Minutes of Heritage Coast Canoe Club Committee Meeting

5th March 2018

Present:

Joy Edwards (JE) Chair

Siobhan Baxter (SB) Secretary

Paula Bates (PB) Treasurer

Sean Burlington (SeB)

Kate Wiscombe (KW)

Luke Edwards (LE)

Simon Baxter (SGB)

Kieran Baxter (KB)

Apologies:

John de Bank

Kath Ailward

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|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from John de Bank and Kath Ailward |  |
| 3 | SB read through the action points from the minutes arising from the last meeting held 05/12/17.  The minutes were agreed and signed off by JE. |  |
| 4 | **Matters arising from the previous meeting as follows;**   * pontoons have changed/will be changing so we will need to look and check the layout ideally the front row of pontoons need to be deeper in the water to allow easier entry in to the water and getting off the water SGB to check and see what the layout is or if 1/2 sizes are available * Lease of the building, need to check recent emails as both believed to be long term with opt out clause after 8 years * Bob Gillis and Joy have spoken, he is happy to meet up if needed, if the locks need changing the council needs a key * agreed to swap the locks to the main shed door with the one leading to the rear yard that way we improve security and is likely we won’t need to purchase new locks/keys which will reduce costs   Door Sign   * Bob Gillis would like to see the artwork prior to printing   JE confirmed average price for a sign on Di-Bond Aluminium is approx’ 45.00 for a sign 60x45cm. All agreed for her to go ahead and purchase. Sign to be placed on the door leading to the rear yard as is felt more visible from the bridge side/those facing the shed from the green  Need to check the vinyl banner we have as the wording could be overprinted and used as well | SGB  SB/JE  SGB  JE  LE |
| 5 | **Financial Position of the Club;**  PB presented accounts,  all agreed clear format and felt reassured the pool sessions had proved financially worthwhile |  |
| 6 | Joy read out her **chairperson’s report**.  JE thanked the coaches for giving their time and commitment, echoed the appreciation to all in regard to the pool sessions which have helped club members keep in touch over the winter months |  |
| 7 | **Coaches Report;**  Luke had recently posted a vote on Facebook for members to indicate if they wanted pool sessions to continue through the summer months;  3 people had voted to carry on no formal votes for No but going round the table of committee members who also paddled it was majority to focus on pool sessions over winter only  The aim is to focus on the Star awards with members achieving levels 1 and 2 - need to use the open boats more to gain confidence and achieve the award criteria - the awards will be printed and displayed for all to be clear what needs to be achieved for their own personal development  Club agreed to have a weekend activity once a month, tailored to abilities and announced in advance ensuring more novice members are accommodated as well as the more able paddlers  Luke presented details on Paddlesport Leader Award - this gives skills to paddlers on sheltered water and would form a leadership certificate, this is only achievable to those who have passed level 2 star award and will work hand in hand for interested individuals |  |
| 8 | **Membership Form;**  SB presented the new version which captures more information such as emergency contacts  New contact list to be created from the forms which is then held on file in the shed for emergencies  Other Members who are members of other clubs  this will be held over for AGM discussions but details held on file following discussion as below;  if an individual joins the Club in October they are charged a full years fee which will cover the few winter months and the following year - this will allow them to have the taster sessions and once happy to join will then allow them to partake in pool sessions at the nominated rate and gain insurance from club membership etc | SB |
| 9 | **Correspondence**;  Go Canoeing Week runs from 26 May - 3rd June 2018,  Activity week SB confirms she has registered the Club as taking part, the main day for the Club to promote Kayaking and the Club locally is Saturday 28th May 11am-3pm  need to ask for flyers, posters as these are available free of charge, need many to promote the activity day  communication to include local schools Colfox and Beaminster and the local Youth Groups as these have children above 12 years old  posters out to local caravan parks Newlands Charmouth too  people to express an interest via email heritage [coast.cc@gmail.com](mailto:coast.cc@gmail.com) as this will give an indication of numbers and can support family groups taking part  fees for those on the day 5.00 for an hour  slots beginning 11am 12midday, lunch 1.15pm - 1.45pm, 2pm, 3pm off the water by 4pm  use membership forms for those taking part on the day - consider amending if needed/check the day forms used by Nene water Centre  produce/sell cakes/biscuits on the day to support club funds ??hot drinks  lots of promotion  Kate to contact Bridport News  Need to book the Green with Daryl Chambers to reserve the space  Facebook Publicity  **British Canoeing**;  Affiliation documents such as risk assessments Paula and Luke to go through the forms prior to the next meeting move to next meeting | SB JE  ALL  KW  PB/LE |
| 10 | **Paddling**;  Start Date of river Paddling Sessions  **10th April 6.15 for 6.30pm start** |  |
| 11 | **AOB:**  Becky and Beans are happy to help with fundraising  Paula needs an up to date sight of Lukes DBS certificate  Paula also informed everyone that those interacting with the public also ought to have DBS checks for Safeguarding compliance, there is no charge. Need to confirm names at next meeting  Sean asked about a Club website, name agreed as westbaykayak.co.uk  Sean has kindly donated the fee for registering the name/domain and confirmed via email following the meeting that he is happy for the Club to be the owner of this - email received and printed for file. Need photos for the webpage will be a basic link to Facebook, used to promote events and activities the Club is taking part in, will develop as the Club does more  Equipment for people; encourage long standing members where possible to purchase their own kit, this may reduce wear and tear on current club kit.  Discount is available at Bournemouth Canoes – mentioning membership of the Club  Self Promotion of Club; reminder for all members on Facebook to promote Club/share events within their friends to increase awareness |  |
| 12 | **The date of the next Committee meeting** was proposed for Sunday 13th May at 7.30pm The Nelson, Meeting Room. |  |