

**05.04.2015**  
**BVCC Committee Meeting**

1. Welcome and Apologies **(5mins)**
2. Matters arising/minutes of the previous meeting (s) **(5mins)**
3. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**
4. Finances - Interim Budget / Cash flow **(5mins)**
5. Fees inc. Membership, Session & Equipment Hire **(10mins)**
6. Equipment - Repairs, Maintenance, Bids for new **(15mins)**
7. Coaching, Courses & Club Development **(15mins)**

**BREAK**

8. Session Arrangements **(10mins)**
9. Event Arrangements **(10mins)**
  - a. Trips
  - b. Socials
10. Sections **(10mins)**
  - a. SUP
  - b. Inland Touring
  - c. Sea
  - d. Polo
  - e. Slalom
  - f. Marathon
  - g. Freestyle
  - h. White Water Inland
  - i. White Water Rafting
  - j. Wild Water Racing
11. Canoe England / British Canoeing **(5mins)**
  - a. Clubmark
  - b. Canoe England/Southern Region Development team updates
12. Welfare **(5mins)**
13. Changes to Constitution **(10mins)**
14. A.O.B. **(10mins)**
15. Date of upcoming Meetings (i.e. Committee, Whole Club, AGM) (5mins)
16. Meeting close.

## Previous Actions

Who	Actions	Status	Target Date
<b>3. Communications - Newsletters, Leaflets, Posters, Website, Feedback</b>			
Gemma	Update Website Content	Completed	Jan 2016
	Update Leaflet (to reflect new web changes)	Completed	Jan 2016
	Produce a Poster for use at our Club Venues	In Progress	Jan 2016
	Get the Posters / Leaflets appropriately printed	Not Started	Apr 2016
	Create a feedback area on the website	In Progress	Apr 2016
<b>4. Finances – Interim Budget / Cash Flow</b>			
<b>5. Fees – Membership, Sessions, Equipment Hire</b>			
Richard	Continue liaison with USCC on affiliation terms	In Progress	Feb 2016
Gemma	Update Webcollect to have a 'student/youth' bulk buy	Completed	Jan 2016
	Generate a price listing for the website	Completed	Jan 2016
<b>6. Equipment – Repairs, Maintenance Bids for New</b>			
Owen	Equipment Proposal for decks, airbags, bolts and fixtures.	Completed	Jan 2016
	Arrange repair of the boats with missing parts	In Progress	Apr 2016
	Arrange for BA weight tests	In Progress	Apr 2016
Richard	Equipment proposal for polo paddles, decks, BAs & helmets	Completed	Jan 2016
	Equipment proposal for larger boats	Not Started	Feb 2016
	Equipment proposal for pontoon	Not Started	Apr 2016
<b>7. Coaching, Courses &amp; Club Development</b>			
Richard	Finish review of the polo section of the development plan	Completed	Feb 2016
	Investigate the polo module and if it should be added	In Progress	Feb 2016
Dave C	Arrange dates with providers for FSRT Courses	Completed	Jan 2016
	Arrange dates with providers for L1 Courses	Completed	Mar 2016
	Contact Alex Shield about L2 expired training	Completed	Jan 2016
Ed	Apply for L1 Course funding	In Progress	Feb/Mar 2016
Ed	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	Completed	Feb 2016
Gemma	Arrange a SUP Trip / Course / Module	In Progress	May 2016
<b>8. Session Arrangements</b>			
Richard	Investigate use of Hawley Lake on Weds	Completed	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	Completed	Jan 2016
Gemma	Arrange Horsell pupil/staff taster sessions	Completed	Feb 2016
	Book the Summer Lido Club Sessions	Completed	Jan 2016
	Book the Summer Lido Scouts Sessions	Not Started	Apr 2016
	Continue investigation on indoor sites for following Sept	In Progress	Apr 2016
<b>9. Events Arrangements – Trips, Socials</b>			
Paul	Draft thank you letter for Dulverton	Completed	asap
	Devise the summer season trip list	Completed	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 <sup>th</sup> Birthday Event (could be combined with other events)	Not Started	Apr 2016
<b>10. Sections</b>			
<b>11. Affiliations – B3C, British Canoeing, Clubmark</b>			
<b>12. Club Safety</b>			
Ed	Amend operating procedures to reflect feedback from Aldershot Lido	Not Started	Jan 2016
	Amend operating procedures to reflect the feedback form 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	Completed	Jan 2016
<b>13. Club Welfare</b>			
<b>14. Changes to the Constitution</b>			
<b>15. AOB</b>			