



AGM Agenda – 19th Jul 2017
Blackwater Valley Canoe Club

1. Welcome and Apologies
2. Actions from Previous Meeting (s)
3. Summary of the Year
4. Financial Report
5. Recognitions (Congrats & Thank You's)
6. Elections
7. A.O.B.
8. Date of Hand Over Meeting

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Communications: Continue investigation on Electronic Systems		Jul 2017
	Badges: Investigate online suppliers		Mar 2017
Steve/Gem	Raise at the next SRDT meeting that we have an interest in BC badges		Jun/Jul 2017
Ann-Marie	Badges: Ask Scout Groups if they have links to suppliers		Jul 2017
4. Finances – Interim Budget / Cash Flow			
Rich/Sophie	Contact Hawley, Fill in Forms & Obtain Invoices for this Year		Jul 2017
Gemma	Contact Yateley to Chase for Invoices		Apr 2017
	Contact Paul & Aldershot Garrison for Invoice		Apr 2017
	Reminder to Scout Groups to Pay as they come up		Summer 2017
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Introduce new fees proposed in Jan now as there is no impact on the canal		a.s.a.p
6. Equipment – Repairs, Maintenance Bids for New			
Gary	Sell the old equipment as per photographs on the committee page		Summer 2017
	Re-evaluate requirement for Cags/BAs		May/Jun 2017
	Kit Recall, Inventory Check and Cataloguing of Equipment		May/Jun 2017
	Conduct Repairs		May/Jun 2017
	Measure and Quotation for the Hawley Boat Store Racks and Fittings		Summer 2017
	Clear up the cupboard area and consider a door to increase security		Summer 2017
Steve/Gem	Engage operators in a meeting about equipment security		May/Jun 2017
Jack	Investigate Freestanding Cabinet Quotations		Summer 2017
Gemma	Create laminate who to contact aid for the lido to assist infrequent workers		a.s.a.p
7. Coaching, Courses & Club Development			
Gemma	Circulate the final details for who has signed up for what for the 2* Course		Apr 2017
	Continue investigating options for FSRT, 3* WW, 3* Open		Summer 2017
	Add a tracking for future courses in database migration		a.s.a.p
	Give Ann Marie records of who has had funding for what to date		May 2017
	Continue plugging the Coach-2-Coach initiative		Ongoing
Nigel	Continue investigation for Raft Leaders Course		Ongoing
8. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
Gemma	Investigate the options of working with a local SUP group through the season		May/Jun 2017
9. Session Arrangements			
Steve/Gem	Engage operators in a meeting about sessions		May/Jun 2017
Gemma	Fill in additional Lido Booking Form for Sessions in Jul and communicate out the additional availability to Groups		a.s.a.p
10. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Nigel	Review explanations and suggestions for future events		Summer 2017
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
Steve/Gem	Raise at the next SRDT meeting about the new Lido Proposals		Jun/Jul 2017
Steve/Gem	Start engaging with the council (Ashley Sharpe) the possible impact of the Lido Proposal on the Club		Autumn 2017
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
14. Changes to the Constitution			
15. A.O.B			
Gemma	Find out more about the Volunteers Recruitment Day in Aldershot		a.s.a.p
Gemma	Advertise more information about the committee roles pre-AGM, make details/commitment lightweight, put board up on the lido		Jun 2017
16. Next Meetings			
Gemma	Arrange AGM for 19 th Jul		May 2017