Minutes of Heritage Coast Canoe Club Annual General Meeting

14 July 2017

Present:

Joy Edwards - Chair

Brian Cliffe

Luke Edwards

Katherine Ailward

Kearen Baxter

Simon Baxter

Siobhan Baxter

Paula Bates

John De Bank

Beans Wiscombe

Elise Ripley

Dan Cantrell (late arrival)

Sean Burlington (late arrival)

Apologies:

Kate Wiscombe

Janet Hallbery

Denise Matthews

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|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from Kate Wiscombe, Janet Hallbery and Denise Matthews. |  |
| 3 | JE read through the action points from the **minutes from the last AGM** . These have all been followed up in subsequent committee meetings. The minutes were agreed by JE. |  |
| 4 | There were no **matters arising.** |  |
| 5 | JE **presented the annual accounts** in JH’s absence.  Compared to the balance at the end of last year, the closing balance this year is slightly more.  No water or electricity costs are showing as these were deducted in May. Electricity paid was £143.46 and water was £60.79. Siobhan B asked for a breakdown of dates for both of these bills as there was some confusion regarding a bill that covered the last 18 months when a previous outgoing had been made in Feb and March 2016.  It was assumed that June 2016’s income included membership for May 2016 as none is showing for May 2016.  PB raised concern that most outgoings were classed as ‘miscellaneous’. The group asked for an itemised list of what has been included in ‘misc’ outgoings. £277 would be money for Janet and Steve. £80 for pool sessions. JE to request this from JH.  The accounts will be signed off once an itemised list is provided and circulated to all attendees. | JE  JH |
| 6 | JE read out her **chairperson’s report**.  JE thanked Simon B for practical help and support in keeping the boat shed and equipment in working and clean order.  JE was glad of members returning and new members this year.  JE gave her thanks to the instructors.  JE gave thanks to Steve Hallbery for setting up Club and contributing over the years.  JE said that there is more marketing and publications in the pipeline.  JE is hopeful that we can continue with our winter pool paddling sessions.  JE will be continuing to seek grants to replace equipment throughout the year. |  |
| 7 | The **election of officers (trustees)** with voting powers took place.  All those in current officer positions stood down.  After some discussion it was agreed by all that the role of president was not required.  Simon B proposed JE as Chairperson. KM seconded. All agreed.  ER proposed DM as Treasurer . SB seconded. All agreed.  KA proposed Siobhan B as Secretary. ER seconded. All agreed.  It was noted that JH had resigned as Treasurer. The committee wished to extend their thanks to JH for her contributions over the years. |  |
| 8 | The **election of 2 other Executive Members** with voting powers took place.  It was explained that these roles would not be Trustees, but would have voting powers. They would be expected to attend meetings and put forward ideas and vote if required.  PB and LE would have one vote between them (JE proposed this and Simon B seconded).  LE proposed KA as the second Executive member. ER seconded this.  It was confirmed that if an instant decision is needed on something - this would usually go to JE as Chair who would then liaise with the other officers / members. |  |
| 9 | The group **elected co-opted members** to the General Committee. These are members who are not Trustees and have no voting powers.  Simon B was proposed by ER and seconded by PB.  Sean B was proposed by JE and seconded by Simon B.  KW was proposed by KA and seconded by ER.  JDeB was proposed by JE and seconded by KA. |  |
| 10 | The group **reviewed subscription rates for the forthcoming year** and the following was agreed:  Annual Membership:  £45 adult  £35 junior / student  £10 reduction for 2 or more family members  Taster sessions:  £5 each for Under 18’s  £10 each for Over 18’s  (max 2 before becoming a member)  Club Night - £5 for all members.  All pool sessions for members or as taster sessions - £15  Following discussion, it was agreed that no fee would apply for paddling on a non club night or for a trip. These events are to be regarded as non club events moving forward and no taster sessions will take place on such events. Members are able to use the equipment as a perk of membership and will not be covered by insurance on such trips.  It was agreed that the membership form would be updated to include a disclaimer regarding acting in good faith and taking personal liability for use of equipment. The form will also encourage members to take out own insurance.  If negligence causes damage or loss, a penalty will be agreed by the committee.  There was some discussion about what insurance covers different situations. It was clear there was some confusion here. JE to set out what the situation is regarding insurance and what is and isn’t covered, for the avoidance of doubt.  It was agreed that we could run a local fundraiser to try and raise some more money. | JE |
| 11 | **AOB:**   1. Sean B agreed to create a website for the Club that contains all the necessary information and contact details for the Club. JE to ask Steve H to delete our old website. 2. A new poster will be drafted to be placed on the noticeboard outside the gig club. 3. DC asked if equipment can be borrowed by a member for use by the member and a friend / family member. IT was agreed that this would be possible if two committee members agreed and a suggested donation of £5 would be put forward. 4. DC asked if we were to actively encourage new paddlers or whether there was a limit of numbers on a club night. It was agreed that this would be dependent upon experience and skill. Any potential new paddlers to inform PB or LE who will make a decision at the time. 5. It was agreed that if a member cannot attend a session, they should send a text, email or private message to PB and LE and not put it on facebook. 6. It was confirmed that the pontoon is public and can be used by anyone though the Club has priority on a club night for 15 minutes to disembark and embark at the end of the session. 7. PB raised the issue of Club assets which are currently held by Janet and Steve Hallbery. JE is to ask JH and SH for the return of 2 x VHF radios, a paddle float, laptop, camera and other documentation and information. 8. JE asked who has a set of keys - this was JH, Simon B, PB and LE. No others are to be cut. 9. Simon B said that the trailer needs to be stored elsewhere. DC suggested the Scout compound at St Swithuns. DC will arrange for Simon B to have a key to the compound for access to the trailer. | Sean B / JE  JE |
| 12 | **The date of the next Committee meeting** was proposed for Friday 15 September 2017 at 7.30pm at the Wetherspoons Meeting Room. |  |