

Minutes - 10th Oct 2016

Blackwater Valley Canoe Club

1. Chairman Welcome and Apologies

Attendees: Steve Nicholas, Colin Greaves, Damian Edwards, Gemma Clements, Jack Nicholas, Paul Atkinson, Bob Hamilton, Richard Squire, Sophie Austin, Gary Tripp, Alex Tripp, Andrew Pilkington

Apologies: Tim Shellard, Simon Edwards, Matt Speake, Eric Starkie, Nigel Robathan, Amanda Robathan, Gary Thain

2. Matters arising/minutes of the previous meeting - see previous actions list below (s) (5mins)

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Produce a poster for use at club venues & get media appropriately printed	Complete	May 2016
	Create a feedback area on the website & add web analytics to assess website usage	Complete	Jun 2016
	Set up a section for regular club clothing ordering	Complete	Jul 2016
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide for group bookings to a minimum of £100 per booking	Complete	Apr 2016
6. Equipment – Repairs, Maintenance Bids for New			
Owen	Arrange and manage a kit store sort out day and complete BA weight tests	Completed	Apr 2016
	Evaluate kit need for youth paddles	Complete	Apr 2016
	Arrange for boats to be fixed that require welding	Not Started	Jul 2016
Richard	Order approved quoted kit	Complete	Apr 2016
	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)	In Progress	Jul 2016
7. Coaching, Courses & Club Development			
Gemma	Re- circulate information about the LV progression, L1 and L2 courses	Complete	Apr 2016
	Assist with any SRDT funding applications L1	Complete	May 2016
	Assist with any SRDT funding applications L2	Complete	Sep 2016
	Tweak the website wording for coaching and development with a bit to reflect encouraging individual initiative to help progression	Complete	May 2016
	Create Coaching Progress Cards and Coaching Resources Packs	Complete	May 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions	Ongoing	Ongoing
Gemma	Book Additional Lido Tues Sessions and Liaise with Group Booking Contacts	Complete	Apr 2016
	Continue investigation on indoor sites for following Sept	Complete	May 2016
	Update website to reflect polo program as per discussed	Complete	Apr 2016
	Arrange “go canoeing” event and send out appropriate communications	Complete	Apr 2016
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Paul	To arrange for earlier trip, sign up and increased reminders	Complete	Ongoing
Gemma	Email reminder about Family Camp	Complete	Apr 2016
	Contact Alistair and cc. Owen / Sophie about a weekend date at the end of the season	Complete	Apr 2016
	Reminder about Marathon Tater and set up a Slalom taster	Complete	Apr 2016
Sophie	Schedule planning sessions for inter-club paddle day plans (this could include other local clubs)	Not Started	Ongoing
	30 th Birthday Event & Thank you BBQ	Completed	Apr 2016
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
Richard	Continue liaison with USCC on affiliation terms	Not Started	Ongoing
Gemma	Establish written agreements for any mutual affiliations (B3C, Shepperton, etc.)	Not Started	Ongoing
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines	Not Started	Ongoing
	Generate event check list	Not Started	Ongoing
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			
Gemma	Arrange next meeting date, venue, refreshments, etc.	Complete	May 2016

3. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**
 - Newsletter – Gemma has vaguely stopped creating these due to time and personal circumstances but will try to resume
 - Posters / Leaflets – We now have professionally printed ones at the lido but need to transport some to Yately
 - Feedback – Set up a feedback area but no feedback has been received
 - Set up web analytics where were used at the AGM but no figures reported for this meeting
 - Clothing – Hydrasport can set up bulk order with 15% for 25 items + or more can be done at any point, we have existing samplers for inverse hoodies, t-shirts, polo shirts and waterproofs and asked for more samples thicker hoodies, rash vest, thermals & waterproofs – will be availability
 - Increased engagement on Twitter – Yately and a few of the newer members are retweeting, we also have good engagement with some of the other polo clubs

4. Finances - Interim Budget / Cash flow **(5mins)**
 - Most memberships paid up
 - Waiting on finances for Belgium from polo
 - CR Forms & Leagues recently paid for
 - Extend polo as we are in a healthier position
 - Mentioned direct debit via webcollect (currently parked)

5. Fees inc. Membership, Session & Equipment Hire **(10mins)**
 - Waivered the £2.50 kit fee as it generated excess administration
 - Polo shall be reviewing their fees at a polo catch up next Monday

6. Equipment - Repairs, Maintenance, Bids for new **(10mins)**
 - Equipment to investigate ordering, BAs – colour coordinate – types not fully decided, 2 SUPs – two inflatable, 1 x Sit on Top for smaller paddlers (youth) to open up for disabilities and nervous paddlers and 4 x Asymmetric Small Paddles, 2 x Left Asymmetric Small Paddles
 - Plan to re-order the Boat Store, Categorise the bays – help with finding for repairs, better organisation, review the paddle holders, older boats (i.e. those that are non-functional) & cupboard/security
 - Re-created the excel spreadsheet to build better searching and do up the inventory
 - Request from polo – large boat – just do a price – new equipment is much appreciated by polo
 - Boat storage for the winter at the new indoor pool for youth boats, paddles, BAs, nylon decks, helmets so only adult boats should require to be brought to sessions

7. Coaching, Courses & Club Development **(10mins)**
 - 7 Level 1s Completed and Passed, Regional Funding was done in time and can now be claimed
 - 2 Level 2s in Flight, Regional Funding Approved
 - Facilitate SUP Discipline Module via the Region, 6 members proposed to go on the course
 - Facilitate Polo Discipline via the Region
 - New Leadership Award

8. Sections **(10mins)**

- a. SUP – no update
- b. Inland Touring – no update
- c. Sea – no update
- d. Polo

- All the teams did well consistently
- Ladies team did really well for a first time and joint venture with USCC worked very well
- Good social media engagement on all disciplines keep on doing it
- Reaching out to other clubs more – bringing more into the sport
- Goal shooting with scouts
- General informal engagement with Surrey and Southampton – some have now converted

- e. Slalom – no update
- f. Marathon – no update
- g. Freestyle – no update
- h. White Water Inland – no update
- i. White Water Rafting – no update
- j. Wild Water Racing – no update

9. Session Arrangements **(10mins)**

- Polo arrangements Tue Hawley was good, more space, Wed more focused tasters, potential to later expanded Saturdays
- Cancelled a couple of sessions and moved the indoor pool for Wed, larger facilities, deeper pool
- Youth development program, additional night for 3*+ youth
- Plans are to utilise the nights for the youth program also for adults

10. Event Arrangements **(10mins)**

a. Trips, Courses and Tasters

- Trips & Events of this Quarter have been sent out and released
- Events planning guide was created at a prior meeting and circulated to help for planning things we should 'try' and run each year mostly to keep in mind different things that might require to be run if nothing else just to prompt the questions "is anyone interested in...". It is merely a guide not concrete and just a template to try and encourage the program consider development, variety and trip length/commitment, when course might be useful i.e. getting all 2* folks through FSRTs pre the next lido season and to spread things out across the year – but it will still be very much subject to demand
- Events coordinator plans to release events roughly per quarter – all of the dates for up until December are in place
- It was raised that quite a few are keen on doing first aid and that some of the coaching modules and safeguarding supportive courses were missing from the plan

b. Socials

- BBQ went well – it was mentioned that members would like more events like this so could we have a BBQ annually
- Xmas Meal – was decided to do a weekday due to weekend commitments and to stick with the Swan as per last year - just Require to set a date

11. Affiliations - British Canoeing, Canoe England, Clubmark etc. **(5mins)**

- Club Review on the 12th Nov
- Consulted Meeting is in December
- Jack Nicholas got Volunteer of the Year Award

12. Club Safety **(5mins)**

- Reviewing the paperwork still ongoing
- Polo garage is now secure, but needs some hangers and no first aid is on site
- Coaching groups, need more organisation of the volunteers and there were sometimes more volunteers than participants at sessions – coaching groups proposed
- Was raised that anyone wearing an orange bib at a minimum should be DBS checked and safety trained

13. Welfare **(5mins)**

- Two welfare concern notifications
- DBS checks and qualifications need to be done with new folks and returners before they are allowed to wear an orange bib

14. Changes to Constitution **(5mins)**

- None

15. A.O.B. **(15mins)**

- 22nd / 23rd April Family Camp at Gardners Field
- Restricting the groups Jun/Jul, every Tue and every other Thu – release Jun first and then Jul
- No come and try it in Sep as it too unreliable
- Re-proposed running the Aug sessions

16. Date of upcoming Meetings (i.e. Management Committee, Whole Committee, Whole Club, Coaches, AGM) **(5mins)**

Proposed the second week in January on the Monday for the next quarterly meeting.

17. Meeting Close

Actions

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Review Newsletter Requirements using Analytics		Oct 2016
	Arrange for Leaflets and Black File Unit to be moved to Yately		Oct 2016
	Setup clothing ordering form for the bulk order		Nov 2016
	Get a standalone clothing order page set up		Dec 2016
Everyone	Continue engagement on Twitter		Ongoing
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide to remove the equipment hire fee for canal sessions		Oct 2016
Richard	Fees Review Proposed for the Polo Meeting on 10 th Oct		Oct 2016
6. Equipment – Repairs, Maintenance Bids for New			
Gary	Investigate equipment order for: <ul style="list-style-type: none"> • BAs – colour coordinate – types not fully decided • 2 SUPs – two inflatable • 1 x Sit on Top for smaller paddlers (youth) • 4 x Asymmetric Small Paddles, 2 x Left Asymmetric Small Paddles 		Oct 2016
	Arrange a kit store day to categorise the boats and bays and review the older boats that need to be sold/disposed of		Dec 2015
	Evaluate improving security of smaller equipment, replacing the cupboard with filling units contacting the Lido to verify (Gemma to help)		Dec 2015
	Review the paddle holders bins vs trolleys		Dec 2015
Richard	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)		
Alex	Re-created the excel spreadsheet to build better searching and do up the inventory		Oct 2016
7. Coaching, Courses & Club Development			
Gemma	Setup PaddlePower Passport/Discover and 1*/2* Final Training & Assessments		Oct 2016
	Help set up a development program for those working on advanced skills		
	Include Safeguarding and other Coaching Modules such as Coaching the Mind etc. into the events plan		Nov 2016
Nigel	To look ahead at next year's events guide and start to evaluate which courses people are interested in and help them to set up getting on a course		Nov 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions		Ongoing
Gemma	Setup Weekly Signup		a.s.a.p
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Nigel	To book and finalise the Dart Trip		a.s.a.p
	To investigate accommodation (scout hut?) for Hurley Classics		a.s.a.p
	Release a Jan-Mar program		Nov 2016
Sophie	Organise the Xmas Meal Date and Venue		Oct 2016
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines		Ongoing
	Generate event check list		Ongoing
	To provide a list of everyone who has a valid DBS to the remaining committee so we can encourage everyone to re-do it that requires to.		a.s.a.p.
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			