

12.01.2015

BVCC Committee Meeting

1. Welcome and Apologies **(5mins)**
2. Matters arising/minutes of the previous meeting (s) **(5mins)**
3. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**
4. Finances - Interim Budget / Cash flow **(5mins)**
5. Fees inc. Membership, Session & Equipment Hire **(10mins)**
6. Equipment - Repairs, Maintenance, Bids for new **(15mins)**
7. Coaching, Courses & Club Development **(15mins)**

BREAK

8. Session Arrangements **(10mins)**
9. Event Arrangements **(10mins)**
 - a. Trips
 - b. Socials
10. Sections **(10mins)**
 - a. SUP
 - b. Inland Touring
 - c. Sea
 - d. Polo
 - e. Slalom
 - f. Marathon
 - g. Freestyle
 - h. White Water Inland
 - i. White Water Rafting
 - j. Wild Water Racing
11. Canoe England / British Canoeing **(5mins)**
 - a. Clubmark
 - b. Canoe England/Southern Region Development team updates
12. Welfare **(5mins)**
13. Changes to Constitution **(10mins)**
14. A.O.B. **(10mins)**
15. Date of upcoming Meetings (i.e. Committee, Whole Club, AGM) (5mins)
16. Meeting close.

Tasks/Actions from Previous Meetings

Management Meeting (14th September 2015)

Topic	Description	Who?	Progress
Contact	Make contact with associated organisations – BCU still require to be updated for new club secretary contact details	Gemma	Completed
Website	Email any feedback / layout designs / text simplifications etc. for the general pages, home page, sessions etc. Email Gemma with and image of themselves, a page image and some page content about their section, i.e. polo, courses, coaching, youth, events and social. There is an example leaflet on the Facebook group which you could use to help you with this. Incrementally update the website after receiving relevant inputs from each committee member on their sections/areas	Everyone / Gemma	In Progress
Website	Find out where the Photo & Video feeds are exactly coming from and circulate so everyone knows where to upload photos too	Gemma	Completed
Fees and Memberships	Email the two distant members in regards to the approval on having a concession rate and the constraints around it (i.e. voting)	Gemma	Completed
Fees and Memberships,	Update web collect to reduce the temp membership to £10 and update the membership form on web collect to include the extra declaration.	Gemma	Completed
Fees and Memberships	Engage with the University of Surrey Canoe Club (USCC) to find out what conditions they are interested in regards to potentially forming an affiliation.	Richard	Completed
Kit Hire	Update the web collect and paper based trip consent and kit hire forms to reflect the new kit 'wear and tear'	Paul / Gemma	Completed
Development Plan	Update the development plan to include that coaching updates shall be funded by 50% excluding certificate costs.	Damian Edwards	Completed
Equipment	Do a full inventory check for polo and come up with a list of equipment that needs to be looked at for replacement.	Richard / Sophie	Completed
Equipment	Do a full inventory check for general and come up with a list of equipment that needs to be looked at for replacement.	Gemma / Owen	Completed
Courses	We need to do a bit more investigation into what courses we might want to run over the next year. Liaise with senior coaches and ask members directly so we have individual development plans or no plans if they wish to help shape the trips, courses and development.	Michael Benton/ Dave Cook	In Progress
Winter Session Planning	Update the operating guidelines and risk assessment in light of the feedback from Aldershot Lido	Damian Edwards	In Progress
Winter Session Planning	Continue researching pool venue information	Gemma	On going
Summer Review	Schedule whole club meeting and lido review sessions	Gemma	Completed
Calendar – Trips and Social	Communicate any xmas meal ideas to Sophie and Sophie to Book Xmas Meal	Everyone/ Sophie	Completed
Canoe England – Clubmark	Find out if we are due a club mark health check	Damian Edwards	Completed
Canoe England – Updates etc.	Find out more information about the course at Woodmill so that we can circulate and find member that wish to attend	Damian Edwards	Completed

Whole Club Meeting (19th October 2015)

Topic	Description	Who?	Progress
Courses – Youth	Re-evaluate how we run PaddlePower, more structure like a course in blocks or the option to just have free time. Rotate round the coaches.	Tim / Dave Williams	Completed
Courses - Adult	Arrange an FSRT and L1 course for up and coming coaches	Ed	In Progress
Next Meeting	Arrange next meeting management meeting for January	Gemma	Completed
Pool Sessions	Involve more parents to help with roles such as duty officer	Gemma	Completed
Development Plan	Polo to add their sections to the most up to date development plan	Richard	In Progress

Polo Catch Up Meeting (9th November 2015)

Topic	Description	Who?	Progress
General Sessions	Have more structured sessions and have volunteers trying to run a block of 3 training sessions	Everyone	On going
Hawley Sessions	Look in the options of using the lake on Wednesday	Richard	In Progress
Pool Sessions	Investigate other venue options that may offer better prospects than Alton currently does for competitions	Richard / Paul	In Progress
Equipment	Draw up equipment proposal based on current inventory vs. age, usage and members. Look into pontoon options, prices and funding and keep track of garage completion.	Richard	In Progress
Taster Sessions	Invite local scouts, sea cadets, army cadets and other groups that already have some paddling experience for taster sessions.	Richard	In Progress
Inter-Club Tournaments / River Game Day	Look into the options of exhibiting polo at river sporting events or running another small inter-club tournament with the likes of USCC, Addlestone, Shepperton and Kingston Uni. (This could be used for advertising both club sectors)	Richard / Sophie	In Progress
Advertisement	Produce a poster to put up at the training locations	Gemma	In Progress
USCC Affiliation	Draw up a second draft based on USCC feedback.	Sophie	In Progress

Session and Events Safety Meeting (17th November 2015)

Topic	Description	Who?	Progress
Session and Trip Planning	Update the guidance procedures to reflect all discussion points (<i>some changes had already been made to that which is live</i>)	Damian Edwards	In Progress
Session Planning	Generate a site specific booklet for sessions, updating the rules, hire conditions, site map, fire procedures, site risk assessment. Including addition of the Training/Induction section.	Gemma (Reviewed by Ed/Bob)	In Progress
Session Planning	Arrange for a small site filing cabinet to hold site specific safety and coaching materials, high visibility vests with 'duty officer' written on them, whistles and any administrative aids	Gemma	Completed
Session Planning	Arrange more coaches / leaders sessions to promote discussion about sessions and planning	Gemma / Dave Cook	On going
Session and Trip Planning	Cascade information on to the less experienced members in any roles of responsibility	Damian Edwards / Bob Hamilton	In Progress
Trip Planning and Canoe England Quest	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton	In Progress

Coaches, Leaders & Helpers Catch Up (6th January 2016)

Topic	Description	Who?	Progress
3.	Update the guidance procedures to reflect all discussion points (some changes had already been made to that which is live)	Damian Edwards	In Progress
3.	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton	In Progress
4. 5.	Have the site booklet reviewed by a UKCC L2 Coach with Moderate Water Endorsement (or equivalent)	Gemma (Reviewed by Ed/Bob/Colin)	In Progress
4. 5.	Cascade information to the polo sector and events coordinator	Damian Edwards	In Progress

Trip Summary

Event	Attended	Entered WebColl	%	Consent Form	%	Members	%	Temp Members	%	Non Members	%	Hired Kit	Paid Kit Fee	%
Colt Hill	21	18	86%	20	95%	10	48%	0	0%	11	52%	10	0	0%
Symonds Yat	4	4	100%	4	100%	4	100%	0	0%	0	0%	0	0	N/A
Barle	16	16	100%	16	100%	12	75%	2	13%	2	13%	2	2	100%
Event Safety Course	4	4	100%	0	0%	4	100%	0	0%	0	0%	0	0	N/A
River Wey	5	5	100%	2	40%	5	100%	0	0%	0	0%	0	0	N/A
Dart	17	15	88%	13	76%	12	71%	3	18%	2	12%	2	2	100%

Session Summary

Winter Sessions	Youth	Adult	Total Volunteers	Helped Only	Free for Helpers	Total Attendees	Cost	Loss / Profit
Horsell 07/10/2015	7	8	8	1		16	£70.00	£-2.00
Horsell 14/10/2015	4	7	6			11	£70.00	£-19.00
Horsell 21/10/2015	7	6	5	1		14	£70.00	£-12.00
Shepperton 28/10/2015	3	3	8		8	14	£30.00	£-3.00
Horsell 04/11/2015	7	8	11	3		18	£70.00	£-2.00
Horsell 11/11/2015	7	5	5	1		13	£70.00	£-17.00
Horsell 18/11/2015	6	8	5	2		16	£70.00	£-6.00
Horsell 25/11/2015	8	6	6	2		16	£70.00	£-8.00
Horsell Xmas Special 02/12/2015	8	0	9		9	17	£70.00	£-38.00
Total Loss								£-107.00
Total (Loss Exl Free Sessions)								£-37.00
Avg (Loss Exl Free Sessions)								£-4.11

Membership

Adults	29
Family	42
Concessionary	1
Student	3
Youth	7
Total	82

General Sessions (WW, Touring, Canoe, etc.)	83%
Polo Sessions	16%
Both	1%
Attended 2+ Indoor Pool Sessions	17%

Freestyle	26	32%
Inland Canoe Flat	45	55%
Inland Kayak Flat	47	57%
Marathon	6	7%
Polo	22	27%
Sea Kayaking	28	34%
Slalom	17	21%
Stand up Paddleboarding	15	18%
Surfing	32	39%
Touring	7	9%
White Water Canoeing	21	26%
White Water Kayaking	48	59%
White Water Rafting	4	5%
Wild Water Racing	3	4%
Ticked Nothing	17	21%

Club Feedback Points Raised

Communications

- a. Jon Wyles – Could we look to set up a survey or anomalous feedback area to encourage feedback

Finances

- b. Various – Complaints on not knowing where membership goes... i.e. what money is allocated into what from last year's surplus into this year

Fees

- c. Tom Page – If the club has enough money can we not reward 'x' number of coaches/leaders with free membership. It's a bit like a kick in the teeth after spending many hours of coaching and invested in the club to come back on a trip and be expected to pay a temporary membership
- d. Various USCC – polo can work out expensive if attending training on an occasional basis on top of their own sessions with bulk buy working out at £7 per session comparable to the students pay at their sessions – is there a pay per sessions option. (similar point raised by general club primarily those interested in polo for fitness over competition)

Equipment

- e. Various – Hire cost of kit vs. Quality (i.e. can we justify our hire costs unless we revamp kit)
- f. Various – Prefer fewer boats but more modern ones if expected to pay for use
- g. Various – Kit maybe usable but some of it is outdated

Coaching & Development

- h. Dave Williams - What can we do to help individual progression?
- i. Various - How can we help increase retention of our coaches / leaders i.e. is there any budget specifically for personal development and outsourcing extra resources for those things we can't achieve internally

Session Arrangements

- j. Various – Can we get a bigger pool / alternative locations closer to Aldershot
- k. Gemma Clements – Can we improve sessions running by delegating up the regular 'weekly' tasks between each committee role (or making them more self-organised / self-sufficient)?
- l. Bridget Keogh – Is there any flexibility at the indoor pool for herself and Cora to attend the 7pm slot
- m. Steve Nicholas – Could we have a different vest type for duty coaches to make it obvious who they are (it's not too bad at the pool this is more for the lido)
- n. Steve Nicholas – Could we make individuals more aware of who the coaches are – suggestion was given at the coaches meeting to make a board of coaches images

Event Arrangements

- o. Gemma Clements – With more cars on trips can we aim to get all the drivers together before shuttling and agreeing a plan (also it's a little inconsiderate to change, re-roof rack and then ponder over shuttling back up ... not everyone has a dry suit)
- p. Gemma Clements – If we have youth that may go at a slower pace can separate into groups so they are still part of 'a' group on the trip and refrain from leaving them behind with one coach isolated
- q. B3C – The code for the canal centre should not be given out publicly please

Sections - None

British Canoeing / Canoe England

- r. Colin Greaves – Raised multiple concerns on session / trip safety in accordance to BC guidance

Welfare – None

Changes to the Constitution

- s. Zoe Hadley – Can concessionaries have voting rights?

Fees

(the ?s are where I have not been able to find the information)

Membership

Joining £5

Via Webcollect

- Adult £35
- Family £50
- Student / Youth £15

Via Webcollect BUT Application Only

- Concessionary (i.e. OAPs, Unemployed and Extenuating Circumstances) £15
- Affiliates £60 or £70?

Discounts (applies to all except temp?)

- BCU/BC Discount £5
- Do we cover any other similar unions?

Sessions

General Pool Youth £4

General Pool Adult £5

General Canal Anyone £2? (this was on the old website?)

Polo Bulk Buy £35 for 5 (i.e. £7 a session)

Polo Adult £27pcm

Polo Youth/Student £22pcm

Equipment

Hire at Sessions

- Included in session fee?

Hire at Courses

- Included in course fee

Hire at Club Events (request via trip form)

- Any items wear and tear fee of £5 only

Hire at Non Club Trips (for 2-3 days trip on application ONLY)

- Special Items e.g. open boats, SUPs, Sea Kayaks £40
- Premium Kayaks e.g. Burn, LL Stinger, Dagger, Jackson Allstars) £30
- Standard Kayaks e.g. LL Hoss, Robson Moonstar £20

(for longer trips extra £5per day from the 4th day onwards for special items / premium kayaks for all other boats £2.50)