



Agenda – 10th Apr 2017
Blackwater Valley Canoe Club

1. Welcome and Apologies **(5mins)**
2. Matters arising/minutes of the previous meeting - see previous actions list below (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 **(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

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
Gemma	Forward Gary Fleet SUP Quote		Jan 2017
	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			