500 in the bank

5000 allocated as premises reserve

2500 emergency funds

Memberships are extremely low

## 6. Fees / Membership

### a. Strategies for Unpaid Membership Subs / Sessions

There have been a low number of individuals renewing this year an email was sent out recently to follow up memberships asking members who were having issues paying or that no longer wished to be a member to get in touch. There have been a few responses to this.

A few enquires had been raised by members who lived far away and if we were offering a distant membership this year. In line with the constitution point 4.2.8 members can apply for a concession rate which was approved for the two members who made the enquiry provided they put a formal email request asking for one.

Some members raised they would not be renewing due to them leaving the area for University.

A few other members had raised points that they would not renew unless certain issues were addressed these included:

- I'm inclined to paddle when there is water rather than attend trips – This is something we can guarantee on regular club trips but the committee shall address this by promoting and encouraging “rain chasing” and members posting “I'm going paddling, want to join...”
- Trips are good introductions but can we push to do some new rivers or advanced rivers on trips as well – This is something Paul has already been addressing using the Survey Results, asking for Feedback and input via Facebook, Changing the number of weekends vs. day trips to make things more flexible and more regular.
- Dry sessions are okay but we need an indoor pool – An issue the committee is trying to address
- I've got my own kit so membership doesn't help me – Very little we can do about that
- I have BCU membership I don't need the club insurance – The club needs membership both for insurance, affiliation with the British Canoeing and for sustainability and for club equipment insurance it also subsidises trips to venues such as Lee Valley and other loss making trips, rolling courses, purchasing new boats, equipment and development of the club members and volunteers.

- The temp membership price is too high for trips – the committee have agreed that some non-members may not be prepared to pay £15 on top of trip costs and that we don't wish to discourage individuals trying out the club by coming on a standalone trip so the price has been reduced to £10 flat rate however a BCU discount won't be applicable to temp memberships.

An extra declaration was proposed to be added to the membership forms (both paper / web collect) in order to help add clarity around the requirements for memberships. This was approved to be added.

The wording on web collect for temp memberships was reviewed and approved.

b. Recap Membership Type Definitions

Adult, Youth, Student, Family & Affiliate are the only membership types, anyone who is not a full membership requires a temp membership.

c. New Membership Form

It was raised there should be an address to post to, however it was suggested forms were scanned in and emailed or handed in at sessions instead.

d. Affiliate Clubs (& Fees?)

B3C only pay membership if they compete as we have an agreement with them for a mutual affiliation.

It was raised that the fee for affiliates should be reviewed as £60 was defined a long time ago but that this would have to be done via an EGM/AGM.

The University of Surrey are interested in affiliation but more inclined to come up with a mutual agreement whereby both parties gain rather than a full membership, if this is the avenue they wish to take an agreement shall need to be drafted up in accordance to the BCU / BC such that insurance covers it.

e. Kit Hire Fees

For recreational club trips there is currently a hire fee and for courses / assessments the kit hire is covered in the course price. It was proposed that these kit hire prices mimicked kit hire venues appeared a little high to be charging our members and that maybe this is also the reason why these kit hire fees were not previously paid up last year.

As we cannot always obtain funding each year for new equipment it was proposed that we still need a fee on club organised events, trips. etc. for use of club kit but instead of a 'hire' fee a 'wear and tear' fee of £5 would be requested that would go towards equipment replacement for the future. This fee would be inclusive of borrowing any kit item e.g. helmets, paddles, boats etc. To help capture the need for kit borrowing extra fields shall be added into the trip consent form to ask about what club kit is required.

For non-club organised trips, events, etc. it shall remain that we apply kit hire with the existing fees and members shall still require to apply for written committee approval to hire the kit.

#### 7. Club Development Plan

A draft copy of the latest development plan is on Facebook which should be reviewed by all the committee. It was agreed that coaching updates would now be funded 50% excluding certificates to help our coaches as part of our development plan.

#### 8. Funding Options – Not discussed.

#### 9. Equipment - Repairs, Maintenance, Bids for new

It was also raised that all of the wooden paddles have gone 'missing' and polo raised that there are no complete sets of polo kit (mostly lack of decks and paddles could do with replacing). It was noted that access to the lock up is not fully secure and access can sometimes be gained when the kiosk is open.

It was proposed to do a full kit recall and compare the kit to the currently inventory list, evaluate everything's condition and come up with a joint equipment replacement priority list across the general and polo club sectors.

#### 10. Duty Officer Role and other Pool based Roles

We re-capped that the duty officer should be someone who ideally holds an FSRT or be a suitably qualified instructor / competency. Few individuals have offered to help be a duty officer at the lido. They should be a point of contact on club nights and ideally have a high visibility vest with duty officer written on it.

It was discussed that we could have voluntary clause / declaration added to the membership agreement. An important note was raised that Youth's couldn't do this role so how would we include them in --- suggestions included helping with the equipment and having a rota such that different individuals were responsible each week. No formal decisions were made on this topic and instead it was proposed that we should have a whole club lido review session to engage all members to help with this.

#### 11. Courses

It was proposed we should have some courses particularly L1/L2 coaching and help some of the young up and coming members work towards future coaching qualifications through FSRTs, First Aid, etc. it was proposed we could also look at the survey results to evaluate some of the requirements for individuals. A development plan feedback box has already been added to subscription renewals to help find out about individual's year on year development ideas for the future.

## 12. FOAL Update

5 attended the official public meeting with Gemma & Ed on committee, the leisure and youth meeting was held and there was a brief explanation about the task and finish group and how it is taken on board a FOAL representative and that there has been some publicity surrounding preservation of the lido. The next meeting is the 30<sup>th</sup> of September.

## 13. Winter Session Planning / Research

The last official lido session is going to be the 30<sup>th</sup> September due to lifeguarding struggles, that lido cannot commit to more than 1-2 weeks at a time and due to their concerns around lighting, water quality etc.. In light these points the operating procedures and guidelines are in the process of being reviewed and we have started to look at other potential winter venue options to help keep the club active throughout the seasons.

Dry Sessions – it was raised that it is a cold hall, same people going if we can successfully get a regular pool time slot we are likely to abandon this and include dry session content into club organised trips.

It was raised that there are over 50-60 pool venues within a 10mile radius of Aldershot and Gemma is currently chasing for replies on if these sites are bookable, indoors/outdoors, costs, availability and size. There has been one key positive response from Horsell C of E Junior School although a small pool is affordable, local and currently has availability. The committee have agreed to arrange to visit the venue and if suitable book the site for the whole of October on our Wed club night on a trial basis but pool research shall still be ongoing on the side lines.

We can use the last few lido session to help communicate this and gather interest.

## 14. Calendar – Trips & Social

Communication for the list of trips for the winter season has already gone out and email and web collect will be the primary means of communication for these. The proposal for trips includes that the last Sunday of every month shall be a day trip unless it clashes with a weekend. Aims include introducing more regular day trips and getting larger weekend trip attendance. For this the weekend trips have been slimmed down to roughly every 6 weeks.

### **Day Trips:**

27 September - Basingstoke Canal  
25 October - Symonds Yat / Cardiff WWC  
29 November - TBC  
27 Dec/3 Jan Xmas or NY paddles  
7 February - TBC  
28 February - TBC  
3 April – TBC

**Weekend trips:**

- 30 Oct - 1 Nov - Barle trip (Halloween theme)
- 4 - 6 December - Dartmoor (Christmas theme)
- 29 - 31 Jan - South Wales
- 5 - 6 March - Lake District

Socials shall be incorporated into trips where possible.

Xmas meal is proposed to be close to Aldershot around 11/12 Dec.

**15. Sections**

- a. Whitewater – No update
- b. Paddle Sport – No update
- c. Touring – Flat Water – No update
- d. Touring – Sea – No update
- e. Polo – discussion about entering a female team into the development league and could the entry be partially funded - this was Approved.
- f. Rolling – If all goes well with pool bookings we hope to be able to use Horsell C of E Junior School Pool for this through the month of Oct.
- g. Slalom – No update
- h. Racing – No update

**16. Canoe England**

- a. Clubmark – We shall be due an annual health check.
- b. Canoe England/Southern Region Development team updates / Go Canoeing etc

We shall require a safety and event manager for signing off risk assessments as per the Canoe England direction and affiliation form.

There is a module being run on 17th Oct at Woodmill for £25 for the day including lunch.

The commercial team at BCU have done a skills audit and plan to follow other sports with a vanilla website for each club allow them to book courses memberships and other items.

Assessment for Deliverers of leadership awards and will require training during the 3 years as part of re-validation in order to ensure quality of delivery, this has happened with FSRT. Go canoeing is the new name for come and try it. Canoeing is getting an increased publicity via the Blue Peter presenter.

**17. Welfare**

If there are under 18s at polo ideally some of the representatives should do a safeguarding course - these are run by Active 365.

18. Changes to Constitution - None Proposed.

19. A.O.B. - None Proposed.

20. Date of Next Meeting

There shall be a club briefing at the Aldershot Lido (by Owen) and Alton Pool (by Richard) on the 23<sup>rd</sup> September update on the winter season plans and communicate details for the proposed whole club lido review and general meeting to be held on Monday 19<sup>th</sup> October.

21. Meeting close.

### Summary of Actions

Topic	Description	Who?
3. Matters arising from the previous meeting/minutes	Make contact with associated organisations – BCU still require to be updated for new club secretary contact details	Gemma
4. Website	Email any feedback / layout designs / text simplifications etc. for the general pages, home page, sessions etc.	Everyone
4. Website	Email Gemma with and image of themselves, a page image and some page content about their section, i.e. polo, courses, coaching, youth, events and social. There is an example leaflet on the Facebook group which you could use to help you with this.	Everyone
4. Website	Find out where the Photo & Video feeds are exactly coming from and circulate so everyone knows where to upload photos too	Gemma
4. Website	Incrementally update the website after receiving relevant inputs from each committee member on their sections/areas	Gemma
6.a. Fees and Memberships, Strategies for Unpaid Membership Subs / Sessions	Email the two distant members in regards to the approval on having a concession rate and the constraints around it (i.e. voting)	Gemma
6.a. Fees and Memberships, Strategies for Unpaid Membership Subs / Sessions	Update web collect to reduce the temp membership to £10 and update the membership form on web collect to include the extra membership declaration.	Gemma
6.d. Fees and Memberships, Affiliate Clubs (and Fees?)	Engage with the University of Surrey Canoe Club (USCC) to find out what conditions they are interested in regards to potentially forming an affiliation.	Richard
6.e. Fees and Memberships, Kit Hire	Update the web collect and paper based trip consent and kit hire forms to reflect the new kit 'wear and tear'	Paul / Gemma
7. Development Plan	Update the development plan to include that coaching updates shall be funded by 50% excluding certificate costs.	Damian Edwards
9. Equipment	Do a full inventory check for polo and come up with a list of equipment that needs to be looked at for replacement.	Richard / Sophie
9. Equipment	Do a full inventory check for general and come up with a list of equipment that needs to be looked at for replacement.	Gemma / Owen
11. Courses	We need to do a bit more investigation into what courses we might want to run over the next year. Liaise with senior coaches and ask members directly so we have individual development plans or no plans if they wish to help shape the trips, courses and development.	Michael Benton / Dave Cook
13. Winter Session Planning	Update the operating guidelines and risk assessment in light of the feedback from Aldershot Lido	Damian Edwards
13. Winter Session Planning	Continue researching pool venue information	Gemma
14. Calendar – Trips and Social	Communicate any xmas meal ideas to Sophie	Everyone
14. Calendar – Trips and Social	Book xmas meal	Sophie
16. a. Canoe England – Clubmark	Find out if we are due a club mark health check	Damian Edwards
16. b. Canoe England – Development team updates / Go Canoeing etc	Find out more information about the course at Woodmill so that we can circulate and find member that wish to attend	Damian Edwards