

Committee Meeting Minutes

30 January 2019



Attendees

- James Freemantle
- Ben Hansell
- Jason Dyer
- Pina Napolitano
- Bill Hansell
- Sarah Francis

1. Apologies *Ben Hansell*

1. Paul Sandy
2. Zoe Griffiths

2. Minutes from the previous meeting *Ben Hansell*

1. The number of questionnaire responses was corrected from ~150 to ~50.
2. Further redactions were discussed.
3. Some tasks in the action log were marked as complete.
4. Approved pending these changes.

3. Correspondence *Ben Hansell*

1. The summary of correspondence prepared by James (Appendix A) was discussed, with some specific points raised:
 - a. Regarding item 1: James will talk to Liz Murnaghan about her drafting an updated boat usage policy for approval by the committee. **Action James**
 - b. Regarding item 2: James will contact Fiona with regards to the churchers incident. **Action James**
 - c. Regarding item 3: The British Canoe Club Management Portal fees are expensive. James will speak to Liz Murnaghan about whether it is worth it. **Action James**
 - d. Regarding item 7: The cost of purchasing a club logo sign for the club for £147 was approved by the committee.



[REDACTED]

[REDACTED]

4. Finance update and boat budgets *Jason Dyer*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Coaching strategy update *Pina Napolitano*

1. The committee will at some point need to decide on a minimum qualification/requirement for individuals to take boats out now that 1 star doesn't exist.
2. A lot of coaches will need to do an online update for their British Canoeing coaching qualifications.
 - a. It will cost £15 per person which the club will reimburse via cheque.
 - b. Bill will advertise the coaching qualification update and the general need for coaches in the next newsletter. Pina will help draft this article. **Action Bill & Pina**
3. Bill will make a coaches list on Mailchimp. **Action Bill**
4. Ben will make a section on the Google Drive for Pina to share her coaching strategy documents. **Action Ben**

6. Communications strategy update *Bill Hansell*

1. Bill has established a monthly process where he contacts people for content for the monthly newsletter.
2. The racing list is now integrated into Mailchimp.
3. Bill is working on bringing together our social media channels so that events can be advertised on all channels simultaneously.
4. Bill has basic access to the website but will have a proper meeting with Matt Tichbon about how to use the website.
5. Bill will run a session on Mailchimp for people interested. **Action Bill**

7. Charles Hicks Challenge report *Bill Hansell*

1. Profit was £423 according to Jason or £479 according to Bill.
2. Good feedback on route.
3. WhatsApp turned out to be an effective communication method.
4. Eventbrite worked well.
5. There was feedback that people wanted a distinction between kayaks and canoes on the results, Liz Murnaghan is working on revised results.
6. 2 people dropped out in advanced with good reasons and were given discretionary refunds. Two others didn't show up and have not been given refunds. 5 people who failed to book in advance via Mailchimp were allowed to pay cash on the day.
7. The date should be improved next year because we took too much risk that there would be ice. Bill would recommend October or November next time instead of January, and a Sunday instead of a Saturday.
8. The actual distance was 15.2 miles.
9. Bill will volunteer to assist Howard with this year's Hasler, but would probably be unable to run it entirely himself due to work commitments.

8. Facilities update: potential land purchase *James Freemantle*

1. James has spoken to the council about whether us being a club would sway them on opening up

the land for development. They were non-committal and suggested we get a planning consultant to review issues such as access, utilities.

2. Further investigation such as a hiring a planning consultant would realistically be needed before we present it to the members at a general meeting. The committee therefore agrees that ~£1000 may be spent on the investigation. James will continue to look into it and get quotes. **Action James**
3. Overall it would be a long term project. The club would need to become an incorporated club rather than an unincorporated club (or use trustees as allowed by the constitution). We would be able to re-register it as a CASC. Jason would recommend we become an incorporated club by guarantee and re-register as a CASC.

9. 40th anniversary event ideas *James Freemantle*

1. Ideas from Appendix B were discussed further but no new ideas were suggested.

10. Items for the newsletter *Bill Hansell*

1. Charles Hicks Challenge
2. Club kit
3. Changing room rules
4. Barn clean day
5. Advertise that we have spare spaces for boat storage, there are only Canadians on the waiting list but no spaces for those
6. Coaching qualification update

11. AOB

1. Bill suggested that with the ongoing reorganisation of the club house, much of the area around the south wall of the club house could be cleared of boats and matting could be put down, with some of the red boats stored vertically to make space. The cupboard and desk could also be removed.
2. Paul Sandy's plans for Saturday training sessions and Come and Try It days will be discussed at the next committee meeting.
3. The schedule of committee meetings currently places every meeting on a Wednesday. This is an inconvenient weekday for some, but there is no one day which suits everyone, so the meetings schedule will be updated to alternate between Mondays, Wednesdays and Thursdays. **Action Ben**
4. As well as the two thank you letters which have been prepared by Ben for the recent large donations, a thank you email will be sent to to say thank you for the recent £10 donation. **Action Ben**

Appendix A: Summary of correspondence presented by James

	Description	Action (to be agreed)
Item 1 – Boat Usage Policy	Request from Liz that the boat usage policy is updated following the changes to the BC award structure	Policy to be rewritten. We will have to understand what we deem to be a competent paddler
Item 2 – FWD: Paddling Sunday	Churchers used the Canal centre on Sunday 13 Jan despite the ban	I spoke with Churchers on the day and told them their ban extended to the site not just the facilities. They did not use the club facilities or those at the centre.
Item 3 – British Canoeing Club Management Portal	BC have finished their membership system. Costs and benefits are included within the email	The committee need to direct further work from the membership secretary and others to see if it meets our needs. We should also have attendees at the club conference on 9 March.
Item 4 – PARCEL	Letter of thanks from David Howie for his gifts	No action
Item 5 – Changing rooms	Message from Liz and Zoe about the changing rooms and requirement to set out the rules	Rules issued for comments. The committee needs to agree the draft
Item 6 – final costs for changing rooms	The final cost from the Canal centre for the changing room	No action
Item 7 – sign for canoe club	I approached a local firm to cost a sign for the club building	Agree that £147 is a reasonable price and agree to purchase the sign.
Item 8 – [REDACTED]	[REDACTED]	[REDACTED]

Appendix B: Ideas for events this year from club members recorded by James after a Saturday morning session

Month	Idea	What is it?	Lead organiser
Jan	Charles Hicks Challenge	14 / 15 mile race	Bill Hansell
Feb	Quiz and Chips	Quiz night for the club, held at the canal centre with fish and chips halfway through	suggestion that Brian Gandy is good at sorting quizzes.
Mar	Elimination Race	Racers set off in groups over a short lap (c.1km) and the last one over the line each time is eliminated	
Apr			
May	BCCC Hasler		Howard Smith
Jun	Cardboard boat race	Boats made out of cardboard, over a short course. Fastest wins, but also style points. Maybe run as a charity fundraiser	
Jul	Summer Shindig	Barby and games - As well as trying to get all the boats in the club on the water	James Freemantle
Aug	Pub Paddle	trip to barley mow (and back, or use the trailer)	
Sep	Old Films / lecture night	Murray has some films of first expeditions on rivers, etc. We could also get someone to do some lectures	
Oct	1979 theme night	Party night	
Nov	AGM / awards party	Merge the AGM with an awards presentation (maybe dinner?)	Ben Hansell
Dec	Christmas meal / CHC10	Charles Hicks 10 - if we chose to move the time back again.	