

Committee Meeting Draft Minutes

28 March 2019



Attendees

- Ben Hansell
- James Freemantle
- Zoé Griffiths
- Pina Napolitano
- Bill Hansell

1. Apologies

1. Paul Sandy
2. Sarah Francis
3. Jason Dyer

2. Minutes from the previous meeting *Ben Hansell*

1. January Minutes approved with no amendments.
 - a. Level of redaction also approved with no changes.

3. Correspondence

[Redacted text block]

2. British Canoeing have sent us an invite email for Clubmark. We need to send them some documents, which Jason has started work on.

4. Items for the newsletter *Bill Hansell*

1. The following items were suggested for the newsletter:
 - a. Pina is sending an email to a short list of people about coaching course, an outtake out of that could go in the newsletter.

- b. 'Quiz and Chips' on Saturday 13 April.
 - c. Introductory (1 star equivalent) training course are coming up for paddlers. There are posters going up in the club as well.
2. Bill will talk to Paul about adding Pina and Zoe as Facebook page admins. **Action Bill**
 3. Bill will look into advertising the club in the local Heathscene magazine. **Action Bill**

5. Decide to adopt new policies *Jason Dyer & Ben Hansell*

1. Decision and full discussion postponed to the next meeting as Jason Dyer was not present.
2. James has written up a new policy on changing rooms which he will put on Google Drive.
3. James will allocate policies for everyone to review by then end of next week. **Action James**

6. Coaching update *Pina Napolitano*

1. Pina received a document from Liz detailing rules for unsupervised use of club boats by adult members.
 - a. Pina will put a copy of the document on Google Drive and we will review it as part of the ongoing policy review.
 - b. The committee agreed that two sections of this document will not be covered in the introductory course: Deepwater rescues and ratcheting of a kayak to a car roof. It was later decided to add ratcheting, which was added by Pina to the specification.
2. There is a recurring monthly event for taster sessions on Eventbrite with a cost of £10 which can later be deducted from membership. Each session will involve approximately 45 minutes on the water, typically in racing boats but that will depend on the coach. Jon Freemantle is going to do admin. James is running the first taster session on Saturday May 4, for which 1 person has already signed up.
3. Paul Jeffs has agreed to run an improver course. There will be 5 sessions (1 a week) from 11 June.
4. Noone has yet volunteered to run the introductory course (1 star equivalent) on same dates. So, Pina and Fiona will run these.
5. Only the introductory course is currently advertised on the website. Bill will make sure they are all up there. **Action Bill**
6. There are other people running other sessions. See the new coaching schedule in the 'Coaching Strategy' folder on Google Drive.
7. James and Bill will put all training courses on that document on EventBrite. **Action Bill & James**
8. Pina is in the process of gathering details on all our coaches regarding first aid qualifications, coaching qualifications and DBS checks.
9. £15 reimbursements for the online British Canoeing coaching qualification update are currently being issued as cheques by Jason. James is in the process of setting up online banking so we can stop using cheques.
10. Pina requested Liz to query the membership database to find out which of our coaches have the 4 star qualification. But she was unable to because the database would need a new query writing. Also, coaching qualifications are written in a variety of formats, making searching for them difficult.
 - a. James will look into options for a new database and present his recommendation for approval at the next meeting. Suggestions include the expensive upcoming British Canoeing product, a more generic off the shelf online product, or just moving it over to an Excel spreadsheet. **Action James**
 - b. Zoe confirmed that she has previously ensured that the content of the database is GDPR-compliant.

7. Canoe step grant *Pina Napolitano*

1. The deadline for next round of grants has been missed.

2. The Canal Centre will drive piles for the base of the platform before new gas pipes goes in in April. Those piles will provide a base for the canoe step.
3. The club, as a part of the local community, could contribute volunteers or money for materials. This will help maintain our valuable relationship with the Canal Centre and provide a canoe step to more easily portage Ash Lock.

8. FWRG minutes *James Freemantle*

1. The Flat Water Racing Group have had a meeting and provided us with minutes for the Committee to review. **See Appendix A**
2. They have requested to buy a new Epsilon and a Zeta.
 - a. The cost will be £2,700.
 - b. As the boats will be new, we could look into them being in club colours.
3. The FWRG are going to do an inventory and check of all the boats on April 6.

9. AOB

1. Update on 40th anniversary.
 - a. It will be in place of the normal shindig, so everyone from the club will be invited.
 - b. Additionally, James has asked Debbie to assemble a list of significant old club members, to invite.
 - c. The date is Saturday 20 July, after H&H.
 - d. The aim is to get all boats in club house on the water.

- [REDACTED]
- [REDACTED]
- [REDACTED]
3. Approximately £2500 of overdue boat fees have now been collected.
 4. James spoke to Mark Evans about the woodland purchase.
 - a. He says that due to conservation rules it is extremely undevelopable.
 - b. James has asked Fiona about the club buying a plot and leasing it to the Canal Centre who could in return lease us a plot of land at the main Canal Centre site on a long term lease so we can build a clubhouse. He will talk to her on April 9 to see if there is agreement. **Action James**
 - c. We no longer intend to hire a land consultant.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
6. Churcher's College: James has spoken to Fiona at the Canal Centre about the Churcher's incident.
 - a. Last week Fiona had a meeting with Churcher's. They have written a new code of conduct and the Canal Centre will no longer ban them from the site.
 - b. They are likely to approach us about rejoining the club.

Appendix A:

FWRG Minutes of Meeting – 21st March 2019

Present: Richard Somerset (RS), Debbie Carpenter (DC), Liz Murnaghan (LM), Paul Sandy (Committee Member) (PS), Tina Looi (TL)

1. **Minutes from last meeting** - most items from last meeting discussed in this meeting.

2. **Boat fleet**

Action: LM is organising a repair working party, 6th April - review of current boats and usage, review condition of 4 x carbon Kevlar K1s. Repair will be made on 13th April. RS, PS, TL will help. LM to send out message to all that boats will be out of commission during the period to allow boats to dry out. (Would it be good for anyone who would like to learn a bit of boat maintenance to join e.g. rudder maintenance?)

Action: **Committee** to formalise policy about member boat storage – suggested boats not used should not be stored at the barn.

New boats

Action: Request **Committee** for funds to buy an Epsilon £1350 and a Zeta £1350 – good progression boats. Suggestion as to which boats to dispose will be made after review on 6th April.

Group noted that barn tidy up session falls on Easter weekend. There may not be enough support with DW falling that weekend too.

3. **Formalising Coaching**

Coaching group met and have identified 6 potential members who can take coaching awards. With 6 potential coaches, a FSRT and Paddlesport Leader course can be organised at the Club.

In the meantime, PS, DC, TL and suggest Tony Gallagher (TG) to take the [Paddlesport Activity Assistant \(PAA\)](#) course to be able to supervise groups out on the canal. Group has to complete the PAA booklet to assess training needs.

Action: **PS** to approach TG and distribute booklet. All to send training requirements to LM by 31st March 2019. LM will suggest dates for training.

Coaches and PAA can approve members to use club boats unsupervised. Individuals who have completed the Paddlesport qualification in their craft can go out unsupervised.

Action: Recommended regular rescue skills update sessions. DC to carry out session for Tuesday group.

Peer paddling / Peer training

Currently, there is no formal club training sessions since David Howie has retired. There is a Google Group called [Marathon Paddle Training Buddies \(MPTB\)](#) which is a non-club supported group. It is a peer paddle and includes club members as well as non-club members. Members post when they wish to train – regular supportive training sessions have happened over the winter as a result. This will remain as is.

For the summer, supervised Club training sessions on Tue, Thu at 6pm and Sat 9:30 can happen provided there are PAAs present. There will be no formal coaching.

The Training programme RS brought in some years ago will be maintained by James Freemantle.

4. **Taster Days** – There will be 10 taster sessions and people have to sign up through Eventbrite. Pina will contact coaches who will take the sessions.
Action: Committee – suggest to have poster and leaflets in Canal Centre. Add to Events on website and social media.
5. **Relationship with affiliates** e.g. Lord Wandsworth College.
Action: TL will send details of races to Graham Mobbs to encourage racing for the Club.
6. **Marathon and Sprint Racing**
Action: Request **Committee** for funds for Float - £150 .

This will be a transition year. It is expected number of racers might be down. All will try to encourage more to race. Encourage experienced paddlers to take inexperienced paddlers out in K2s to give them more confidence.

LM was contacted by an individual interested in sprint racing for B3C.

Action: TL to ask Sharon Gallagher, Sprint Team Leader, to send out news about forthcoming events and qualification requirements.

Hare and Hounds – Last H&H event was poorly attended. Next H&H falls on Easter weekend. TL found on Club website that H&H is open to all disciplines. Bill will add note to next newsletter.

Use social media to set up event and regular reminders that it is open to all.

7. **Website**
Action: TL will review the website content for Flatwater racing and notify Bill of changes. All flatwater racing contacts to go to B3C-racing@outlook.com.
Action: Committee – suggestion to add Virtual Trophy on website (recognise club achievements), add back trip reports (give people ideas where they can paddle).
8. **Communication** – Tony Gallagher and TL have been trained on use of Mailchimp. This allows comms to be sent out to all current list of subscribers.
Action: Committee – suggest that communication is sent to all subscribers not just sent to a certain group of people – communicating to all allows people to try a new activity, keep in touch with what goes on in the Club and promotes an active Club.
Social media to be used more to publicise events and achievements. Currently, reliance on a few people to update on website and social media. Give access to more people?
Synchronise news on website, newsletters and social media.
9. **Frequency of FWRG meeting** – 3 / 4 times a year .
Action: Committee to provide future meeting dates.