

Basingstoke Canal Canoe Club Meeting Minutes

Time/Date:	20:00 Friday 27 th February 2009
Meeting purpose:	Regular Committee meeting
Location:	The Dyer's House, Fleet.

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

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. Coaches Conference: funding 6. Community sector funding opportunity 7. Clubmark 8. Club Development Forum 9. KC21/BCCC Partnership Agreement 10. Surrey Heath show (Canoe Taster Sessions) 11. Reports from Sections: <ul style="list-style-type: none"> • Racing • Paddlepower • Slalom • Canadian • Pool and Polo • Training and Trips • CPO • Quartermaster • Youth Group 12. AOB 13. Date of next meeting

Minutes

1. Apologies.

- See above.

2. Minutes of the previous meeting.

- Lee advised that Matt Dyer had labelled the 'K' boats.
- Minutes accepted.

3. Ongoing Action points and matters arising.

- See Actions section below.

4. Accounts.

- Katie presented the club accounts (see appendix A).
- The following items will be progressed by Katie:
 - Establish status of second Espada from Richard Somerset.
 - Pool diary cost to come out of boathouse fund.
 - Investigate the invoicing for the room cost for circuit training (may have been over-charged).
 - Reflect the KC21 donation of £62.50 in the accounts (deduct from boat rental fee received from KC21 for 2008/9).
 - Agreed £100 budget for the Youth Group.
 - 'Spooky 'Paddle' proceeds to Youth Group fund.
 - Allocate proceeds from sale of boats (2 x pollypippins; 3 x fibre glass GPs; 1 x plastic GP) to the 'Whitewater' budget.
 - Check with RS and CH which boats need to be removed from the financial asset register.
- Lee to provide details of pool attendees to Katie.
- No income expected from Snack Bar this year (no volunteers).

5. Coaches Conference: funding.

- It was agreed that £35 expenses should be paid to Richard Somerset for his attendance at the Coaches Conference.
- Liz reminded the committee that approval for expenses should be sought before attending.

6. Community sector Funding opportunity.

- An application for Hampshire and Isle of Wight Community Foundation "Grassroots" Grant has gone in, and been acknowledged. Charles is hoping we'll hear the outcome during March.
- Charles has pointed out that the award of such a grant needs to be declared in any other "Grassroots" applications.

7. Club Mark.

- "Hampshire Games": requires a schools link which BCCC does not have. It is therefore unlikely that BCCC will participate.
- "Hampshire Get Active" (April 2009): Liz intends to run two 'taster' sessions to support this initiative. These will be in April 2009 on Tuesday mornings for 3 or 4 individuals.
- Coaching Bursary for UKCC L2: coaches should speak directly to Andy Maxted about this.
- "Go Paddling Week" (w/c 25th May 2009): Liz intends to offer 'taster' sessions on Tuesday mornings in early June.
- Top Club Gold: not being pursued as requires school links.
- Exe Tour (descent): Due to the inherent risk, only expert canoeists will be invited to participate. The local canoe club is not willing to organise without assistance and is therefore looking for volunteers. A 'guided tour' of part of the route will be offered to non-experts as part of a supported group. Liz will provide more information as it becomes available.
- BCU Club of the Year: BCCC shortlisted to last three. A refined application has been submitted and the result is awaited. First prize is £6000 and third prize is £100 of Cotswold vouchers.

8. Club Development Forum.

- An invitation to attend a Club Development Forum on 19th March has been received from Surrey Heath, Runnymede & Spelthorne. It is a general sports forum and not specific to canoeing. No volunteers from the BCCC committee for attendance.

9. KC21/BCCC Partnership Agreement.

- Harvey's draft agreement was discussed and agreed in principle. A couple of minor amendments to be made including the boat rental rate for 2008/9 (should be £18.75 per boat making a total of £187.50)
- Harvey will amend the agreement and he and Lee will sign. A signed copy will be provided to Alan for the club records.
- The agreement will be reviewed each May.

10. Surrey Heath Show (Canoe Taster Sessions).

- Dean Wall has asked whether the Club can hold "taster sessions" during the Surrey Heath Show on 2nd May.
- Some concerns discussed regarding the effect on John Cales' business and suitability of participant's clothing for such an event. As a consequence it was agreed that an on-the-water session would not be offered.
- Liz will ask Richard Somerset and Charles Hicks whether they would be prepared to offer a paddling machine 'taster' session at the boathouse on the day of the show. It was also suggested that BCCC leaflets could be given out.

11. Reports from Sections

11.1 Racing:

- Charles has provided an updated list of fast boats (see Appendix B), which shows that the Tors have now arrived and that we now have a Lancer on loan.
- Charles is planning to attend the half-yearly meeting of the Basingstoke Canal Authority's Joint Management Committee in March and will report back. The BCA's recent Navigation Update said Ash Lock should be working again in March: that they're all working to try to get the Deepcut etc locks done in time to reopen the canal for the Summer season but that our pound will be cut in two just beyond Mytchett Lake for all of March (Charles's view) while Surrey CC replace the footbridge to the little Cottage. Apparently this is known as Deedman's footbridge

11.2 Paddlepower:

- Meeting held on 9th February. See Liz's minutes at Appendix C.
- The proposal to extend the season by using Saturdays was not agreed.
- This year's courses will be more specific, i.e. one discipline, and will cost £10 each.
- There will be 2 Paddlepower courses run on Tuesday evenings
 - Tuesday 21st April until Tuesday 9th June excluding half term. Enrolment on Tuesday 31st March (5.30-7pm).
 - Tuesday 16th June until Tuesday 21st July. Enrolment on Tuesday 2nd June (7pm -8pm).
- Minimum age will be 'year 3' (approximately 8 years of age).
- Liz is awaiting course details from the Paddlepower coaches.

11.3 Slalom:

- No report. Kit still available.

11.4 Canadian:

- The club is purchasing Lee's Canadian for £450.
- Brian B will circulate details of new coaching ideas for open boating.

11.5 Pool and Polo:

- Lee reported that the pool sessions are now better attended with approx 15 in the first two sessions and 6 in the final session.
- The proposal is to bring the first session forward from 18:00 to 17:00 to encourage better attendance at the final session.
- The cost is currently £86.25 and it has not been possible to reduce this figure.
- The Revenge pool boats have been tested and found to be too small for large adults. Lee still looking for alternative boats.

11.6 Training and Trips:

- Two to three sea trips are envisaged for 2009.
- Open canoe trip to upper Thames planned on 18/4/09 (details on website).
- Brian B will tidy up the 'trips' page on the website as it is currently a little confusing.
- BCU 2 star course on Tuesday mornings will start on 10/3/09 for 4 weeks (Liz organising).

11.7 CPO:

- Brian B has been asked to identify the Club's child protection policy and is struggling to find the relevant documents on the BCCC website. Alan will assist to make the policies more accessible.
- Brian has created a notice of details of the club's Child Welfare Officers and Alan will place this on

the website. Tracy requested that her personal email be used and not her work email.

- Two CRB checks are outstanding. Brian B will look into getting information on renewals.

11.8 Quartermaster:

- K boats are now labelled (thanks to Matt D).
- K2 rack positioning is completed.
- K1 rack positioning not completed as additional boat storage expected within 3 weeks.
- The C1 will be hoisted into the roof space.
- A container is on order and will arrive by approximately 27/3/09. BCA are responsible for its delivery and installation. The rental cost to BCCC will be £40 per month. The container will be used to store the K1s.
- Tracy pointed out that the foam on some of the racks needs replacing.
- Lee will be replacing the kitchen unit in the boathouse.
- The Odiham boathouse has been repaired and racking secured. A formal request for a new concrete base was submitted to the MoD on approximately 27/1/09. Lee does not expect approval for many months. It was clarified that the RAF/MoD will actually do the work.

11.9 Youth Group:

- Barle trip planned for 9th-11th October 2009.

12. AOB:

- Tracy advised that her husband, Denis, has acquired some metal parts and is willing to repair the club trailer and, if needed, fit brakes to the trailer. The meeting agreed that it would be a useful service.
- There has been no confirmation that the sewerage leak at Ash Wharf has been permanently fixed. The warning on the home page of the website will therefore remain until further notice.
- Lee will attempt to procure some disinfectant wipes (or alcohol hand-cleanser) to be used by paddlers. These will be stored in the boathouse.
- It was agreed that the Club's insurance cover did not cover activities such as fund raising by means of decorating third party club houses.
- Katie asked whether a gift should be supplied to the auditor, Mr. Somerset. Response was unclear.

13. Date of next meeting

- 15/5/09. 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	15/5/09	Racking secured. Request has been submitted mid-Jan 2009 to MoD for new base. Mod will be carrying out the work themselves. ONGOING.	2006
2	Review Pool boats	Lee Mathews	15/5/09	Revenge boats not suitable for adults. Search continues. ONGOING.	2007
3	Resolve Topo Duo	Lee Mathews	15/5/09	Whitewater budget is now sufficient to purchase a new Topo Duo. Cost is £899. ONGOING.	2007
5	Gift aid to be re-looked at	Katie Truesdale	13/3/09	Certificate to be sent out. ONGOING.	2008

8	Runway End Proposal - To consider tentative steps and further investigation of possible affiliated club house development - News due on stage 1 of proposal from James Hinves in Jan 09	Charles Hicks & Liz Murnaghan	15/5/09	No progress. Lee to chase. ONGOING.	2008
0812/1	Send Harvey an electronic copy of the 2005 BCCC/KC21 agreement.	Liz Murnaghan		Complete. CLOSED	5/12/08
0812/2	Submit a draft of a new BCCC/KC21 agreement to the BCCC committee.	Harvey Wade		Complete. CLOSED	5/12/08
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	15/5/09	No progress. Jon M has limited availability. ONGOING.	5/12/08
0812/4	Check the club constitution to confirm conformity for the proposal for electronic provision of future AGM documentation.	Alan Ebbage		Constitution contains no specifics regarding method of communication. AGM documents will be emailed but will be posted to those members receiving Waterfront by post. CLOSED.	5/12/08
0812/5	Organise a meeting with Liz and Katrina to progress potential source for grants from Hampshire and IoW "Grass Roots".	Charles Hicks		Application is in. Result expected mid-March. Value is approximately £5k. CLOSED.	5/12/08
0812/6	Hold a Paddle-power planning meeting (6/2/09 is proposed).	Liz Murnaghan		Complete. CLOSED.	5/12/08
0812/7	Provide feedback from Youth side as to their views on club clothing, e.g. bank jackets.	Freddie Oliver	15/5/09	Survey is continuing. Other logo designs are being proposed. ONGOING.	5/12/08
0812/8	Complete labels for BCCC K boats.	Jason Dyer		Matt Dyer completed. CLOSED.	5/12/08
0812/9	Identify best racking locations for each K boat to optimise use of rack space.	Charles Hicks		Complete (K1s do not need to be done.). CLOSED.	5/12/08
0812/10	K boats to be assigned to racking	Lee Mathews		K2's assigned. (K1s to be housed in container). CLOSED.	5/12/08
0812/11	Provide 2008 AGM documentation to Alan.	Jon Mudd	14/5/09	Still awaiting minutes of 2008 AGM (Jon has limited availability). ONGOING.	5/12/08
0812/12	Put 2008 AGM documentation on website.	Alan Ebbage		Complete. 2008 minutes will be included at a later date. CLOSED.	5/12/08
0812/13	Provide £25 cheque to Jon Mudd (for church donation).	Katie Truesdale		Complete. CLOSED.	5/12/08
0812/14	Send donation (for AGM hall use) to church.	Jon Mudd		Complete. CLOSED.	5/12/08

0812/15	Complete audit of coaching qualifications and BCU CRB checks (for coaches).	Brian Biffins	15/5/09	Two (new) CRB checks outstanding. BB will Investigate CRB renewals through Sue Hornby. ONGOING.	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 register for sold boats. 	Katie Truesdale	27/3/09		27/2/09
0902/2	Provide details of pool attendees to Katie T.	Lee Matthews	15/5/09		27/2/09
0902/4	Update and sign the KC21/BCCC agreement and provide copy to Alan E.	Harvey Wade	13/3/09		27/2/09
0902/5	Confirm whether Richard Somerset and Charles H would provide a paddling machine 'taster' session at the boathouse for the Surrey Heath Show on 2 nd May 2009.	Liz Murnaghan	13/3/09		27/2/09
0902/6	Circulate details of new coaching ideas for open boating	Brian Biffin	27/3/09		27/2/09
0902/7	Make the club's policies more easily accessible on the BCCC website.	Alan Ebbage	2/3/09		27/2/09
0902/8	Relocate the C1 into the boathouse roof space.	Lee Matthews	13/3/09		27/2/09
0902/9	Replace worn-out/missing foam on Mytchett boat racks.	Lee Matthews	13/3/09		27/2/09

Next meeting	
Purpose	Regular Committee meeting
Date:	Friday 15 th May 2009
Time:	20:00-22:00
Location:	Alan Ebbage's house, Mytchett.
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. Community sector funding opportunity 6. Clubmark 7. Reports from Sections: <ul style="list-style-type: none"> • Racing • Paddlepower • Slalom • Canadian • Pool and Polo • Training and Trips • CPO • Quartermaster • Youth Group 8. AOB 9. Date of next meeting

Appendix A: Accounts (Katie Truesdale)

Contact Katie Truesdale for details.

Appendix B: Racing Boat List as at February 2009 (author Charles Hicks)

See Charles Hicks.

Appendix C: Paddlepower 2009 Meeting Minutes of 6th Feb 2009 (Liz Murnaghan)

A big thank you to everyone who came to the Paddlepower meeting last Friday. We had 14 coaches & volunteers from BCCC and 3 coaches from BVCC plus some of our Cadet Leaders.

We ran through last seasons Paddlepower Programme and talked about how we could improve things for next season.

There was a consensus that we need to develop paddling skills further rather than broaden experiences. The BCU Paddlepower document at 30 pages long is considered "woolly" and "vague". Richard and Mike have offered to condense it into a "Skills" sheet which will be small enough to be laminated.

We discussed a minimum age for Paddlepower. RDG and WOK and the Council Summer Holiday schemes have a minimum age of 8 years. We agreed a minimum age of 8 or be in school year 3 (ie will be Aged 8 by end of August) to enable older 7 year olds to take part with their school friends.

We talked about extending the Paddlepower season. The majority of those present indicated that they wanted to coach only on Tuesday evenings. There was support for Placid water racing and probably one other course on Saturdays in Sept/Oct 09

There will be 2 Paddlepower courses run on Tuesday evenings

Enrolment for course 1 will be Tuesday 31st March (5.30-7pm) with the course running on Tuesday 21st April until Tuesday 9th June excluding half term Total 7 weeks

Enrolment for Course 2 will be on Tuesday 2nd June (7pm -8pm) with the course running from Tuesday 16th June until Tuesday 21st July (6 weeks but the evenings are warmer and longer)

Each 6/7 week course will cost £10. It was noted that this works out at more than last year, but there has not been an increase in Paddlepower prices for ages and it is still very cheap compared with many other kids activities. To ensure that the paddlers are covered by Club insurance their BCCC membership should not expire during the course. Kaz will need an up to date Membership list and Membership forms for the signing on days.

Paddlepower courses offered will be more discipline specific and will be aligned more with the coaches interest. Coaches to let me know what they would like to coach this season and if there are any prerequisites that the candidates must have. (e.g. own thermals/cag/paddle/boat/roofrack; rolling ability; prior canoe experience; completed Paddlepower level/5/8 ?; Age)

Parents and candidates must accept that not all courses will be held exclusively at Mytchett and be prepared to transport children and equipment offsite if the course demands it.

Dave is going to put together a Beginners Guide to kit because too many parents think we should provide everything.

BVCC pool sessions at the Lido will start in late May on Weds evenings. They would be interested in Placid Water training for their youngsters on Saturday mornings.

Liz will assemble the overall programme once the coaches have told her what they want to coach and produce Enrolment forms and information for Waterfront / website.

Please let me have your course details by 14th March