Minutes of Heritage Coast Canoe Club Committee Meeting

13th May 2018

Present:

Joy Edwards (JE) Chair

Siobhan Baxter (SB) Secretary

Sean Burlington (SeB)

John de Bank

Kath Ailward

Luke Edwards (LE)

Simon Baxter (SGB)

Apologies:

Paula Bates (PB)

Kate Wiscombe (KW)

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|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from Paula Bates and Kate Wiscombe |  |
| 3 | SB read through the action points from the minutes arising from the last meeting held 05/03/2018.  The minutes were agreed by JE. |  |
| 4 | **Matters arising from the previous meeting as follows;**   * Simon confirmed the locks have been altered - this matter can be closed. * Door Sign   JE confirmed that she has ordered the sign for the shed side door and is waiting on the company to confirm it is ready – hope to have in place by 26th May 2018  Need to check the vinyl banner we have as the wording could be overprinted and used as well | JE  JE/LE |
| 5 | **Financial Position of the Club;**  JE presented accounts,  There is a vacant position of Treasurer, no one has come forward to offer to cover this role, JE to continue although SB to detail within the minutes making members aware of the vacancy.  The Club is in a good financial position, steady income from weekly paddle sessions being paid in to the bank.  Need to make payment to Bridport Leisure Centre for £30 due to increase in monthly pool session fee – this was missed from previous payments  Joy explained the shared electric bill with the Gig club, suggestions from others that we approach electric company to see if we could have our own meter to prevent ongoing issues such as delayed readings, delayed payment for the HCCC share of electric bill to the Gig club – they pay the full bill and then we pay our share of that bill when emailed over to us.  Meter readings to be taken weekly when members are paying fees, that recording will then hopefully allow for HCCC to provide meter readings accurately/quickly to the Gig Club when asked. | SB  JE |
| 6 | Joy read out her **chairperson’s report**.  JE thanked the coaches for giving their time and commitment, also thanked Simon and Kieran for their continued help with sundry tasks.  Pleasing to see increase in new people taking part, there are 14 paid up members  Facebook links are working well. |  |
| 7 | **Coaches Report;**  Luke reported all members paddling well, sessions were well attended with enthusiasm.  New members, need to asses level of paddlers abilities to then consider having split groups for some activities, this would then offer support to new people as well as allow more experienced paddlers to do more challenging things  Suggestion that he and PB JdB plan the sessions in advance hoping to be aware of new paddlers prior to the session to make this easier, it is acknowledged that some people turn up on the day. |  |
| 8 | **Membership Form;**  An electronic copy of this will be sent to LE and SeB for adding to the website and Facebook pages | SB |
| 9 | **Correspondence**;  Go Canoeing Week runs from 26 May - 3rd June 2018,  Activity day for HCCC is booked for Saturday 26th May, many people needed to help run the day and promote locally, posters etc.  Contact current and previous members to make as many as possible aware of the event.  Try to sell cakes/biscuits as part of fundraiser for the club  lots of promotion  Kate to contact Bridport News  **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 | All  SB  All  PB/LE |
| 10 | **Data Protection**  GDPR effective 25/5/18, HCCC club needs to ensure policy is up to date, view Scottish BCC site as their policy is clear  Attach policy to new membership forms, publicise on HCCC website | SeB |
| 11 | **AOB:**  SGB asked that we purchase 6 new paddles for the open water boats, expected cost circa £50.00, all agreed  Toilet Room within Club House and Gig Club use; items being stored in the toilet such as 2 rowing machines, last year was a barbeque; Gig club have stated to other members they have little space but using the room as a store isn’t ideal and creates cluttered appearance. JE to discuss with Bob Gillis  JE suggested another open day, perhaps in August to capture holiday makers, as part of self promotion and fundraiser, discuss more in July meetings  SB checked everyone was happy with frequency of meetings, generally all agreed best to have fewer meetings that resulted in positive discussion, please avoid weekend meetings  Self Promotion of Club; reminder for all members on Facebook to promote Club/share events within their friends to increase awareness | LE  JE  All |
| 12 | **The date of the next Committee meeting** was proposed for Wednesday 4th July at 7pm The Nelson, Meeting Room. |  |