Minutes of Heritage Coast Canoe Club Committee Meeting

15th September 2017

Present:

Joy Edwards – Chair

Siobhan Baxter – Secretary

Denise Mathews - Treasurer

Luke Edwards

Kieran Baxter

Simon Baxter (SGB)

Paula Bates

John De Bank

Sean Burlington (SeB)

Apologies:

Kate Wiscombe

Katherine Ailward

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|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from Kate Wiscombe and Katherine Ailward |  |
| 3 | SB read through the action points from the minutes arising from the last AGM held 14/07/17.  The minutes were agreed and signed off by JE. |  |
| 4 | **Matters arising from the AGM as follows;**   * Need to publicise and update the club fees via Facebook, will plan new wording for the Club website. * Sean is happy to help support/design new webpage * British Canoeing detail to be removed as the current link is inactive * Need a new poster for the clubhouse door * Need to check winter club dates and confirm due to winter fees differing to full season * Items held by previous treasurer need to be received, keys, laptop, camera. Need to email JH asking for confirmation of correct disposal process (data protection process) and ask for the keys to be returned * Club trailer, SGB confirmed that the trailer had been delivered to Westbay Sea Scouts. JE confirms she has a key to the gate, need to check trailer clamps/locks, photos to be taken for club records | LE  PB  SeB  JE  SB  SGB |
| 5 | JE presented the previous years accounts further to the AGM as there were issues arising.  JE explained that previously the accounts had shown a totalling up of monies in each month rather than individual items; due to this JE had gone through the bank statements against known income/expenses.  Spreadsheet printed and held on file for club records.  JE was able to confirm payment has been made for electricity and water 15/6/17.  Moving forward all income/expense will be presented as individual items per month and presented within the accounts to ensure clarity.  Discussion re’ validity of meeting held at the Nelson on 11/8/17, agreed meeting and minutes to be held on file; discussion re heated emails and content. Moving forward, communication improving due to main issues of concern being resolved. | TbC |
| 6 | JE read out her **chairperson’s report**.  JE thanked the Coaches for their work to date,  One club evening was cancelled due to low water level.  To date club membership has increased slightly which is pleasing.  It is also noted that a paddling presence on the water helps promote the club and its activities and wishes to increase members looking forward to next year’s full season. |  |
| 7 | **Coaches Report;**  LE would like to continue with the Star Awards, gives sense of ongoing skills for each individual  PB would like to thank John Purse for helping assess paddlers for the previous weeks.  Pool Sessions to be monthly – dates to be confirmed  Activities over the winter, away days both fun and social to be held over the winter where possible; such as Wareham River, surf sessions, Portland  PB thanked SGB and KB for being most helpful over the past months | KA  PB  LE  JE |
| 8 | **Financial Position of the Club;**  JE confirmed present balance as £3259.20  Account Signatories are JE and PB  JE explained that due to paperwork/admin issues at the bank she had paid the Canoe fees on behalf of the Club £195.80 in order to ensure we remain affiliated and insured.  JE to be paid back in full once admin’ is resolved  An audit of all club assets needs to be carried out and a record of assets to be presented at each meeting.  DM confirmed she is not comfortable as Treasurer currently due to her concerns re’ previous years accounts and record keeping.  Further discussion was had and DM agreed to liaise direct with JE and SB to suggest what would be needed for her to be happy to accept the position fully; JE to continue to handle monies on behalf of the club until resolved.  SB mentioned we need to check wording of Club Constitution as currently states accounts need to be audited each year. This to be held over until next AGM | SGB  PB  JE  DM  SB  JE |
| 9 | **British Canoeing Club Affiliation**;  As point 8 JE confirmed fees have been paid, JE remains contact for the Club.  Documents need to be sent off and we need to review;  Child Protection Policy,  Club Constitution  Health & Safety Policy  Standard Operating Procedure  Club Risk Assessment.  Templates are available, PB mentioned John Purse may be able to help | JE |
| 10 | **Winter Paddling**;  The first Leisure Centre Sessions was paid but made a loss of £25, some people paid more than others.  Need payment to be made up front, once people confirm as attending we need to receive money, if a person cannot attend when previously booked they need to let KA know as soon as possible.  We need 6 people as a minimum for each session to be financially viable.  Possibly involve other club/groups such as Kingston Maurward  KA to liaise with Leisure Centre and confirm dates against coach availability | KA |
| 11 | **AOB:**  Fundraising;  JE is looking at car treasure hunt – one being held locally and will feedback once she has attended.  Westbay day – involvement would help promote the Club and perhaps encourage new members  Cake Sales on the Green  JE mentioned Linda Bullock – Town Council were holding an Onion Festival on the Green 20/10/17. Perhaps could be an opportunity to fundraise?  JE raised a request to formally thank the previous treasurer JH for her past term, a show of hands voted not to do so.  Christmas Do’ – date tbc  **Last Tuesday Evening Paddle Date – 3/10/17** due to low light | JE  JE  SB  JE |
| 12 | **The date of the next Committee meeting** was proposed for Friday 5th December 2017 at 7.30pm at The Nelson, Meeting Room. |  |