

Basingstoke Canal Canoe Club Meeting Minutes

Time/Date:	4 th June 2010
Meeting purpose:	Committee meeting
Location:	The Truesdale House, Deepcut

Attendees	
Committee members	Alan Ebbage - Chairman Liz Murnaghan - Secretary Katie Truesdale -Treasurer Mark Dyer Harvey Wade
Youth Committee members:	Jason Dyer, Nick Boreham
Other Participants	Charles Hicks: Project Manager Facilities Development Lee Matthews: QM Karen Dyer: Membership Secretary
Apologies:	Alan Taylor, Tracy Rees Clark, Brian Biffin Brian Gandy FWRG

1. Agenda
<ol style="list-style-type: none"> 1 Apologies. 2 Minutes of the previous meeting. 3 Ongoing action points and matters arising 4 Accounts 5 Budget proposals received from Youth and Flatwater racing sections 6 Toilet Block development and Funding 7 Club Development Programme 2010-2013 8 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 9 Chairman's Supper 10 Site security concerns 11 Meeting with BCU to discuss Canal licences 12 AOB 13 Date of next meeting

Minutes
<p>1. Apologies. Received from Brian Biffin (on holiday in France) and Tracy Rees Clark, Alan Taylor and Brian Gandy (All off to sunny Nottingham for the Sprints)</p>

2. Minutes of the previous meeting (5th Mar 2010).

- Minutes accepted.

3. Ongoing action points and matters arising.

- See Actions section below.

4. Accounts

Katie presented the accounts.

- Membership income and Paddlepower income is down and this is blamed on the appalling weather for the first Paddlepower enrolment date.
- Pool losses are not as bad as last year because of changes to session structure.
- Boat store letting is down. Lee to review with Alan T and Mark private K1 and K2 boats stored and chase owners accordingly.
- Liz to send copy of asset register from Clubmark folder to Katie.

The Club Cash Handling Policy was discussed. Alan E to meet with Auditor to determine whether it is acceptable for Membership income to be paid directly into bank by Membership Secretary.

5. Budget Proposals

The following agreed:

- £1600 to FWRG for new junior K1 and a second hand K1 to replace X Lancer and Laser
- £750 to Youth for 12 polo paddles, 2 helmets and 2 faceguards
- £1000 for new Touring Canoe and shorter paddles
- £150 Boathouse (maintenance)
- £500 Misc Equip
- £550 Pool (£50 for new polo balls, £500 to subsidise pool activities)
- £250 Training (1st Aid course room hire, Club mark courses)

6. Toilet block.

Michael Conoley Associates have produced drawings and design and access statement so we are now ready to submit a planning application. This has been delayed because BCA did not have Planning Permission for the existing Campsite and our planning will go in alongside theirs for the Campsite.

We will now not meet the deadline for the Canoe England. Capital Grant. Government funding for sport has been halved following election and there may not be funds available next year.

BCA are still keen to proceed with this development.

SCC will provide information on alternative grant sources.

BCCC have so far contributed towards planning application costs and have offered an additional £10k plus contributions "in kind", e.g. unskilled labour.

SCC and HCC will contribute towards building costs.

No contracts have been signed by any party except BCCC's with Mike Conoley associates for Plans.

The current SCC proposal is that they will lease BCCC the premises and ground at a peppercorn rent.

BCCC will be responsible for external building and changing room maintenance. BCA will be responsible for toilet and showers.

7. Club Development Programme

This was reviewed and revised. See appendix 1.

8. Reports from Sections:

Racing

There is a grant application in for a new Tor and paddle

The Marathon race team have been competing with great success. Congratulations must go to the 12 club members who completed the DW this year gaining 5 trophies including Junior team.

Brendon has been coaching on Tuesdays and has been fine tuning the technique of 2 paddlers each session.

Most paddlers are contributing £1 to Hare and Hounds, this is to generate revenue for boat repairs and seat screws which seem to disappear into thin air

Paddlepower

Numbers enrolled on first course were down on spaces available, the first time this has happened. More have enrolled on second course.

Slalom

7 bearer wires need tightening. Lee to fix by 18th June 2010 as we host Hants Youth Games on 19th June 2010

Canadians

Brian B has been running courses and we have had 5 people pass new 1 star award in canoes.

Pool and Polo

Have been running rolling courses which are popular. The second session has been more "ad hoc" and this has been less popular. We need to structure this more tightly to maintain revenues. Action Lee

The issues with delayed access to pool in April have been resolved. Alan has a copy of the agreement and the followed people are authorised to collect keys:

- Lee Mathews
- Alan Ebbage
- Liz Murnaghan
- Karen Dyer
- Tracy Rees-Clark
- Brian Biffin.

Training

Thanks must go to Brian B for running a wide range of day trips recently.

A 2 star course has been requested for weekends, coach and dates need to be identified.

CPO

No report

QM

The Racking at Odiham has been sorted. A solar power light is waiting to be installed.

Youth

No report.

9. Chairman's Thank You supper

Alan E wants to have a different format to last time as the meeting room at Mytchett is now too small to hold everyone. A BBQ on site suggested. Alan E to organise with help from Liz date TBC.

10. Site Security Concerns

The door to the barn has been left open, boats left out and the key to the container taken home on occasions. All members to be reminded of their responsibility for site security. Lee to put a sign on the inside of the barn door and provide a dedicated hook for the container keys.

11. Meeting with BCU to discuss Canal licences

BCA have negotiated an increased contribution from the BCU for member's licences. This is up to £3000 from only £600. (Wey Navigation get £6000). James Hinves has called a meeting on 21st June with canal-based clubs to discuss the "knock on effect" this will have on the local clubs. Alan E and Charles H are to represent the Club.

12. AOB

NEHSSP have sent us a nomination form for Club Volunteer. Alan E proposed to nominate Liz
Club Trip to France will be first two weeks in August. River Charente near Limoges. Charles Hicks is Organiser.

13. Next Meeting

Friday 3rd Sept at Alan E house, Hamesmoor Road Mytchett.

Actions					
Item No.	Action Item	Action Owner	By when	Status and Progress	Original date added
0909/8	Progress Cash-4-Clubs grant application (with assistance of Jason).	Jason Dyer/ Charles Hicks	New Date 14/7/10	Jason and Charles to fill out form to get a new Ergo 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	AE has copy of new agreement and persons authorised to get key. 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 Revised finish date 31/7/10	ONGOING. Mark and Alan T have volunteered to help	11/09/09
0912/05	Look at possibility of using Yateley School Pool	Brian B/ Katie T	5/3/10	Katie has confirmed that pool is available on Sundays. Brian B to arrange time to see it. Lee advised that if depth exceeds 3.5 m his lifeguard quals need updating. Yateley Pool would insist own lifeguard used. ONGOING.	4/12/09
0912/06	Supply Katie with Receipt for polo boats	Lee Matthews	24/12/09	Awaiting copy from Marsport ONGOING.	4/12/09
0912/08	Organise 4*CN and WWSR courses	Brian B	5/3/10	Ongoing. Several providers being investigated. ONGOING.	4/12/09
0912/09	Organise a 1 st Aid course for summer 2010	Tracey Rees Clark	31/7/10	St Johns will run one for us in Fleet. Min 6 people, max 12. Dates TBC. Liz to chase TRC for a date ONGOING.	4/12/09
0912/10	Arrange Coaches meeting to discuss standards for 2 star	Brian B	5/3/10	TBC. ONGOING.	4/12/09
0912/11	Develop means of recording Site Specific training	Liz Murnaghan/ Brian B	5/3/09	Liz has standards from Clubmark folder ONGOING.	4/12/09
0912/12	Review date of Barle trip next April	Jason Dyer		Barle trip Cancelled. Youth will not organise an autumn trip but are looking at running a French trip in 2011 CLOSED.	4/12/09
0912/13	Make a new trailer	Denis Rees Clark	1/5/10	Now 90% complete. To be delivered on Tuesday. Lee and Denis to discuss how to secure it. Storing at RAF Odiham suggested. ONGOING.	4/12/09

0503/1	Changing Room/Toilet Block development: provide progress report.	Charles Hicks		See Section 6 of minutes. Charles Hicks to keep everyone updated with progress of planning application. ONGOING.	5/3/10
0503/2	Club Clothing . Liz to Email images to Alan E for website	Liz/ Alan E		CLOSED.	5/3/10
0503/3	Develop Club Cash Handling policy.	Katie Truesdale	4/6/10	Form developed and in use by some sections. Alan E to talk to auditor to ensure that controls are satisfactory. ONGOING.	5/3/10
0503/4	Organise specific fundraising event for Hants & IOW community Foundation	Katie Truesdale		Deadline missed. CLOSED	5/3/10
0503/5	Open letter to disgruntled member for Waterfront/web	Alan E		CLOSED	5/3/10
0503/6	Arrange Open Canoe evening with "elements"	Brian Biffin		Completed 19 May 2010. CLOSED	5/3/10
0503/7	Amend Club Rules to show that all members should help out at events at least 2 times a year	Liz	31/7/10	Liz to update Members Handbook with rules including "Club members are expected to help out at meetings" and Equipment usage rules. General statement that only volunteers with unsupervised contact of vulnerable people need CRBs. Copy to be sent to Kaz. Minimum standard for door code = forward paddling, stop, turn & capsize or 1 star or completed a beginners course. ONGOING.	5/3/10
0503/8	Send section budget proposals to Katie by 21 st May	ALL BUDGET HOLDERS		CLOSED	5/3/10
040601	Fix Slalom wires	Lee Matthews	18/6/10		4/6/10
040602	Arrange 2 star course on weekend dates	Brian B/Liz	30/8/10		4/6/10
040603	Install solar light at Odiham	Lee M	30/8/10		4/6/10
040604	Organise Thank You supper for helpers.	Alan E	30/8/10		4/6/10
040605	Install reminder sign for site security at Mytchett and arrange dedicated hook for container keys	Lee M	18/6/10		4/6/10
040606	Represent Club at BCU licence meeting	Alan E and Charles	21/6/10		4/6/10
040607	Complete NEHSSP Volunteer nomination	Alan E	9/6/10		4/6/10
040608	Review private K1 and K2s stored in barn and invoice accordingly	Alan t/ Mark D with Lee M	30/6/10		4/6/10

040609	Provide copy of asset register to Katie	Liz	30/6/10		4/6/10
040610	Structure pool sessions to maximise income	Lee	31/8/10		4/6/10

Next meeting	
Purpose	Regular Committee meeting
Date:	Fri 3 rd Sept 2010
Time:	20:00-22:00
Location:	Alan Ebbage's House, 79 Hamesmoor Road, Mytchett, GU16 6JD
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 Toilet block 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

Basingstoke Canal Canoe Club
Development Plan
2009-2012

Area of Activity	Details of Proposed Action	Target Date	Total Cost*	Responsibility	Confirmation / Evidence of Completion	Completion Date
ACTIVITIES						
Paddle-power Start/Passport	Encourage 8-11 year olds to register. Run at least 2 courses per year at this level	On going		Liz Murnaghan		
Paddle-power Discover	Run at least 4 courses per year at this level	On going		Liz Murnaghan		
Paddle-sport Explore/ Excel	Provide opportunities for Young paddlers outside of normal "Paddlepower" sessions, including low level Competition	On Going		Liz Murnaghan, Gavin Branch, Paul Jeffs		
Cadet Leader	Provide continued opportunities for 13yrs + to work on Cadet Leader Link to new schemes.	On Going		Lee Matthews		
Competition	Continue to support Southern Region Paddlesport Challenge	On going		Paul Jeffs		
Competition	Run a longer distance Marathon race in winter months	Dec 2010		Charles Hicks		
Competition	Increase depth and numbers of Flat-water paddlers for Hasler series – Increase Youth involvement	Ongoing		Flat-water section		
White Water /Sea trips	Maintain annual "Cardington" as a youth development event. Develop range and depth of participation in White Water / Sea trips –	Ongoing		Lee Matthews/ Brian Biffin/ Keith Ambrose		

Community	Run regular taster sessions on Tuesday club nights - needs to be dependency led	Ongoing		Committee		
1 Star Training	Offer 1-star training course leading to the new BCU 1 Star assessment	On going		Coaching Team		
2 Star Training	Offer 2-star training course leading to the new BCU 2 Star assessment	On going		Coaching Team		
3 Star Training	Offer 3 star training course leading to the new BCU 3 star assessment in kayak and canoe	On going		Brian Biffin /Keith Ambrose		
4 Star Training	Provide the opportunities for individuals to undergo 4 Star training and support external assessment	On going		Coaching Team		
Canadian Trips	Support Canadian white water development			Brian Biffin		
General	Organise one forward paddling workshop per year			Richard Somerset		
Calendar	Ensure that the Club runs at least 2 events per week for 20 weeks in the year	Ongoing		Committee		
Calendar	Maintain an active and varied Calendar to provide opportunities for paddling at all levels	Ongoing		Committee		
COACHING & VOLUNTEERS						
Number of Coaches	Encourage and enable coaches to aspire to the next level of qualification	Ongoing	£250	Mike Simpson & Training/ Coaching Team		
Coach Training	Club Welfare Officer and at least 1 other Coach to attend Sportscoachuk Safeguarding and protecting children course	March 2011 then every 3 years	£100	Brian Biffin		

	and BCU Time to Listen Course					
Coach Qualifications	Encourage coaches maintain BCU membership and attend relevant coach revalidation events	Ongoing		Mike Simpson & Training/ Coaching Team		
First Aid	Organise at least one 8 hrs first aid training course per year – Subsidise costs	June 2010	£250	Training Sub Committee		
Coach Training	At least one coach to attend "Equity in your Coaching" course	Sept 09 then every 3 years	£50	Paul Jeffs & Training & coaching Team		
DUTY OF CARE & ETHICS						
Child Protection	Review the club's child protection policy and amend paperwork as required	Annually		Committee		
	Carry out CRB checks for all coaches and volunteers working with youth	On going		Child Protection Officer		
	At least one Club Official to attend "A Club for All" training	Sept 09 then every 3 years		Committee		
	Conduct accessibility assessment of club and facilities. Discuss needs with BCA	Annually		Chairman Child Protection Officer Safety Officer		
CLUB ADMINISTRATION & GENERAL DEVELOPMENT						
Top Club	Maintain BCU Top Club and Club Mark standards with process / procedure	Ongoing		Liz Murnaghan		
Club Membership	Maintain a membership units of 160+	On going		Committee		
	Maintain Membership data Base to hold the correct information to	On going		Membership Sec Club mark Team		

	support BCU grant needs					
	Actively encourage club members to become members of the BCU	Ongoing		Committee	<i>BCU membership leaflet and application form provided in Club introductory packs. Additional BCU material to be published in the Newsletter.</i>	
Funding	Pursue funding options for the development of Club facilities and equipment	On going		Committee & Fund raising Team		
	Continue to maintain a sound financial framework and in particular a Reserve fund of 2 x running costs	On going		Committee		
	Continue to support a rolling boat replacement / Maintenance fund spread through all disciplines. Enhance quality of club boats	On going	£4000pa	Committee		
	To better focus on securing grants and donations from companies, charities and individuals.	Ongoing		Fundraising Sub group		
Community	Work with Local community groups & councils to promote the club in the local community, and protect and develop the environment of the Basingstoke Canal	On going		Committee		
	Raise and maintain profile of the club in the community –	Ongoing		Committee		
Links with Schools / Youth Organisations	Continue contacts with local schools and youth Organisations establish further links and partnership agreements	Ongoing		Chairman		

Links with other Clubs	Contact other clubs in the region with a view to sharing ideas, running joint events and possible reciprocal calendar arrangements. Maintain Paddle-sport challenge input with youth	Ongoing within Southern region links		Committee	Quality links with Southern Region for Paddlepower / Paddle sport /Flat water Races / Coaching	
Links with Sports Agencies	Maintain contact with sports associations to ensure lines of communication			Secretary		
Club House	Continue to set aside monies for Boathouse Development . Maintain good links with BCA and develop Club within constraints of BCA at Mytchett site	Ongoing		Charles Hicks		