

Basingstoke Canal Canoe Club Meeting Minutes

Time/Date:	20:00 Friday 11 th September 2009
Meeting purpose:	Regular Committee meeting
Location:	The Truesdale House, Deepcut.

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

1. Agenda

1. Apologies.
2. Minutes of the previous meeting.
3. Ongoing action points and matters arising
4. Accounts.
5. Runway's End
6. Unsanctioned use of club boats
7. Documentation:
 - Annual review and filing procedure
 - H&S Policy
 - Risk Assessment
 - Boat usage policy
 - Slalom boats: ownership
 - web-based newsletter/info
 - Clubmark
8. AGM:
 - Notices
 - Pots
9. Funding etc:
 - Cash 4 Clubs
 - Free defibrillator
 - Paddlesport Challenge: £50 prize
10. Reports from Sections
 - Racing
 - Paddlepower
 - Slalom
 - Canadian
 - Pool and Polo
 - Training and Trips
 - CPO
 - Quartermaster
 - Youth Group
11. AOB
12. Date of next meeting

Minutes

- 1. Apologies.**
 - See above.
- 2. Minutes of the previous meeting (15/5/09).**
 - Minutes accepted.
- 3. Ongoing action points and matters arising.**
 - See Actions section below.
- 4. Accounts.**
 - The following points need to be clarified:
 - Possible invoice error for the room cost for circuit training.
 - KC21's donation of £62.50 not reflected in accounts (the £62.50 was the balance from overpaid boat storage fees).
 - £100 was to be added to the Youth Group budget
 - A draft of the 2008-9 accounts is almost ready to be submitted to the auditor (Mr Somerset).
 - Katie will provide the audited accounts to Alan E no later than 16/10/09.
 - The Pool sessions made a loss of £904 to the year ending June 2009. The committee feel a thorough review of the use of pool facilities is warranted.

5. Runway's End.

- Liz has heard from the BCU representatives:
 - The initiative is owned by Hampshire County Council. HCC has £6.1 million available to redevelop the Runway's End scout site as an "Activity Centre".
 - The Scouts are happy for BCCC to come on board with their project at Runway's End.
 - James Hinves has sent Liz a copy of the site plans. It is noted that the canoe store will be redesigned and relocated if the Scouts work in partnership with BCCC.
 - The facility will be shared.
 - BCU provided a plan for a typical 100 member clubhouse with integral boat store. BCU's estimated cost for constructions is £746k.
 - The plan is available on the BCU website: <http://www.canoe-england.co.uk/facilities/community-club-development-programme-ccdp/the-'ideal'-club-house/>
 - There may be £250k available from the Community Club Development Fund via the BCU.
 - Hampshire Council Council is currently estimating £100k for the scout boathouse build.
 - Grant applications to the BCU need to go in at the end of September!
- Liz pointed out:
 - BCCC has approximately 350 named individuals on the membership list so the clubhouse may need to be bigger than the BCU's 'template'.
 - It is not clear whether the HCC plans for redevelopment include the purchase of the land on the canal-side of the public road. This needs to be clarified as the boat store needs to be built with direct access and close to the canal bank.
 - BCCC is unable to develop facilities further at the Mytchett site because of the very short term lease on the barn (boathouse).
 - There is little security of tenure at Mytchett (3 months notice period).
 - We know from previous research that sites for the potential development of a canoe club with its own premises are very limited.
 - Running costs can be quite high, for example an extreme example is the Reading Canoe Club where these are £20k per annum.
 - Burton-on-Trent Canoe Club is of comparable size to BCCC and Liz will investigate their running costs. Their membership fees are: £47.50 and £95 (family).
- It was agreed that Liz will:
 - Investigate HCC's timescales and clarify whether the purchase of the bankside land is in their plans.
 - Produce a list of advantages/disadvantages of moving from the Mytchett site to a shared facility at Runway's End.
 - Further investigate potential running costs of a clubhouse.
 - Advise BCU that BCCC needs more time before submitting any grant applications.
- James Freemantle has provided some very useful research on comparison of other clubs fees and facilities with those of BCCC.
- The committee will meet again on 1/10/09 to discuss the result of Liz's work and agree whether a proposal should be presented to the members at the AGM on 13/11/09.

6. Unsanctioned use of club boats.

- Liz reported that on at least two recent occasions boats have been moved off-site from Mytchett by affiliated members.
- The BCCC rules forbid affiliated members to remove equipment from the Mytchett and Odiham sites.
- The latest incident involved use of boats by the Blackwater Valley (Runway's End) Scouts. The loan was not recorded in BCCC's loan diary. Unfortunately, the boat's non-availability directly impacted a BCCC Level 1 coaching course. The latter having been fully documented in advance in the loan diary.
- Liz has spoken directly with the people concerned.
- It was agreed that the Equipment/Boat Usage Policy will be attached to the loan diary and prominently displayed in the boathouse.

7. Documentation:

- Annual review and filing procedure:
 - Club documentation to be reviewed annually at the first committee meeting following AGM.
 - Master copies to be filed centrally on the website.
- H&S Policy:
 - Version 15/5/09 agreed. It is available on the club website.
- Risk Assessment:

- Mytchett site risk assessment version 3/9/09 agreed. It is available on the club website.
- Boat usage policy:
 - Previously agreed on 15/5/09. It is available on the club website and in the Mytchett boathouse.
- Club Development Plan:
 - Liz has updated the plan.
- Web-based newsletter/info:
 - The current practice of four times per year printing and posting 70+ copies of the Waterfront newsletter is costing the club £460 per year.
 - In addition a good deal of the (voluntary) editor's time is being taken in preparing the paper-based copy.
 - Given the club's very low membership fee and the additional and increasing costs, it was agreed that as of the September 2009 edition of Waterfront:
 - i. Members will be e-mailed to advise that the latest edition is on the club website.
 - ii. Waterfront will be made available on the club website.
 - iii. Paper copies (approx 20) will be printed and left in the Mytchett boathouse for those very few (19) members who do not have e-mail and/or internet access.
- Clubmark:
 - The club's Clubmark accreditation expires on 28/9/09. Liz and Alan E are reviewing the club documentation.
 - The following documentation is still required from Lee:
 - i. Boat inventory
 - ii. Statement re buoyancy aids
 - iii. Pool Risk Assessment.
 - Tracey will be the Club's Volunteer Coordinator (a post that is mandatory for continued Clubmark accreditation).
 - Liz is planning to meet the BCU rep on 29/9/09 to go through the renewal process.

8. AGM

- **Notices:**
 - It was agreed that Notices this year 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.
 - Possible proposal concerning Runway's End site will be discussed at committee meeting on 1/10/09.
 - Katie will have accounts audited on or before 16/10/09.
 - Proposal to increase membership fees as follows:

	Current	Proposed
Joining Fees:		
Affiliated Membership	£50	£50
Family Membership	£40	£40
Adult and Junior Family Membership	£20	£20
Associate Membership (non paddling)	£15	£15
Membership fees (annual subscription):		
Affiliated Membership	£60	£75
Family Membership	£50	£60
Adult and Junior Family Membership	£25	£30
Associate Membership (non paddling)	£15	£18
Boat Storage Fees:		
GP 's / KI 'S	£25	£28
K2 's/Sea Kayaks	£35	£39
Canadians/Sit-on canoes	£45	£50

- **Pots.**
 - Marathon U12: Brian Gandy to nominate.
 - Polo: Liz to nominate.
 - Whitewater: Tracey to nominate
 - Adult Open Boat: Brian Biffin to nominate.

- o James Bilson Trophy: TBA

9. Funding etc:

- Cash 4 Clubs:
 - Charles to be asked to progress with assistance of Jason.
- Free defibrillator:
 - Not needed.
- Paddlesport Challenge: £50 prize:
 - The Youth contingent asked that the sum be added to the Youth Fund. **Post meeting note:** Paul Jeffs advised that the question of how to spend the prize has only just been asked of the Paddlesport teams. He requested that the decision be given more time.

10. Reports from Sections

10.1 Racing (Charles' Report):

- The two Laances, 1 Mirage, 4 paddles and 4 buoyancy aids funded by the grant of £5000 from the Hampshire and Isle of Wight Community Fund are all now in the boatstore. The new boats are very popular. The 30-year old Mirage, Marmalade Cat, has moved to Canal Cottage for Thursday morning training sessions. I'm waiting for a return call from the HIWCF for advice on publicity for the grant.
- The Falcon K2 (a replacement for the damaged boat sold to Howard Smith) which was eventually ordered from Marsport, should be delivered in October 2009, after the end of the 2008/09 racing season.
- Sadly, we narrowly failed to qualify for the 2009 Hasler Final – Reading, Banbury, Pangbourne and Southampton were the 4 qualifying clubs. We must try harder in the coming season!
- A small BCCC team went to the GB National Championships at Longridge on the last weekend of August. Naomi and Isabel Smith were 4th and 6th respectively in the Under 16 Ladies K1, but capsized in their K2 event and retired. Richard Somerset came 5th in the Over 54 Men's K1; John Freemantle won a silver in Div 7 K1 and Charles Hicks a bronze in the over 64 K1 event (finishing fourth, but one of the three ahead proved to be a Dutchman!).

10.2 Paddlepower:

- The Saturday morning Paddlepower courses have started. Five in youth; 13 in flat-water; 4 adults.
- Karen Dyer wishes to retire as Paddlepower coordinator after three years of dedicated work. The vacancy will be advertised in the next edition of Waterfront.

10.3 Slalom:

- Slalom boats: ownership:
 - o Clarified that the Southern Region owns the slalom boats. Insurance has to be taken out by whoever houses them.
- Nobody is interested in running slalom for BCCC.
- BCCC are not using the slalom boats.
- Confirmed that 4 of the 8 slalom boats are now with Winchester.
- Liz will check whether Chris Fothergill needs two of the slalom boats.
- Any residual boats not required will be offered to Winchester.

10.4 Canadian:

- Brian advised that a 3* course has started with 6 students.
- There is a plan to run a 2* closed course for the recently-formed Devizes Canoe Club.

10.5 Pool and Polo:

- The Pool sessions have recently been very badly attended:

	1 st session	2 nd session	3 rd session	Total amount collected
7 th June 2009	4	6	4	£42.00
12 th July 2009	3	6	2	£33.00
6 th September 2009	4	7	5	£48.00

- With the current session rates (£3), the pool cannot cover its costs. The maximum possible number of attendees is 12 per session. There are 3 sessions in the 2 hour rental period. The cost of the 2 hour rental is £120 with a maximum possible income of £108 (12 x 3 x £3).
- The Pool has run at a significant loss (£904 in year to June 2009). The committee agreed that this cannot be allowed to continue.
- It was felt that there is insufficient structure to the pool sessions and that most attendees tend to be scouts.

- General view is that fewer sessions are required during the summer months but that some winter sessions are required for rolling/capsizing training and practice.
- It was pointed out that the Odiham pool is too small for polo.
- Lee has still not provided the attendance-figure paperwork to Katie.
- Lee to provide details of any formal agreement with RAF Odiham as to ongoing use of its pool.
- Jason to provide ideas on how to improve the use of any pool-based facility.
- Report from Lee:

"As the youth section have been awarded £1800.00 and we have £3000.00 making £4800.00 to buy polo boats we both agreed to buying Revenges plastic competition spec they will take about 5/6 weeks and as we can not get 5 red and 5 blue I have gone with black and we can add red/blue strips".

10.6 Training and Trips:

- The annual pub crawl trip takes place on 12/9/09. Destination is the Barley Mow, Dogmersfield.
- Three sea trips will be planned for 2010.
- Barle trip scheduled for October. Accommodation is fully subscribed.

10.7 CPO:

- Brian has updated his records and a large batch of CRB updates is expected very soon.

10.8 Quartermaster:

- Lee has raised the issue of advanced-booking of club K1 and K2 boats. Liz referred the meeting to the Equipment Usage Policy which covers this, specifically; if there is demand for the same boat then the Flat-Water racing coaches will mediate.
- Lee has pointed out that the current loan diary is not large enough for Saturday/Sunday. It was agreed that the diary will change to an "academic" type with a full page per day with effect from 1/1/2010.
- Concrete base for swimming pool boat store.
 - Lee advises: "After a number of telephone calls the MOD at Odiham have advise me they do not like outside clubs and companies to have a permanent store. So we have to carry on with what we have. So would advise the committee that w need to buy an 8ft by 4ft sheet of board is needed to replace damaged one".
 - Lee has estimated the cost of the 6x4 board as £23.96. Committee agreed that work can proceed but that reimbursement will only occur if a receipt is produced.
- Lee has reported: "Just a small problem members are standing on canoes to get to K1 and K2 and they are not using the steps provided if anyone see this happening can they stop it"
- Mytchett boathouse: racks:
- Lee has estimated the cost of completing the rack securing mechanism (bungee cord) is £80.20. Meeting agreed that this cost is reasonable. Reimbursement will only occur on production of receipts.

10.9 Youth Group:

- The Group Committee met on 27/8/09. Minutes of the meeting are available.
- The £1800 grant for Hants YOF will be added to the Pool/Polo fund to provide sufficient funds to purchase new pool boats.
- A sum of £300 has been raised through charity work.

12. AOB:

- Committee will consider inviting BCU's James Hinves to speak at AGM about Runway's End.

13. Date of next meeting

- Thursday 1/10/09. 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	1/10/09	Racking secured. MOD will not allow concrete base to be built. Lee to purchase one 6x4 sheet of ply to complete the job (cost £23.96). Committee approved purchase on condition that a receipt is provided. ONGOING.	2006
2	Review Pool boats	Lee Mathews		Decision has been made to buy 10 x Revenges. The order has been placed with Marsport. ETA 23/10/09. Post meeting note: cost is £3,752. CLOSED.	2007
5	Gift aid to be re-looked at	Katie Truesdale	18/9/09	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
0812/3	Liz to speak with Jon Mudd to obtain a revised insurance quote covering a limited number of outings, e.g. 10, with a higher damage excess, e.g. £500.	Liz Murnaghan		Insurance renewal is due in October 2009. It will be reviewed then. Members are responsible for club boat damage and hence might like to consider personal insurance, e.g. that offered by the BCU. CLOSED.	5/12/08
0812/7	Provide feedback from Youth side as to their views on club clothing, e.g. bank jackets.	Jason Dyer		Insufficient interest. CLOSED.	5/12/08
0812/11	Provide 2008 AGM documentation to Alan.	Jon Mudd		Minutes of 2008 AGM now with AE. CLOSED.	5/12/08
0812/15	Complete audit of coaching qualifications and BCU CRB checks (for coaches).	Brian Biffins		Audit is now complete and documented. CLOSED.	5/12/08
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 	Katie Truesdale	1/10/09	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 	27/2/09

	register for sold boats.			ONGOING.	
0902/2	Provide details of pool attendees to Katie T.	Lee Mathews	14/9/09	No progress. Lee has committed to provide these on 14/9/09. ONGOING.	27/2/09
0902/4	Update and sign the KC21/BCCC agreement and provide copy to Alan E.	Harvey Wade	1/10/09	Lee still to sign. Harvey to chase. ONGOING.	27/2/09
0902/9	Replace worn-out/missing foam on Mytchett boat racks.	Lee Mathews		Foam replaced with carpet. CLOSED.	27/2/09
0905/1	Confirm whether a £5 increase to the membership fee will cover pool costs.	Katie Truesdale		At least £8 per member required to cover pool costs. Unanimous decision that the subscription would not be increased to cover pool costs (and provide free use of pool). CLOSED.	15/05/09
0905/2	Update and release the boat usage section of the member's handbook.	Liz Murnaghan		Revised equipment usage policy has been produced and agreed. It is on the website. CLOSED.	15/05/09
0905/3	Ask Dave Bevan to book Frimley Baptist Hall for AGM on 13/11/09.	Brian Biffin		Done – booking confirmed. CLOSED.	15/05/09
0905/4	Ask Kaz to obtain (verbal) feedback from Paddlepower participants and/or parents.	Liz Murnaghan		Neutral response. No complaints. CLOSED.	15/05/09
0905/5	Muster volunteer party to assist Lee with K1/K2 racking padding.	Alan Taylor		Complete. CLOSED.	15/05/09
0905/6	Provide accurate estimate for cost of the container racking.	Lee Mathews		Complete – now racked. CLOSED.	15/05/09
0905/7	Work with Lee to provide Denis Rees-Clark with guidance as to requirement for the alterations to the club trailer.	Brian Biffin	11/10/09	No progress. Brian to pursue. ONGOING.	15/05/09
0905/8	Submit the BCU club affiliation renewal.	Alan Ebbage		Renewal is complete. CLOSED.	15/05/09
0909/1	Advise cost of proposed purchase of 10 x Revenges.	Jason Dyer		Post meeting note: The cost is £3,752. CLOSED.	11/09/09
0909/2	Provide audited 2008-9 accounts by 16/10/09.	Katie Truesdale	16/10/09		11/09/09
0909/3	Advise potential running costs of a clubhouse.	Liz Murnaghan	30/9/09		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	30/9/09		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	30/9/09		11/09/09
0909/6	Display a copy of the Equipment (Boat) Usage Policy in the boathouse and with the equipment loan diary.	Alan Ebbage		Post meeting note: Put in place on 12/9/09. CLOSED.	11/09/09
0909/7	Establish whether Chris Fothergill needs to use two slalom boats.	Liz Murnaghan	30/9/09		11/09/09
0909/8	Progress Cash-4-Clubs grant application (with assistance of Jason).	Charles Hicks	1/10/09		11/09/09
0909/9	Provide details of any formal agreement with RAF Odiham as to ongoing use of its pool.	Lee Matthews	18/9/09		11/09/09
0909/10	Provide ideas on how to improve the use of any pool-based facility.	Jason Dyer	1/10/09		11/09/09
0909/11	Complete the bungee-cord (rack securing) at Mytchett and provide receipts for all materials.	Lee Matthews	1/10/09		11/09/09

Next meeting	
Purpose	Regular Committee meeting
Date:	Thursday 1 st October 2009
Time:	20:00-22:00
Location:	The Biffin House: 36 Elms Rd, Fleet, Hants, GU51 3EQ
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. Runway's End Proposal 5. AGM: <ol style="list-style-type: none"> a. BCU rep to speak? b. Notices & Accounts c. Pots d. Organisation 6. AOB 7. Date of next meeting