Minutes of Heritage Coast Canoe Club Committee Meeting

5th December 2017

Present:

Joy Edwards – Chair

Siobhan Baxter – Secretary

Luke Edwards

Simon Baxter (SGB)

John De Bank

Kate Wiscombe

Katherine Ailward

Apologies:

Paula Bates

Sean Burlington (SeB)

|  |  |  |
| --- | --- | --- |
|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from Paula Bates and Sean Burlington |  |
| 3 | SB read through the action points from the minutes arising from the last meeting held 15/09/17.  The minutes were agreed and signed off by JE. |  |
| 4 | **Matters arising from the previous meeting as follows;**   * Need to add fundraising to each club meeting as an agenda item * Joy confirmed Paula had put herself forward to act as Treasurer, all agreed * Need a new poster for the clubhouse door * Items held by previous treasurer; discussion and agreement to change to boatshed locks. Once done we need to inform WDDC Daryl Chambers * Annual WDDC visit to be arranged with Bob Gillis, Joy to meet * Check if WSDDC need to hold a key once locks changed | JE/SB  SGB  SGB/JE  SB |
| 5 | **Financial Position of the Club;**  JE confirmed present balance as £2868.37  Account Signatories are JE and PB  JE presented the accounts, all agreed were improved on previous records and Joy thanked for her recent hard work with this time consuming task.  JE explained that water & electric readings are up to date and accurate to 31/10/17  JE was able to confirm payment has been made for electricity and water 01/11/17.  Moving forward Joy explained that she had asked the Gig Club for timely invoices in order to make timely payment rather than bulking the bills in to one over a longer period. All present agreed.  JE confirmed the club insurance has been paid £105.15  Current yearly lease rent has also been paid £200  Need to check length of lease with WDDC and report at next meeting | JE |
| 6 | JE read out her **chairperson’s report**.  JE thanked the Coaches for their work to date,  We have 21 paid up members 16/17 of those members being regular attendees  Pool sessions are well attended  Facebook is proving worthwhile way of promoting club events with a both Group and Members only Pages  Joy mentioned she would like the Club to have a presence at 2018 Westbay Days  Pleasing to see the club committee and members are pulling together |  |
| 7 | **Coaches Report;**  LE discussed creating more club coaches by training/upskilling current members, this may help should the club increase its membership  need to make more use of the open boats as this adds to the award stars, likewise members need to practise surf safety/practise rescue skills  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 |  |
| 8 | **Membership Form;**  SB explained the need to amend the current form as feels there is information missing such as emergency contacts, email address etc.  Lengthy discussion by all – next meeting will present proposed form  All agreed that an up to date member emergency contact list should be kept in the boat shed just in case… | SB/JE  SB |
| 9 | **British Canoeing Club Affiliation (BCC)**;  Public Liability Certificate has been received and forwarded to Bridport Leisure Centre  BCC newsletter to be sent on to all members once group forward email is set up  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, LE mentioned John Purse may be able to help  **Correspondence**; Go Canoeing Week runs from 26 May - 3rd June 2018, need to register before 1st January 2018 | JE  LE  SB |
| 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:**  Kath reported that Bridport Leisure Centre had written to inform the club of increase in pool session rent, current fee is 80per session, increase will be £90 per session next year.  We need a minimum of 6 people per session to break even, we do not pay the fee if we cancel within agreed timeframe  Westbay day – involvement would help promote the Club and perhaps encourage new members  Portland Canoe Club have invited HCCC to participate in pool sessions held at Bridport Leisure Centre - £5 per session  Interested people to book direct with Portland Canoe Club via Facebook  Luke mentioned he would like another row of pontoons to make it easier to get in/out of the water.  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 | All  All  SGB/LE  All |
| 12 | **The date of the next Committee meeting** was proposed for Tuesday 6th March 2018 at 7.30pm at The Nelson, Meeting Room. |  |