

[Date]  
**AGM Minutes**



**Blackwater Valley Canoe Club**

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| <b>Attendees:</b> | Tim Shellard, Ann-Marie Vinnicombe, Matt Watts, Josh Watts, Dan Allport, Leyla Page, Charles Dunkley, Alex Tripp, Richard Hodge, Bill Wellar, Gemma Clements, Rhys Bryant, Linda Hunn, Bob Hamilton, Cameron Underwood |
| <b>Apologies:</b> | Steve Nicholas   |

| <b>Item</b>                                  | <b>Notes</b>   | <b>Actions</b> |
|--|--|----------------|
| <b>Review Previous Minutes &amp; Actions</b> |  |                |
| <b>Year Summary</b>                          | <p>There have been many challenges this year including:</p> <ul style="list-style-type: none"> <li>• Covid19 national lockdown</li> <li>• Covid19 restrictions and processes</li> <li>• Finding new ways to communicate as the restriction to avoid face to face communications was introduced</li> <li>• No access to club kit at Aldershot Lido as the Centre was closed and staff put on furlough</li> <li>• Difficulty with contacting Centres as they were shut down</li> <li>• Moving many systems on-line, e.g. bookings</li> </ul> <p>Highlights of the year</p> <ul style="list-style-type: none"> <li>• The team's response to the lockdown was fast with a pausing of sessions just after the winter season and obtaining early refunds for the booked trips and so reducing the risk of losing funds</li> <li>• The team collaborated to put together the Return to Paddling Plan, Guide, and Risk Assessments.</li> <li>• Successful adaptation to new online tooling and ways of interacting</li> <li>• Working together to have one single guidance resource for Covid19 with relevant sections for both general and Polo</li> <li>• Working together to have one single booking system for Track and Trace so we can holistically manage bookings across all areas of the club</li> <li>• Liaising with several local organisations moving closer towards the possibility of a temporary kit store that will widen club accessibility to all</li> <li>• Training more website administrators so we now have Gemma, Alex and Rhys all able to make website updates, social media comms as BVCC and amend bookings</li> </ul> <p>The future<br/>           We are still working on possible locations to ease the access of equipment.<br/>           Tim would like to look at reviewing the website to open up to all members and new members in the coming weeks.</p> |                |
| <b>Finance</b>                               | Due to the Covid19 lockdown, social restrictions and inability to access the usual Centres there has been an overall loss for the year. Overall, the club is still in a  |                |

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|                              | good financial position. Membership fees have been suspended but membership has been extended until the end of 2020, at this time. There are several Polo members who require refunds as they hadn't cancelled their payments. Only foreseeable outgoings are the Affiliation fee and Hawley Lake fee.   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
| <b>Recognitions</b>          | Tim thanked each member of the Committee and volunteers for their support and the roles they have played to keep the club going and adapting to the new way of life in difficult circumstances.  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
| <b>Elections</b>             | <table border="1"> <tr> <td rowspan="4">Management Committee</td> <td>Chair: Tim Shellard<br/>(1<sup>st</sup> Gemma, 2<sup>nd</sup> Tim, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Vice Chair: Rhys Bryant<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Treasurer: Ann-Marie Vinnicombe<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Secretary: Linda Hunn<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td rowspan="8">Support Committee</td> <td>Welfare Officer(s): Ann-Marie Vinnicombe and Gemma Clements<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Volunteer Coordinator(s): Vacant</td> </tr> <tr> <td>Health &amp; Safety Officer(s): Vacant</td> </tr> <tr> <td>Programme Coordinator(s): Gemma Clements<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Publicity Officer(s): Alex Tripp<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Webmaster(s): Gemma Clements, Alex Tripp, and Rhys Bryant<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Equipment Officer(s): Gary Tripp and Alex Tripp<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td></td> </tr> <tr> <td rowspan="10">Programme Committee</td> <td>Youth: Vacant</td> </tr> <tr> <td>Social: Vacant</td> </tr> <tr> <td>Polo: Leyla Page and Cameron Underwood<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>SUP: Gemma Clements<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Sea Kayaking &amp; Surf: Bob Hamilton<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>White Water: Matt Watts and Richard Hodge<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Freestyle: Gemma Clements and Josh Watts<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Touring: Linda Hunn<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td>Open Canoe: Linda Hunn<br/>(1<sup>st</sup> Tim, 2<sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)</td> </tr> <tr> <td></td> </tr> </table> | Management Committee | Chair: Tim Shellard<br>(1 <sup>st</sup> Gemma, 2 <sup>nd</sup> Tim, Richard, Matt, Alex, Leyla and Rhys) | Vice Chair: Rhys Bryant<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Treasurer: Ann-Marie Vinnicombe<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Secretary: Linda Hunn<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Support Committee | Welfare Officer(s): Ann-Marie Vinnicombe and Gemma Clements<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Volunteer Coordinator(s): Vacant | Health & Safety Officer(s): Vacant | Programme Coordinator(s): Gemma Clements<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Publicity Officer(s): Alex Tripp<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Webmaster(s): Gemma Clements, Alex Tripp, and Rhys Bryant<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Equipment Officer(s): Gary Tripp and Alex Tripp<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) |  | Programme Committee | Youth: Vacant | Social: Vacant | Polo: Leyla Page and Cameron Underwood<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | SUP: Gemma Clements<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Sea Kayaking & Surf: Bob Hamilton<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | White Water: Matt Watts and Richard Hodge<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Freestyle: Gemma Clements and Josh Watts<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Touring: Linda Hunn<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) | Open Canoe: Linda Hunn<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys) |  |  |
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|                              | Secretary: Linda Hunn<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
| Support Committee            | Welfare Officer(s): Ann-Marie Vinnicombe and Gemma Clements<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Volunteer Coordinator(s): Vacant   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Health & Safety Officer(s): Vacant   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Programme Coordinator(s): Gemma Clements<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Publicity Officer(s): Alex Tripp<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
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|                              | Equipment Officer(s): Gary Tripp and Alex Tripp<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
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| Programme Committee          | Youth: Vacant  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Social: Vacant   |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
|                              | Polo: Leyla Page and Cameron Underwood<br>(1 <sup>st</sup> Tim, 2 <sup>nd</sup> Gemma, Richard, Matt, Alex, Leyla and Rhys)  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
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|                              |  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
| <b>Date(s) of Meeting(s)</b> | 7 <sup>th</sup> December 2020  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |
| <b>A.O.B</b>                 | Matt Watts mentioned that there is a trip to Lee Valley on the 25 <sup>th</sup> October 2020 at 11am. People will need to book their places with the Centre directly.  |                      |  |  |  |  |                   |  |                                  |                                    |   |   |  |  |  |                     |               |                |   |  |  |  |   |  |   |  |  |