Minutes of Heritage Coast Canoe Club Committee Meeting

15th January 2019

Present:

Joy Edwards (JE) Chair

Siobhan Baxter (SB) Secretary

Stephen Potter (SP) Treasurer

Paula Bates (PB)

Sean Burlington (SeB)

Luke Edwards (LE)

Simon Baxter (SGB)

Apologies:

Kate Wiscombe

John de Bank (JdB)

Don Featherstone

|  |  |  |
| --- | --- | --- |
|  | **Notes** | **Actions** |
| 1 | JE **welcomed** all. |  |
| 2 | There were **apologies** from Kate Wiscombe, John de Bank & Don Featherstone |  |
| 3 | JE thanks for attending, minutes of last meeting accepted, no outstanding actions that were not going to be covered within the meeting  The minutes were agreed and signed off by JE. |  |
| 4 | **Matters arising from the previous meeting as follows;** all actions completed |  |
| 5 | **Financial Position of the Club;**  SP presented accounts; club showing a healthy balance of £4700  All bills are up to date other than the January pool session fee £90.00  Electric paid up to date  Boxing Day safety paddle – Steve will follow up discussions with the Rotary Club as money was promised to the club as members supported the event on the day  All present thanked SP as the detail was very clear/easy to read     * Grants   JE clarified what grants she had applied for, she also explained that we are only eligible for only a percentage of money for the larger boat rather than full amount as first thought.  Need to carry out a kit audit to see if there is anything out of date/needed to purchase before the beginning of next year  All agreed to look at purchasing another/2 larger boats due to increasing membership and larger built paddlers, this may be able to be funded under a safety grant. | SP  JE  LE/PB |
| 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  The Club continues to grow and it is pleasing to see social activities and winter paddling - thanks to all who continue to make this happen.  Recent meeting with Daryl Chambers - BTC as issues were raised in regard to shared access with the gig club, Daryl clarified the meter layout for both clubs - he has agreed to have all utility bills sent to him and then send on to respective clubs to ensure timely payment - his team will read the meters to avoid confusion and improve accuracy, he will also monitor prices and move providers as the council see fit.  The gig club have new committee members and we hope to improve relations over the coming year - possibly invite them to our events.  **Charity Return;**  completed annually  criteria has changed, the information on Trustee details is given as part of that requirement  Only names of the Trustees will be published on the website not other info |  |
| 7 | **Coaches Report;**  LE explained that the current award star certificates have been replaced with a new award syllabus as introduced by British Canoeing  Lengthy discussion - changes effective from Jan 2019.  Aim to look at individual members and have each person with a goal of step/skills to achieve over the coming year.  Members to be encouraged to record what skills/distance and types of paddles they do in a weekly log - this log creates evidence of competency for each skill awarded.  Coaches and their training requirements were discussed at length as they levels for them are clearer with the new style awards.  Existing/previous certs’ still stand but it is clear that for each nominated leader/coach there are certs’ to achieve.  it was agreed to get in touch with BC area rep’ for formal guidance, linking in with John Purse too  fees and funding for coach/leaders training was discussed agree to fund all training/courses with prior agreement from the committee and as long as the courses are in line with level of club membership  All members are progressing well - with growing numbers each week discussion on novice paddlers/more experienced paddlers was had.  Focus next year will be on structure of the evenings to accommodate all levels of paddlers, possibly splitting the group per ability then coming together at the end of the session.  More away trips planned and hope to do more on the sea as skills and abilities progress, trying to plan evening sessions in advance to accommodate all levels |  |
| 8 | **Insurance**  all paid - renewal was £249.77 need to think about price comparison for next year  Any items left in the shed not owned by the club are not covered under the insurance - everyone be aware please.  Advise members to check household insurance for insurance as items often covered in household policies.  26 new cags have been purchased and 7 neoprene spray decks; need to get rid of other poor condition cags, use older buoyancy aids for the open day just in case they are needed and then dispose of. |  |
| 9 | **Safety Review**  Sean is leading on this as Club Safety Officer;  documents and policies are being updated and uploaded on to the Club website  Encourage all committee to check and agree them via email as these are time consuming to go through at meetings.  Need to review the club constitution over the coming year and standing operating procedures & health and safety document to look at by next meeting – these will be circulated to committee  Safeguarding - we need to review the shed layout to allow people to change in private if required - this will free up the toilet - Simon to look at this as a working party during inventory and kit safety check with Sean and Luke (suggest rails and shower curtains for simple waterproof facilities and make a few large cubicles)  Need to look at consent forms for photos, medical conditions - see what BC have and make use of theirs.  Sean will upload all risk assessments to the Club Website once done as part of club openness & transparency  These will form part of the weekly lesson planning and members skill mix  Thanks given to Sean for all his hard work so far | SeB  SeB/JE  SGB/LE |
| 10 | **AOB:**  Paula made JE aware that the Gig cub were continuing to park across the drive entrance, at times leaving the white van in front of the chain unattended and locked whilst the driver is on the water.  If we did need to collect boats from the shed it would have been difficult.  Simon and Kieran aren’t able to help at next pool session - mentioned for awareness as others will be need to help transport boats  it was agreed it was a lengthy but worthwhile meeting as many actions came out of the discussions  **Post meeting**  a Core coaching course is being run at Weymouth Outdoor Education Centre.  Names of suitable participants to be circulated to the committee and funding agreed for them to take part  Self-Promotion of Club; reminder for all members on Facebook to promote Club/share events within their friends to increase awareness | JE |
| 11 | **The date of the next Committee meeting** was proposed for next meeting  Tuesday 5th March (Pancake Day) 2019 at 7.30pm The Nelson, Meeting Room. |  |