

Agenda – Sep 2016
Blackwater Valley Canoe Club

1. Welcome and Apologies (5mins)
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	Produce a poster for use at club venues & get media appropriately printed	Complete	May 2016
	Create a feedback area on the website & add web analytics to assess website usage	Complete	Jun 2016
	Set up a section for regular club clothing ordering	Complete	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	Complete	Apr 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Arrange and manage a kit store sort out day and complete BA weight tests	Completed	Apr 2016
	Evaluate kit need for youth paddles	Complete	Apr 2016
	Arrange for boats to be fixed that require welding	Not Started	Jul 2016
Richard	Order approved quoted kit	Complete	Apr 2016
	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)	In Progress	Jul 2016
7. Coaching, Courses & Club Development			
Gemma	Re- circulate information about the LV progression, L1 and L2 courses	Complete	Apr 2016
	Assist with any SRDT funding applications L1	Complete	May 2016
	Assist with any SRDT funding applications L2	Complete	Sep 2016
	Tweak the website wording for coaching and development with a bit to reflect encouraging individual initiative to help progression	Complete	May 2016
	Create Coaching Progress Cards and Coaching Resources Packs	Complete	May 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions	Ongoing	Ongoing
Gemma	Book Additional Lido Tues Sessions and Liaise with Group Booking Contacts	Complete	Apr 2016
	Continue investigation on indoor sites for following Sept	Complete	May 2016
	Update website to reflect polo program as per discussed	Complete	Apr 2016
	Arrange “go canoeing” event and send out appropriate communications	Complete	Apr 2016
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Paul	To arrange for earlier trip, sign up and increased reminders	Complete	Ongoing
Gemma	Email reminder about Family Camp	Complete	Apr 2016
	Contact Alistair and cc. Owen / Sophie about a weekend date at the end of the season	Complete	Apr 2016
	Reminder about Marathon Tater and set up a Slalom taster	Complete	Apr 2016
Sophie	Schedule planning sessions for inter-club paddle day plans (this could include other local clubs)	Not Started	Ongoing
	30 th Birthday Event & Thank you BBQ	Completed	Apr 2016
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
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		Ongoing
	Generate event check list		Ongoing
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			
Gemma	Arrange next meeting date, venue, refreshments, etc.	Complete	May 2016

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 **(10mins)**
7. Coaching, Courses & Club Development **(10mins)**
8. 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

BREAK

9. Session Arrangements **(10mins)**
10. Event Arrangements **(10mins)**
 - a. Trips
 - b. Socials
 - c. Courses
 - d. Tasters
11. Affiliations - British Canoeing, Canoe England, Clubmark etc. **(5mins)**
12. Club Safety **(5mins)**
13. Welfare **(5mins)**
14. Changes to Constitution **(5mins)**
15. A.O.B. **(15mins)**
16. Date of upcoming Meetings (i.e. Management Committee, Whole Committee, Whole Club, Coaches, AGM) **(5mins)**
17. Meeting Close