

Basingstoke Canal Canoe Club Meeting Minutes

Time/Date:	20:00 Thursday 1 st October 2009
Meeting purpose:	Pre-AGM Committee meeting
Location:	The Biffin House, Fleet.

Attendees	
Committee members	Liz Murnaghan (Madam Chair) Alan Ebbage (Secretary) Brian Biffin Kaz Dyer (Co-opted) Charles Hicks Lee Mathews (Co-opted). Tracy Rees-Clark Alan Taylor Harvey Wade
Youth Committee members:	Jason Dyer
Other Participants	
Apologies:	Katie Truesdale (Treasurer) James Freemantle (Membership Secretary)

1. Agenda
<ol style="list-style-type: none">1. Apologies.2. Minutes of the previous meeting.3. Ongoing action points and matters arising4. Runway's End Proposal5. Clubmark6. Pool7. AGM:<ul style="list-style-type: none">• AGM Agenda• Committee re-election• Notices• Accounts• Pots• Organisation8. AOB9. Date of next meeting

1. Apologies.

- See above.

2. Minutes of the previous meeting (11/9/09).

- Minutes accepted with one amendment – removal of last sentence of final paragraph in item 10.1.

3. Ongoing action points and matters arising.

- See Actions section below.

4. Runway's End Proposal.

- Liz reported that participation in the HCC Runway's End development is not possible as:
 - HCC has advised that the BCCC membership and boat numbers are too large;
 - There is no intention of buying the land between the existing development and the canal.
- **Development of the existing Mytchett site.** Charles reported:
 - An alternative proposal is being considered – development of a shower/toilet/changing room block at the Mytchett site.
 - The proposal is that the cost of the development (approx £120k) should be funded as follows:
 - BCCC to seek a grant of 50% (£60,000) from Canoe England,
 - BCCC to contribute £10,000
 - BCA to contribute the remaining £50,000.
 - The new block would be used by campers and cafe users as well as canoeists.
 - BCCC and CanoeEngland would require security of tenure, i.e. a 25 year lease (SCC own the land).
 - Charles has submitted to CanoeEngland an "Expression of Interest" form concerning the proposed Grant Application.
 - The Canal's Joint Management Committee meets again in February 2010 after which the fund raising should begin.
- Liz will report on the Mytchett proposal at the BCCC AGM.

5. Clubmark.

- Liz reported that Clubmark renewal was successful and accreditation achieved on 29/9/09.

6. Pool.

- At the last meeting it was identified that the use of the Odiham swimming pool is resulting in a significant loss to the club. Losses have risen by 50% in the last year. Whilst it is accepted that the pool will never be profitable, the losses are unacceptable. It was agreed that a loss of about £12 per session is acceptable.
- The next pool booking is 3rd October and about 5 attendees are expected (mainly scouts).
- Lee advised that the pool bookings have been made until August 2010.
- There is a written agreement between the pool owners and BCCC. Lee will provide a copy for the Club records.
- Brian and Jason have developed a pool training programme to encourage more participants.
- Brian will speak with some of the coaches to establish if they will be willing to participate in the programme.
- Brian will publish the programme covering November to December 2009.
- Course fees will be payable in advance.
- A fun event is planned for December.

8. AGM

- AGM Agenda
 - It was agreed that additional agenda items will be:
 - Pool (Brian Biffin)
 - Youth Committee Presentation (Jason and the Youth Committee).
- Committee re-election
 - Nominations received as follows:
 - Chairman: Alan Ebbage

- Secretary: Liz Murnaghan
- Treasurer: Katie Truesdale to continue.
- Committee members:
 - Alan Taylor; Tracey Rees-Clark; Brian Biffin; Harvey Wade.
- Lee Mathews will continue as a co-opted member but is willing to stand on committee.
- Notices
 - Will include:
 - Minutes of 2008 AGM
 - Agenda for 2009 AGM
 - Proposal to increase fees.
 - Committee nominations
 - A note that the boat house code will change.
 - Notices will be sent electronically to all members with an e-mail address. It will be sent by post to those (19) members without an e-mail address
- Accounts
 - Katie to have accounts audited on or before 16/10/09
- Pots
 - Still to be decided:
 - Polo: to be determined after weekend of 3-4th October.
 - James Bilson Trophy: TBD
 - Whitewater: to be determined after the Barle trip.
 - Liz will remind Richard S that he needs to retrieve the Club's pots.
- Organisation
 - Dave Bevan will setup the meeting room.

9. AOB:

- Charles is standing down from the committee this year. Liz thanked him his many years of sterling work and dedication.
- Liz is hosting a meeting on 8/10/09 to plan this year's "Canal Challenge".
- The Club is entering the SW Youth Polo League.
- BCA (Ian Brown) has issued an invitation to BCCC to participate in a "Stakeholder User's Forum" in October. Charles hopes to attend.
- Alan E will attend a Mytchett, Frimley Green & Deepcut Society meeting on 16th October at which an MP and local councillors will be present. AE will raise the question of riparian owner's responsibilities.
- Lee confirmed that Alan can house his Perception Horizon in place of the Condor K2 (same boat house location).
- Alan E to consider generating email distribution lists for a faster response for email distribution.
- Alan and Liz signed a Partnership Agreement with CanoeEngland to enable the Club to continue to make use of CanoeEngland's coaching programme.
- Charles reported that a publicity event is being planned on 8th October for the equipment purchased with the Hampshire and IoW grant (2x Laances; 1 x Mirage etc).
- It was agreed that 'sensitive' information, e.g. number and value of Club's fleet will not be published on the website. AE to remove any accounts information that may be sensitive.
- Liz will get club cheques for the Barle trip.

10. Date of next meeting

- Friday 4/12/09. See details at end of minutes.

Actions					
Item No.	Action Item	Action Owner	By when	Status and Progress	Original date added
1	Build concrete base for Swimming Pool Boat Store and secure racking.	Lee Mathews		Concrete not allowed. Lee has fixed with board. CLOSED.	2006

5	Gift aid to be re-looked at	Katie Truesdale	16/10/09	Katie now has the documentation and will complete and submit after the meeting. Will result in £62.50 credit to the club (on donations of £250). ONGOING.	2008
0902/1	Update accounts to reflect: <ul style="list-style-type: none"> • Status of second Espada • Pool diary cost to come out of boathouse fund. • Room cost for circuit training (possible invoice error). • KC21 £62.50 donation • £100 Youth Group budget • 'Spooky 'Paddle' proceeds to Youth Group fund. • Allocate proceeds from sale of boats to the 'Whitewater' budget. • Update financial asset register for sold boats. 	Katie Truesdale	16/10/09	Liz confirms that details of 2 nd Espada sale are now known (Richard S has cash). Amendments made during meeting. The following are still unclear: <ul style="list-style-type: none"> • Room cost for circuit training (possible invoice error) – awaiting invoice from BCA. • KC21 £62.50 donation • £100 to Youth Group budget ONGOING.	27/2/09
0902/2	Provide details of pool attendees to Katie T.	Lee Mathews		Lee has provided details of 2009 attendances to Katie. CLOSED.	27/2/09
0902/4	Update and sign the KC21/BCCC agreement and provide copy to Alan E.	Harvey Wade	13/11/09	Lost in post... Harvey and Lee will sign at the AGM. ONGOING.	27/2/09
0905/7	Work with Lee to provide Denis Rees-Clark with guidance as to requirement for the alterations to the club trailer.	Brian Biffin		The trailer is tot rusty to repair. A new one will be built from scratch. CLOSED.	15/05/09
0909/2	Provide audited 2008-9 accounts by 16/10/09.	Katie Truesdale	16/10/09	ONGOING	11/09/09
0909/3	Advise potential running costs of a clubhouse.	Liz Murnaghan		CLOSED.	11/09/09
0909/4	Investigate HCC's timescales for the Runway's End development and clarify whether the purchase of the bank side land is in their plans	Liz Murnaghan		HCC cannot accommodate BCCC's size. Land will not be purchased. CLOSED.	11/09/09
0909/5	Produce a list of advantages/disadvantages of moving from the Mytchett site to a shared facility at Runway's End	Liz Murnaghan		No longer required. CLOSED.	11/09/09
0909/7	Establish whether Chris Fothergill needs to use two slalom boats.	Liz Murnaghan		He does. The 2 "Energies" small boats will be retained at BCCC. Rest to go to Winchester. CLOSED.	11/09/09
0909/8	Progress Cash-4-Clubs grant application (with assistance of Jason).	Jason Dyer	13/11/09	Brian G and Richard S are to decide type of boat most needed. This will not be a K2 Mustang. ONGOING.	11/09/09

0909/9	Provide details of any formal agreement with RAF Odiham as to ongoing use of its pool.	Lee Matthews	15/10/09	Lee has confirmed agreement exists. Will provide copy to AR for Club records. ONGOING	11/09/09
0909/10	Provide ideas on how to improve the use of any pool-based facility.	Jason Dyer		Complete. CLOSED.	11/09/09
0909/11	Complete the bungee-cord (rack securing) at Mytchett and provide receipts for all materials.	Lee Matthews	13/11/09	ONGOING.	11/09/09
0910/1	Confirm if James F is willing to continue as membership secretary.	Alan Ebbage	16/10/09		01/10/09
0910/2	Publish pool programme and contact coaches.	Brian Biffin	8/10/09		01/10/09
0910/3	Remove "sensitive" accounting (asset) information from website.	Alan Ebbage	8/10/09		01/10/09
0910/4	Obtain club cheques for the Barle trip.	Liz Murnaghan	8/10/09		01/10/09
0910/5	Remind Richard Somerset that he needs to retrieve the clubs 'pots'.	Liz Murnaghan	8/10/09		01/10/09
0910/6	Issue AGM notices.	Alan Ebbage	23/10/09		01/10/09

Next meeting	
Purpose	Regular Committee meeting
Date:	Friday 4 th December 2009
Time:	20:00-22:00
Location:	Alan Taylor's House, Frimley
Expected attendees:	<ul style="list-style-type: none"> • BCCC Committee members • Youth committee representatives.
Draft agenda (to be confirmed closer to meeting date)	<ol style="list-style-type: none"> 1. Apologies. 2. Minutes of the previous meeting. 3. Ongoing action points and matters arising 4. Accounts 5. Funding 6. Reports from Sections <ol style="list-style-type: none"> a. Racing b. Paddlepower c. Slalom d. Canadian e. Pool and Polo f. Training and Trips g. CPO h. Quartermaster i. Youth Group 7. AOB 8. Date of next meeting