

Blackwater Valley Canoe Club
Committee Management Meeting Minutes – 12 January 2016

1. Attendees
 Gemma Clements, Owen Munford, Dave Cook, Richard Squire, Sophie Austin, Paul Rose, Damian Edwards, David Williams
2. Apologies
 Timothy Shellard, Michael Benton
3. Completed actions from previous meeting (s)

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Update secretary contact details with other organisations	Completed	Nov 2016
	Find out source of website feeds come from & circulate	Completed	Nov 2016
	Website improvements make simple / mobile responsive	Completed	Dec 2016
4. Finances – Interim Budget / Cash Flow			
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5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Contact distant membership approving requests	Completed	Oct 2016
	Update Temp membership on Webcollect to be £10	Completed	Oct 2016
	Add membership clause to membership form	Completed	Oct 2016
Gemma/Paul	Update forms to reflect new kit 'wear & tear' fee	Completed	Nov 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Do a full inventory check of the general equipment	Complete	Dec 2016
Richard	Do a full inventory check of the polo equipment	Complete	Dec 2016
7. Coaching, Courses & Club Development			
Ed	Add 50% funding on coaching updates to development plan	Completed	Oct 2016
Dave/Gemma	Liaise with senior coaches & members on how they wish to shape the trips & course for development	Partially Completed	Dec 2016
8. Session Arrangements			
Gemma	Arrange the lido review session with the whole club meeting	Completed	Oct 2016
	Gain more parent involvement for roles such as Duty Officer	Completed	Dec 2016
9. Events Arrangements – Trips, Socials			
Everyone	Communicate Xmas meal and social ideas to Sophie	Completed	Oct 2016
10. Sections			
11. Affiliations – B3C, British Canoeing, Clubmark			
Ed	Find out if we are due a Clubmark Healthcheck	Completed	asap
	Find out about the Woodmill course to circulate	Completed	asap
12. Club Safety			
Ed	Cascade information on to less experienced members about roles and responsibilities at the Pool	Completed	Dec 2016
Ed	Cascade information to polo sector and events coordinator	Completed	Dec 2016
Gemma	Arrange for unit, high vis vests, whistles & coaching resources	Completed	Dec 2016
Gemma /Dave	Arrange for more sessions for coaches / leaders interactions	Completed	Dec 2016
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			

4. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**

- Newsletters – majority present were in favour of keeping the monthly newsletter updates so Gemma shall continue to produce them
- Leaflet – Gemma is aiming to update the leaflet content alongside website changes, Owen raised that it could be worth getting some printed professionally
- Poster – not yet started but Gemma intends to create a few to put up at our venues, Ed has access to an A3 printed which we might be able to utilise
- Club Feedback – Gemma collated notes from member's feedback and provided it to the whole committee so that points could be addressed under relevant items
- Website – Gemma has update the WordPress site to the latest version and the site now uses a new mobile responsive theme. The content has simply been uplifted from existing content, but she will begin work on this next

5. Finances - Interim Budget / Cash flow **(5mins)**

- Ed detailed the total balance and allocations with the scope of what is remaining for club development and equipment replacements (*for breakdown please contact Ed treasure@bvcc.org.uk*)

6. Fees inc. Membership, Session & Equipment Hire **(10mins)**

- Membership Fees – No Change
- Sessions Fees – Polo to add 'student/youth' bulk buy at £25 in response to USCC feedback. Gemma to add this into Webcollect. The general club shall now offer a £1 reduction on costs per family member under the same family membership when attending the same session
- Equipment Fees – No Change
- There are no price lists on the website, Gemma to draft up a price listing

7. Equipment - Repairs, Maintenance, Bids for new **(15mins)**

- Equipment Inventory – Owen, Richard & helpers completed a full inventory
- General Equipment – mostly require deck replacements, new airbags, nuts, bolts and fixtures to tidy up the boats, possibly look at the boats that are for 'pool use only' due to broken hulls. BAs are still pending a weight test. Owen is going to draft up costs for the general equipment proposal.
- Polo Equipment – require a full team set of paddles of more appropriate sizes, full set of decks for composite boats, full team BAs as the current set are mostly only suitable for children/women, 2 larger helmets, they would also like to look at having 1 or 2 larger boats and putting in a request for a pontoon. Richard is going to draft up costs for 3 separate polo equipment proposals.

8. Coaching, Courses & Club Development (15mins)

- Polo reviewed the development plan and will update the document after comms with the rest of the polo sector
- Polo would like to look at the new polo module that is available as part of their development plan
- Most of the general club points are already covered in the existing development plan document but may need some slight wording tweaks.
- L1 and FSRT – Dave C. to liaise with Hila for L1 and Simon for FSRT and set some dates for May/Jun, we can look to apply for funding which has to be completed before Mar
- L2 – Dave C. and Gemma to contact Alex Shield about if expired L2 training can be done via the L2 transfer route or if full re-training is required
- 3 Star Canoe – A few members are interested in doing their 3 Star Canoe or White Water, Ed and Bob might be able to facilitate a 3 Star Canoe Course
- PaddlePower and 2 Star Course programs require planning for the Canal/Lido
- In place of a 3 Star Kayak Course we are going to look at personal paddler development via an external coach or using a Lee Valley Development Scheme, Gemma to investigate
- Gemma to investigate the options of a SUP trip/course/module

9. Session Arrangements (10mins)

- Summer Lido Club & Scout bookings – Ed to report back usual booking program and Gemma to liaise with Alistair and Scout groups
- Horsell School Taster Sessions – Gemma/Ed to attend a Horsell School meeting and set a date to run sessions for the pupils and staff
- Pool Session flexibility – First come first served for members and youth can attend the adult session if they are paying as an adult.
- Gemma to continue investigation on pool site options for September/October
- Polo shall be looking to move their main summer sessions to Hawley Lake and use the lido for 'taster' sessions around once a month.

10. Event Arrangements (10mins)

- We received a full reimbursement from Dulverton – Paul to draft up a thank you letter to pass onto Gemma to get relevant signatories to sign before posting
- Paul has the trip dates planned up until Apr which has already been communicated
- It was raised that a few members had requested looking into a day trip to Cardiff on 4c for those that are not quite ready for full weekend trips, Paul shall look already be looking at manmade course trips to the likes of Nene/HPP/Lee Valley/Cardiff for the summer season
- Sophie proposed a river fun day event, everyone was in favour of the idea but will require a further meeting to help plan it, this could also be used to celebrate the clubs 30th Birthday. It could also be possible to look at other clubs to run different sessions throughout the day. Sophie to investigate options.
- It was put forwards to arrange a summer BBQ to thank all the helpers, coaches and members for their continued support, Sophie shall investigate options for one in Aug

11. Sections (10mins)

Covered points from here under other headings.

12. Canoe England / British Canoeing (5mins)

- Clubmark – is changing but for this year will be automatic
- Canoe England / British Canoeing / Regional Development – *for the full minutes contact Ed treasurer@bvcc.org.uk*

13. Club Safety (5mins)

Actions based on the new Event Safety Module and latest BC Guidance

- The club is aiming to have site books on our venues with safety information and induction details for participants, duty officers, duty coach/referee so that we can empower those of relevant competency to run our sessions with/without the qualifications. Initial draft has been created for Horsell to be reviewed by a UKCC L2 Coach with moderate water. Similar will be required for other venues and one for polo shall need to be reviewed by L3 referee or polo coach.
- Events should go through and event tick list and communications have gone out about the differentiation between Trip 'Organiser' and Trip 'Leader' as well as re-iterating the importance of the 'Home Contact'. Ed and Paul to liaise such that Paul can be brought up to speed on the latest requirements.

14. Welfare (5mins)

Nothing raised.

15. Changes to Constitution (10mins)

It was raised as to if concessionary members could vote. As per the constitution only FULL members can vote and concessionaries are seen as discounted thus have no voting rights.

16. A.O.B. (10mins)

Nothing raised.

17. Date of upcoming Meetings (i.e. Committee, Whole Club, AGM) (5mins)

As it is difficult to get everyone together for reporting back key points votes all future quarterly committee meetings with the full agenda shall now be open to the whole club in place of having two separate meetings. Any detailed areas may be broken down until smaller subset meetings with just the relevant individuals. The next quarterly committee meeting shall be 5th Apr 2016.

18. Actions

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Update Website Content	Not Started	Jan 2016
	Update Leaflet Content	Not Started	Jan 2016
	Produce a Poster for use at our Club Venues	Not Started	Jan 2016
	Get the Posters / Leaflets appropriately printed	Not Started	Feb 2016
	Create a feedback area on the website	Not Started	Apr 2016
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Richard	Continue liaison with USCC on affiliation terms	In Progress	Feb 2016
Gemma	Update Webcollect to have a 'student/youth' bulk buy	Not Started	Jan 2016
	Generate a price listing for the website	Not Started	Jan 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Equipment Proposal for decks, airbags, bolts and fixtures.	Not Started	Jan 2016
	Arrange repair of the boats with missing parts	Not Started	Apr 2016
	Arrange for BA weight tests	Not Started	Apr 2016
Richard	Equipment proposal for polo paddles, decks, BAs & helmets	Not Started	Jan 2016
	Equipment proposal for larger boats	Not Started	Feb 2016
	Equipment proposal for pontoon	Not Started	Apr 2016
7. Coaching, Courses & Club Development			
Richard	Finish review of the polo section of the development plan	In Progress	Feb 2016
	Investigate the polo module and if it should be added	Not Started	Feb 2016
Dave C	Arrange dates with providers for FSRT and L1 Courses	Not Started	Jan 2016
	Contact Alex Shield about L2 expired training	Not Started	Jan 2016
Ed	Apply for L1 Course funding	Not Started	Feb/Mar 2016
	Arrange dates for 3 Star Canoe Course	Not Started	Apr 2016
Tim / Dave W	Devise PaddlePower program for the Canal/Lido	Not Started	Mar/Apr 2016
Gemma	Research development using external coaches & schemes	Not Started	Feb 2016
Gemma	Arrange a SUP Trip / Course / Module	Not Started	Apr/May 2016
8. Session Arrangements			
Richard	Investigate use of Hawley Lake on Weds	In Progress	Apr 2016
	Investigate venues for polo that could facilitate competitions	In Progress	May 2016
	Invite groups with paddling experience for polo tasters	Not Started	May 2016
Ed	Communicate usual summer bookings to Gemma	In Progress	Jan 2016
Gemma	Arrange Horsell pupil/staff taster sessions	In Progress	Feb 2016
	Book the Summer Lido Club & Scouts Sessions	Not Started	Jan 2016
	Continue investigation on indoor sites for following Sept	In Progress	Apr 2016
9. Events Arrangements – Trips, Socials			
Paul	Draft thank you letter for Dulverton	Not Started	asap
	Devise the summer season trip list	Not Started	Mar 2016
Sophie	Schedule planning sessions for inter-club paddle day plans (this could include other local clubs)	Not Started	Feb 2016
	Summer Thank You BBQ for all members	Not Started	Jun 2016
	30 th Birthday Event (could be combined with other events)	Not Started	Apr 2016
10. Sections			
11. Affiliations – B3C, British Canoeing, Clubmark			
12. Club Safety			
Ed	Amend operating procedures to reflect feedback from Aldershot Lido	Not Started	Jan 2016
	Amend operating procedures to reflect the feedback from the club safety meeting & latest British Canoeing Guidelines	Not Started	Mar 2016
Ed	Generate our own trip event check list	Not Started	Mar 2016
Gemma	Have Horsell site book reviewed by appropriate coaches	In Progress	Jan 2016
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			