



Minutes - 9th Jan 2017

Blackwater Valley Canoe Club

- Chairman Welcome and Apologies
Attendees: Amanda Robathan, Gemma Clements, Olivier Launchbury-Clark, Ed Pearce, Nigel Robathan, Dave Williams, Simon Edwards, Ann-Marie Vinnicombe, Paul Rose, Damian Edwards, Gary Tripp, Sam Tripp, Alex Trip, Steve Nicholas
Apologies: Tim Shellard, Sophie Austin, Richard Squire, Bob Hamilton
- 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	Review Newsletter Requirements using Analytics	Complete	Oct 2016
	Arrange for Leaflets and Black File Unit to be moved to Yately	In Progress	Oct 2016
	Setup clothing ordering form for the bulk order	Complete	Nov 2016
	Get a standalone clothing order page set up	Complete	Dec 2016
Everyone	Continue engagement on Twitter	Complete	Ongoing
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide to remove the equipment hire fee for canal sessions	Complete	Oct 2016
Richard	Fees Review Proposed for the Polo Meeting on 10 th Oct	Complete	Oct 2016
6. Equipment – Repairs, Maintenance Bids for New			
Gary	Investigate equipment quotes for: BAs – colour coordinate – types not fully decided, 2 SUPs – two inflatable, 1 x Sit on Top for smaller paddlers (youth), 4 x Asymmetric Small Paddles, 2 x Left Asymmetric Small Paddles	In Progress	Oct 2016
	Arrange a kit store day to categorise the boats and bays and review the older boats that need to be sold/disposed of	Complete	Dec 2015
	Evaluate improving security of smaller equipment, replacing the cupboard with filling units contacting the Lido to verify (Gemma to help)	In Progress	Dec 2015
	Review the paddle holders bins vs trolleys	In Progress	Dec 2015
Richard	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)	In Progress	
Alex	Re-created the excel spreadsheet to build better searching and do up the inventory	Complete	Oct 2016
7. Coaching, Courses & Club Development			
Gemma	Setup PaddlePower Passport/Discover and 1*/2* Final Training & Assessments	Complete	Oct 2016
	Help set up a development program for those working on advanced skills	Complete	
	Include Safeguarding and other Coaching Modules such as Coaching the Mind etc. into the events plan	Complete	Nov 2016
Nigel	To look ahead at next year's events guide and start to evaluate which courses people are interested in and help them to set up getting on a course (completed via Events Guide)	Complete	Nov 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions	Ongoing	Ongoing
Gemma	Setup Weekly Signup	Complete	a.s.a.p
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Nigel	To book and finalise the Dart Trip	Complete	a.s.a.p
	To investigate accommodation (scout hut?) for Hurley Classics	Complete	a.s.a.p
	Release a Jan-Mar program	Complete	Nov 2016
Sophie	Organise the Xmas Meal Date and Venue	Complete	Oct 2016
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines	In Progress	Ongoing
	Generate event check list	Not Started	Ongoing
	To provide a list of everyone who has a valid DBS to the remaining committee so we can encourage everyone to re-do it that requires to.	In Progress	a.s.a.p.
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			

3. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**
 - Newsletter – reviewed and discontinued, verbal and emails used
 - Storage – A shed key was proposed by the school to store the black unit paper work and some minimal kit, continuing to chase them but there has been no action the schools end
 - Clothing - A bulk clothing order was completed in Oct/Nov and a standalone page live by Nov/Dec that can be used for continued orders outside of those that we order in bulk
 - Social Media - social media engagement was continued through Oct-Dec
 - Electronic Systems – There was some investigation over Oct-Dec to seek a replacement for the Webcollect system as it is not mobile or user friendly and can sometimes be a blocker for events. It costs us around £120-180 per year on 100+ members with only basic features enabled on top of our WordPress Website which cost around £35-40 per year for one domain and basic Plesk Server. Although not extensive we read about a few free alternatives, open source, as listed below. It was proposed to investigate some potential options with Salesforce.
 - Zenership-membership <https://www.zenership.com/>
 - Oosshh <https://www.facebook.com/oosshhpaddle/>
 - Top 7 Open Source Membership Products <https://www.zenership.com/>
 - Club Badge – Tim Shellard prior requested a club badge like one he had for scouts, Alex Tripp has circulated a design ready to be printed up for the youth

4. Finances - Interim Budget / Cash flow **(5mins)**
 - Most memberships paid up and membership has increased
 - Finances still pending to be sent over to Ann-Marie

5. Fees inc. Membership, Session & Equipment Hire **(10mins)**
 - Pool/Lido fees shall be standardised to £5pp for any participant
 - Canal fees shall remain free (as per discussed at the last meeting)
 - We shall re-introduce the £1 discount per extra family member to keep costs still affordable
 - No change to membership fees

6. Equipment - Repairs, Maintenance, Bids for new **(10mins)**
 - Categorised the bays in the boat store, boat labels are still to be order and administered before the summer
 - Reviewed the kit and what to be sold/removed
 - Extended the excel spreadsheet now also including information about fitment/repairs etc.
 - Had a provisional review of the Hawley boat store and proposed fitments – still need to have a day doing measurements and pricing up to get a final quotation, work was estimated at around at a couple of whole weekends
 - It was proposed to sort out the cupboard area and put on a door to increase security
 - Equipment quotes were revised post the kit sort out / grant proposal as per below:
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 - 2 x Inflatable Red Paddle SUPs and pumps quoted £1150.56 (info@nhsupclub.co.uk)
 - <http://www.thesnowboardshop.co.uk/alternative-outdoor-c41/stand-up-paddle-sup-c43/red-paddle-co-ride-9-8-2017-sup-alloy-package-p4044>
 - <http://www.thesnowboardshop.co.uk/alternative-outdoor-c41/stand-up-paddle-sup-c43/red-paddle-co-ride-10-6-2017-sup-alloy-package-p3898>
 - 2 x CostCo LifeLine Youth Sit on Tops RRP £119.89
 - <http://www.costco.co.uk/view/p/lifetime-wave-6ft-18m-sit-on-youth-kayak-paddle-179088>
 - <https://www.youtube.com/watch?v=mRkGg5ybQz0>
 - 2 x Tootega Catalyst WW Sit on Tops RRP £549.00 (speak with Simon / Steve Childs)
 - <http://www.whitewaterthecanoecentre.co.uk/tootega-catalyst-15537-p.asp>

- 1 x Jackson Shooting Star – quoted £600 (speak with Simon)
 - <http://www.suescaneo.co.uk/Jackson-Kayak-Shooting-Star>
- TBC x Peak BAs shoulder straps denote size quoted £65 by Escape
 - <https://www.escape-watersports.co.uk/equipment/buoyancy-aids/peak-uk-centre-zip-buoyancy-aid-detail>
 - http://www.northeastkayaks.co.uk/peak-centre-zip.html?utm_source=google_shopping&216=443&gclid=CjwKEAiA79zDBRCgyf2FgeiY-CESJABzr0BMYx11HuNxvJiAfSnr6nAdI9KKO-SJYV0VWF192oXxOxoCkczw_wcB
- 10 x Peak Cags 3M, 3L, 2XL 2XXL with easy sleeve sizing RRP £39.99
 - <https://www.escape-watersports.co.uk/clothing/jackets/peak-uk-centre-jacket-detail>
- 6 x Waterproof Radios RRP for 4 is £194.40
 - <http://www.radio-solutions.co.uk/motorola-tlkr-t92-h2o-quad-pack.html>
 - <https://www.youtube.com/watch?v=0k52bkHujT8>
- 1 x Pelly Case to Protect the Projector RRP £46.99
 - <http://www.maplin.co.uk/p/large-high-impact-case-with-pre-cut-foam-interior-n14gr>
 - https://www.amazon.co.uk/Large-High-Impact-Attache-Interior/dp/B005S3L062/ref=pd_rhf_dp_s_cp_3?encoding=UTF8&pd_rd_i=B005S3L062&pd_rd_r=VA56EQW9VRGRT7QDSRMW&pd_rd_w=EMkWF&pd_rd_wg=xDnan&psc=1&refRID=VA56EQW9VRGRT7QDSRMW

7. Coaching & Club Development (10mins)

- Proposed the set up of once a month “Coach-2-Coach” session for coaches and water based assistants to have 1 hour pub time followed by a 1 hr practical session (where possible) on the eve of the first Sunday of each month at the relevant season venue. Supporting volunteers to:
 - engage in feedback sessions
 - go through session plans or portfolios
 - discussions about personal or coaching development
 - practise personal skills
 - practise coaching techniques
 - run sessions and give each other feedback
- As per events guide we agreed to set certain courses per quarter
 - 2 x Safeguarding Courses are Booked
 - 4* White Water Kayak Leadership Awards Booked
 - First Aid – being investigated
 - Raft Leader – being investigated
 - A small number of 2* skills sessions run by L2 trainee coaches before assessments

8. Sections (10mins)

- a. SUP – no update
- b. Inland Touring – no update
- c. Sea – no update
- d. Polo – currently undergoing work towards a Sports England grant proposal
- e. Slalom – no update
- f. Marathon – no update
- g. Freestyle – no update
- h. White Water Inland – no update
- i. White Water Rafting – no update
- j. Wild Water Racing – no update

9. Session Arrangements (10mins)

- Spring Program
 - Proposed General Tue – Local Weir / Moving – Shepperton, Coxes Lock, Chertsey subject to levels, but participants would “have” to transport kit – though will work with Shepperton for use of their facilities, lights and equipment at usual £5pp costs
 - Proposed General Wed – Canal Sessions – speak with B3C about borrowing equipment again on the canal sessions
 - It was raised that members may wish to continue indoor pool sessions on Tue
 - It was also raised that a number had requested more visits to local weirs too
 - Proposed that a compromise could be met between a few extra pool sessions either through the Sat bookings or through a couple of extra Tues between Weir Trips
 - Polo – unconfirmed
- Summer Program
 - Proposed General Tue / Wed 7-8:30pm at Lido open to all members every week
 - Tue will be also be open to invite for groups to come and try out the club
 - Thu shall be open to groups on request only
 - It was voted that the Lido sessions would be booked up until mid September
 - It was asked when would groups be contacted about having sessions, which shall be scheduled for comms to go out before the end of the month
 - Polo – unconfirmed
- Winter Program
 - General Tue / Wed 8-9pm at Yately
 - Polo – Wed 8-10pm at Alton
- Aldershot Garrison Pilot
 - Pilot session to be run on the 4th Feb
 - The pool has been offered with a special rate so long as we book in for 3hrs
 - There is potential to make the sessions more regular should it be successful and possibly this could be used to facilitate the “Coach-2-Coach” initiative
 - The sessions would be a collaboration between general and polo and figures currently have been calculated that polo should have enough subs to 1.5hr and the other 1.5hr should be viable at current rates i.e. £4 youth/student and £5 adult
 - Capacity requires to reach a minimum of 25 to cover costs
 - It was raised that the committee needed to review the booking conditions and quotations before this goes ahead
 - It was also raised that a risk assessment was also required to be done on site before this goes ahead as it’s a new site

10. Event Arrangements (10mins)

a. Trips, Courses and Tasters

Confirmed Dates

- 8th Jan – TOURING: New Years Canal Paddle River Wey – All Levels
- 14th Jan - POLO: Ladies Polo Games
- 22nd Jan – MOVING: Local Moving/Weir Subject to Levels Location tbc. – All Levels
- 26th Jan – COURSE: Safeguarding and Protecting Children – ALREADY FULL
- 28th Jan – POLO: National Div4 Polo Games

- 4th Feb – OPEN: Saturday Eve Pool - All Levels
- 5th Feb – TOURING: Flatwater Touring - Thames– Multiple Routes - All Levels
- 11th Feb – POLO: National Div 3 Polo Games
- 11th/12th Feb – COURSE: 4* White Water Kayak Leadership Award
- 18-19th Feb – WHITE WATER: Yorkshire weekend Tyne & Tees – Recommended 2* +
- 20th Feb – ADMIN: Events planning for Apr-May-Jun
- 25th Feb – POLO: SE Regional Dvi 2 Bandits Games
- 28th Feb – ADMIN: Release final Apr-May-Jun dates
- 12th Mar – TOURING: Flatwater Touring - All Levels
- 11th Mar – POLO: Ladies Polo Games
- 15th Mar – COURSE Safeguarding and Protecting Children Course
- 25th-26th Mar – WHITE WATER: South Wales - 1st Day Usk / Optional Accommodation / 2nd Day Peer Trip possibly Twyi – Recommended 2* +
- 1st-8th April - Scotland - touring, white water beginners, intermediate or advanced – Recommended 2* or 3*+ (peer trip)
- 22nd Apr – Farnham Family Camp – Volunteers Required

b. Socials

- Xmas Meal was a great success with a fantastic turn out
- BBQ was proposed as a potential summer social event again for this year

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

- Next regional meeting Steve Nicholas will go in Damian Edwards place
- Next FOAL meeting is proposed for the 26th Jan

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

- Reviewing the paperwork still ongoing

13. Welfare **(5mins)**

- Damian Edwards wishes to step down from Welfare, Ann-Marie offered to review what the role entails for consideration
- DBS checks for anyone who is outstanding have started to be put through and chased we need to investigate if there is WiFi at the venues to complete some of these

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

- None

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

- Left Handed Paddles – quick discussion was raised about the right approach to take, it was decided to provide right handed paddles and only use left if the individual is struggling
- Trailer was proposed – thus so far majority believe that after 6-12months in the club individuals should be expected to transport their own kit

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

Proposed a Monday 10th Apr for the next quarterly meeting.

17. Meeting Close

Actions

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Continue to chase Yately for the proposed shed key		Mar 2017
	Continue investigation on an update to the existing Electronic Systems		Mar 2017
	Investigate having club badges made up		
4. Finances – Interim Budget / Cash Flow			
Ed	Provide Ann-Marie with the accounts information		Jan 2017
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide to reflected session fee updates and communicate when this will take effect to the wider community ahead of the upcoming lido season		Mar 2017
6. Equipment – Repairs, Maintenance Bids for New			
Gary	Sell the old equipment as per photographs on the committee page		Jan 2017
	Order the following equipment: 2 x Inflatable Red Paddle SUPs and pumps (as per quote from Bob), 2 x CostCo Lifetime Youth Sit on Tops, 2 x Tootega Catalyst White Water Sit on Tops, 1 x Jackson Shooting Star, TBC x Peak or Crewsaver Adult BAs, 10 x Peak Adult Club Spec Cag Tops, 6 x Waterproof Radios, 1 x Pelly Case for a Projector		Jan 2017
	Order and administer the new kit labels		Mar 2017
	Order boat parts and fixtures and fix boats		Mar 2017
	Measure and Quotation for the Hawley Boat Store Racks and Fittings		May 2017
	Clear up the cupboard area and put on a door to increase security		May 2017
	Forward Gary Fleet SUP Quote		Jan 2017
Gemma	Provide Gary with photos of the boats to sell		Jan 2017
	Provide Gary with contact information for Liz B3Cs for selling marathon boats		Jan 2017
Ed	Speak with Fleet about the SUPs on behalf of Gary		Jan 2017
	Speak with B3C member who works for Motorola about the water proof radios		Jan 2017
Simon Edwards	Chase Steve Childs from Silver Birch about getting a quote for Tootega Catalyst		Jan 2017
7. Coaching, Courses & Club Development			
Gemma	Email SRDT Funding Form to Nigel		Jan 2017
	Book Course and Accommodation for 4* White Water Kayak Leadership Award		Jan 2017
	Look at SRDT funding for 4* White Water Kayak Leadership Award		Jan 2017
	Setup monthly "Coach-2-Coach" program		Feb 2017
	Book Course and Accommodation for 16hr First Aid Course and fill in SRDT Funding Form		Jan 2017
	Investigate Raft Leaders Course		Jan 2017
8. Session Arrangements			
Gemma	Update marketing materials with revised program and communicate out		Jan 2017
	Book Tue/Wed Lido until next Sep & Tue/Wed Yately until next Mar		Jan 2017
	Invite Yately School to a try out the club session		Jan 2017
	Contact Scouts, Schools about coming to sessions		Jan 2017
	Copies of booking conditions, quotations & risk assessment for the Aldershot Garrison		Jan 2017
	Communicate with other clubs about the Aldershot Garrison Sessions		Jan 2017
	Contact Shepperton / B3C about the Spring Season		Mar 2017
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Nigel	Contact Shepperton about the 22 nd Jan		Jan 2017
	Book Accommodation for Tees Trip and South Wales Trip		Jan 2017
Gemma	Setup Trip form for the 22 nd Jan subject to the outcome of contacting Shepperton		Mar 2017
	Summer BBQ proposed – speak with Sophie		Jan 2017
	Set up event and book accommodation for Scotland		
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
Ed	Provide Steve with the details for the next meeting so he can attend		a.s.a.p
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines		Ongoing
	Generate event check list		Ongoing
13. Club Welfare			
Ed	Continue to complete DBS checks with individuals that were outstanding		Jan 2017
Gemma	Investigate WiFi options close to our two winter venues for general / polo		a.s.a.p
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			