

Minutes - 5th April 2016
Blackwater Valley Canoe Club

1. Welcome and Apologies (5mins)

Attendees: Colin Sermons, Gemma Clements, Stephen Nicholas, Jack Nicholas, Jake Robertson, Tom Page, Bob Hamilton, Jon Wyles, Paul Rose, Tim Blyth, Tim Shellard, Paul Atkinson, David Cook, Bob Dernam, Richard Squire, Sophie Austin, David Williams, Owen Munford, Damian Edwards, Mike Hamilton.

Apologies: Graham Snook, Colin Greaves, Allan Mills, Richard Green

2. Matters arising/minutes of the previous meeting - see previous actions list below (s) (5mins)

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Update Website Content and Leaflet (to reflect web content)	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
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 and generate published price list	Completed	Jan 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Equipment Proposal for decks, airbags, bolts and fixtures.	Completed	Jan 2016
	Arrange repair of the boats with missing parts and 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
7. Coaching, Courses & Club Development			
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	Mar 2016
Ed	Arrange dates for 3 Star Canoe Course	Not Started	Apr 2016
Tim / Dave	Devise PaddlePower program for the Canal/Lido	Not Started	Apr 2016
Gemma	Research development using external coaches & schemes	Completed	Feb 2016
Gemma	Arrange a SUP Trip / Course / Module	In Progress	May 2016
8. Session Arrangements			
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
9. Events Arrangements			
Paul	Draft thank you letter for Dulverton	Completed	asap
	Devise the summer season trip list	Completed	Mar 2016
Sophie	Look into inter-club paddle day plans	Not Started	Feb 2016
	30 th Birthday Event & Thank you BBQ (could be combined with other events)	Not Started	Jun 2016
10. Sections			
11. Affiliations –British Canoeing, Canoe England, Clubmark, etc.			
12. Club Safety			
Ed	Amend procedures to reflect feedback from Aldershot Lido, safety meeting & BC Guidelines	Not Started	Jan 2016
	Generate our own trip event check list	Not Started	Mar 2016
Gemma	Have Horsell site book reviewed by appropriate coaches	Completed	Jan 2016
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			

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

- Newsletters – include the next 6 weeks' worth of dates and published once a month, it was raised as to if anyone uses these so we shall investigate adding some web analytics to monitor this
- Website & Leaflet – Content has been refreshed and both brought in line with each other
- Poster – still pending
- Club Feedback – still pending to create feedback area on the website. We shall also aim to collect feedback at the quarterly meetings via poststicks notes.

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

- Our Horsell indoor sessions roughly broke even on costs
- We are still down on session fees overall in comparison to previous years
- We are in the process of investing in some new kit (see section 7)
- The club are also looking to invest some money into encouraging more individual paddler progression, help towards FSRTs and securing spaces on some L1 / L2 courses (see section 8)
- We are looking to also book Lee Valley for Sept
- We still have a couple of outstanding invoices to settle but have still got some reserve funds
- Dulverton gave us a full refund after the Barle confusion last year

(for a more detailed breakdown treasure@bvcc.org.uk)

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

- Published price listing guide is now available www.bvcc.org.uk/documents/
- Membership Fees – No Change
- Sessions Fees – Increase minimum charge for group bookings to £100
- Equipment Fees – No Change

This year's membership fees were proposed by Gemma / Owen and seconded by Steve.

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

- Equipment Inventory – The club completed a full inventory back last years and since then Owen and Richard have drafted equipment proposals and we have started to replace and repair kit
 - General Club Decks
 - General Fixtures and Fitting to Repair Boats
 - Polo PDFs
 - Polo Competition Paddles of Varying Lengths
 - Polo Large Helmets to replace broken ones
 - Polo Decks for the Composite Boats
- It was proposed to look at the number of children's paddles
- It was also raised that one or more boats require welding
- We are looking to do a full shed sort out ahead of the lido season on the 17th April. If you are available to offer any help, please contact equipment@bvcc.org.uk

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

- Reiterated that the 'Development Plan' is where individuals can find out what the club aims are, what the club supports and is currently the means to find out about club funding / help. It was also mentioned that if there was anything anyone wishes to put forwards onto the development plan this can be done via the coaching officer coaching@bvcc.org.uk. The latest version is published on the website on our documents section www.bvcc.org.uk/documents/.
- Polo reviewed sections to include some new aims and objectives in regards to increasing participation, facility improvements and networking with the wider polo community.
- A new section was added to the development plan to “**encourage** more independent paddler progression routes” this shall be done through:
 - supporting members to utilise the Facebook Group to do more independent paddling or setting up their own events
 - encourage engagement in the wider paddling community via external events which shall be periodically added on the calendar
 - encouraging initiative to improve own skills, helping towards costs of Lee Valley Paddler Progression Programs. Individuals can request approval for this in advance of attending the course by emailing their proposal to info@bvcc.org.uk and if approved, on completion of the course could be refunded up to 1/3 the costs (as per agreed when approved)
- Still investigating running a SUP trip/course/module, email communications have gone out, just waiting on a response to get a final date, the day trip arranged shall cover the costs and this shall not be subsidised
- The club have secured 6 spaces on a L1 course in September and 3 spaces on a L2 course in October to encourage development of more coaches

8. Session Arrangements (10mins)

- It was raised that if we were to change the night to Tue/Thu at this would impact
 - coaches that also help with local scouts, guides etc.
 - youth that also attend these groups
 - options of when we can run group taster sessions
- With Wednesdays already booked, it was agreed that we would book every Tuesday, offering these for the scouts with Thu by special arrangement only
- It was also agreed that whenever there isn't a scout sessions run we would offer the night as a 'members' only night subject to coaching availability
- When there are enough to help out with scouts, the coaches can also opt to use the Tuesdays alongside the scouts for either just themselves or for small focus groups such as for those on courses – again this is strictly for use by members only (this shall hopefully increase the overall numbers on both Tuesdays and Wednesdays)
- We require to investigate winter options for September/October to report back investigations asap with the aim to book something before the Lido season starts
- Polo's last Alton session is the first week in May
- Polo sessions through the summer shall be running their regularly night on a Tuesday with a beginner's session on the first Wednesday of every month at the Lido for the main club, they have also offered to do their best to help out with the occasional scout's session should there be any booked in on a Thursday
- The first Lido session back is in 'Go Canoeing' week, we are going to offer out this as a free event split into 2 x 40mins sessions

9. Event Arrangements (10mins)

- It was requested that we try and get trip sign ups out earlier than we currently do irrespective of the dates being set and that reminders are send out
- Everyone was also reminded that we do give out a 6 weeks' itinerary in EVERY monthly newsletter

- Reminder that the club are supporting the Family Camp again this year on the 23rd April and should anyone like to get involved to contact Bob Hamilton or Bridget Keogh
- We have been looking at the 30th Birthday Celebrations and BBQ, we need to contact the lido to find out when the first weekend availability as a possibility for an 'end of the summer season' celebrations
- We have already set up a marathon taster session, we are also looking at setting up a slalom taster session

10. Sections **(10mins)**

Covered under other headings.

11. Affiliations - British Canoeing, Canoe England, Clubmark etc. **(5mins)**

- Polo are still in talks with USCC on an affiliation agreement
- We require to re-evaluate any agreements with other mutual affiliates
- Go Canoeing – there is a plan to hire out LV for local clubs so 'watch this space'
- The 4* is being evaluated because assessments are being done in the wrong conditions
- 15th Oct there is a Coaching Update / Coaching Matters Event
- The region is looking at potentially doing a SUP fleet
- BC Regional Meetings – *for the full minute's contact treasurer@bvcc.org.uk*

12. Club Safety **(5mins)**

Nothing raised or discussed.

13. Welfare **(5mins)**

Nothing raised or discussed.

14. Changes to Constitution **(5mins)**

Nothing raised or discussed.

15. A.O.B. **(5mins)**

Nothing raised or discussed.

16. Date of upcoming Meetings (i.e. Management Committee, Whole Committee, Whole Club, Coaches, AGM) **(5mins)**

The AGM shall be scheduled around mid-July again, but most likely not on a non-club night so as not to disrupt paddling time. Many agreed the pizza was a great idea and it would be nice if there are some form of refreshments at the quarterly meetings going forwards.

17. Summary of Actions

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Produce a poster for use at club venues & get media appropriately printed		May 2016
	Create a feedback area on the website & add web analytics to assess website usage		Jun 2016
	Set up a section for regular club clothing ordering		Jul 2016
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide for group bookings to a minimum of £100 per booking		Apr 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Arrange and manage a kit store sort out day and complete BA weight tests		Apr 2016
	Evaluate kit need for youth paddles		Apr 2016
	Arrange for boats to be fixed that require welding		Jul 2016
Richard	Order approved quoted kit		Apr 2016
	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)		Jul 2016
7. Coaching, Courses & Club Development			
Gemma	Re- circulate information about the LV progression, L1 and L2 courses		Apr 2016
	Assist with any SRDT funding applications		May 2016
	Tweak the website wording for coaching and development with a bit to reflect encouraging individual initiative to help progression		May 2016
	Create Coaching Progress Cards and Coaching Resources Packs		May 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions		Ongoing
Gemma	Book Additional Lido Tues Sessions and Liaise with Group Booking Contacts		Apr 2016
	Continue investigation on indoor sites for following Sept		May 2016
	Update website to reflect polo program as per discussed		Apr 2016
	Arrange “go canoeing” event and send out appropriate communications		Apr 2016
9. Events Arrangements			
Paul	To arrange for earlier trip, sign up and increased reminders		Ongoing
Gemma	Email reminder about Family Camp		Apr 2016
	Contact Alistair and cc. Owen / Sophie about a weekend date at the end of the season		Apr 2016
	Reminder about Marathon Tater and set up a Slalom taster		Apr 2016
Sophie	Schedule planning sessions for inter-club paddle day plans (this could include other local clubs)		Ongoing
	30 th Birthday Event & Thank you BBQ		Apr 2016
10. Sections			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
Richard	Continue liaison with USCC on affiliation terms		Ongoing
Gemma	Establish written agreements for any mutual affiliations (B3C, Shepperton, etc.)		Ongoing
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines		May 2016
	Generate event check list		Jul 2016
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			
Gemma	Arrange meeting date, venue, refreshments, etc.		May 2016

Feedback – Our Club – Our Future?

The following are the Feedback comments provided as part of the starter session, although not all of these were picked up or addressed in the main meeting, we have detailed them all here to share with everyone.

| Pink = As a Participant | Yellow = As a Qualified Coach / Referee | Orange = As a Volunteer / Helper |

