



Agenda – 11th September 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

Committee Meeting (Mar)

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 a 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

Lido Meeting (May)

Who	Actions	Status	Target Date
3. Equipment			
Gemma/Steve	Raise with the council prior consultations if we want this to be a consideration in their development		Jul 2017
Gemma	Forward the lido contact details to Steve and Gary		a.s.a.p
	Circulate/remind members of the equipment access process		May 2017
	Forward the contact sheet with photos and numbers to Alistair so as he can print more copies for the staff		a.s.a.p
Alistair	Verify if there are any objections from the maintenance teams for securing the cupboard area		May 2017
Gary	Should catering want to use the room, investigate removal of the old filing units and flood lights and a new home for the paperwork		May 2017
	Provided there are no issues with maintenance, to investigate a shared lock, door fixture, shelving/storage and re-homing of the less valuable or bulky items in the cupboard area		May 2017
	Evaluate what equipment may be redundant and give first refusals to members i.e. Little Annie's		Jun 2017
	Investigate if we can protect the light switch near the cupboard area		May 2017
	Equipment inventory cataloguing shall begin from the 6 th May		May 2017
4. Lido Review			
Alistair	To investigate the possibilities of any further discounts on the new per hour prices for this year and circulate the outcome		a.s.a.p
Gemma	To circulate final price to the committee		a.s.a.p
5. Session Arrangements			
Gemma	Communicate to relevant group that we shall have to put the session on hold until we have more details or rearrange subject to the outcome of lifeguard cover		a.s.a.p
	Communicate out for interest of becoming a lifeguard to members and at the volunteers fair		May 2017
	Re-visit our risk assessment and procedures and send the venue specific ones to Alistair along with the latest British Canoeing Guidelines, which are publicly available		May 2017
	Circulate a Lido Volunteers Briefing Session		May 2017
Alistair	Provide the details of the minimum lifeguarding requirement		a.s.a.p