

Committee Meeting Minutes

16 May 2019



Attendees

- Zoé Griffiths
- Pina Napolitano
- Jason Dyer
- James Freemantle
- Bill Hansell
- Ben Hansell
- Paul Sandy
- Sarah Francis

1. Apologies

1. No committee members were absent.

2. Minutes from the previous meeting *Ben Hansell*

1. Pina made a few changes on May 12. The committee approves the minutes with these changes.

3. Correspondence *Ben Hansell*

1. Rose has requested to run an additional afternoon session on the week of her course.
 - a. James has already told her this is okay.
2. Richard Boreham wants to step down as Welfare Officer as he is not around much anymore.
 - a. This is not an immediate resignation and he will stay in the roll until we find a replacement.
 - b. He has suggested it shouldn't be someone on the committee, for the sake of separation of powers.
 - c. Bill will advertise the need for a new Welfare Officer in the newsletter. If two people volunteer then we might make two Welfare Officers.
3. We are still waiting for a response from Clubmark.
4. Liz has resigned as membership secretary (next item).
 - a. Liz also currently attends the Basingstoke Canal Joint Management Committee on behalf of the club and runs some club Facebook stuff. James will have a word with her as to whether she will continue those rolls.

4. Membership database *Ben Hansell*

1. We discussed the research and subsequent proposal document by Ben Hansell, available on

Google Drive.

2. From the research, it is clear that the roll of Membership Secretary will not go away. All the online systems researched still require a significant amount of manual management.
 - a. Bill has volunteered to be the new Membership Secretary, and manage the migration to the new system.
 - b. Zoe has offered to help Bill with the transition.
3. The committee approves a subscription to Webcollect as the new membership database, as recommended in the proposal.
4. Some suggestions were made for data which needs to be requested from members:
 - a. Trip leaders need to know if members have a 2 or 3 star qualifications.
 - b. We need to ask if people are happy to have their photos taken.

5. Policy review *James Freemantle*

1. We might need a new policy on people being qualified for going on trips as we have had issues in the past where people have lied about their qualifications.
 - a. Pina will speak with Brian and Zoé will speak with Rick about what info they would like.
Action Zoé & Pina
 - b. Leaders need to be aware that they will have the support of the club if they use their discretion to turn people down for trips.
2. The policy review is mainly complete but James has drafted a New Members' Handbook on Google Drive, which everyone has read.
 - a. Zoé has a few suggestions which she will liaise with James about. **Action Zoé & James**
 - i. She will send some typo corrections.
 - ii. She found it confusing as to what the document is for and who it is aimed at. Some content seemed to be aimed at new members who have just joined (consistent with the title of the document). But there is also some content aimed at prospective members considering joining the club. The document should have one purpose. Content aimed at prospective members should go in a separate document, possibly a flyer.
 - b. A PDF copy will be sent to new members, and a few physical copies will be printed to be left at the club.
3. Liz had some comments on the Boat Usage Policy which James has resolved with her.
 - a. The latest copy is available on Google Drive. Please send comments to James about that in the next couple of weeks.
 - b. You must now be a British Canoeing member to take out a boat outside of a club session.

6. Coaching update *Pina Napolitano*

1. We've done the first few sessions of the coaching schedule. [REDACTED]
2. There are some courses on the website for which the details are not clear and may be incorrect.
 - a. Bill will check this and check them all against the information on Eventbrite which is correct. **Action Bill**
3. Pina has a list of people who were interested in the instructor course. There will be at least 4 people doing the instructor course on the 3rd and 4th.
4. There is no-one who can commit to coaching every Saturday morning, where ideally we need a beginners' coach and a juniors' coach.
5. Rick and Chris are interested in going on the Leadership Award course.
6. Partly because of Easter we went for 5 sessions instead of 6 but that didn't work out. Zoé recommends that it should go back to 6 in future, with 2 hour sessions instead of 1.5. [REDACTED]

7. Barn security *Zoé Griffiths*

1. Liz has suggested that we consider key fob security like Marlow's.
 - a. Bill has experience with a similar system for another organisation. In that instance it didn't work well and required a high degree of maintenance.
 - b. Reinforcing the doors is a higher priority. Brian and James have talked about reinforcing it with metal, or putting a new door in where the old one was and using a reinforced metal lock bar to secure the main door from the inside.
2. For the purposes of insurance, we need to make an effort to restrict who has access to the barn separately from the changing room.
 - a. In future, members will have a tag on the database which will be manually controlled by the Membership Secretary.
 - b. We cannot automatically derive this tag from data that people provide (e.g. if someone reports that they have a 2 star qualification they automatically qualify for barn access) as that would incentivise people to falsely report their qualifications.
3. Zoé will report this resolution to Liz. **Action Zoé**

8. Taster session update *Zoé Griffiths and Pina Napolitano*

7. James made a survey for 3 taster day attendees who all gave very positive feedback.
8. One good thing about the taster session was that we've got a full range of courses that we can talk about to attendees.

9. Finance update *Jason Dyer*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10. Hasler preparations update *Bill Hansell*

1. Preparations are going smoothly. There will be an email going out tonight to all volunteers.

11. Items for the newsletter *Bill Hansell*

1. We need a new Welfare Officer (see correspondence section).

12. AOB

- Pina: The barn roof is being redone with wooden slats. A 1 meter square will be left for signage. The antenna will come off.
- Pina: The canal centre are considering painting the container black.
- Bill: The barn has been cleared.
- Paul: The Zeta and Epsilon have been ordered by Paul. He was going to order in black (club colours) but that would show scratches. The committee agrees they should be black regardless.
- Zoé: We were going to name the cardboard race after Murray in honour of his donation, but that's not happening for a while. Murray would be happy to have the elimination race event named after him.
- Liz has contacted Tim Middleton because he has offered to run a session on fixing boats.

However, there hasn't been much interest shown by potential attendees. We have many damaged boats which is an issue for the upcoming Hasler.

- Ben will set up a WhatsApp group for the committee. **Action Ben**
- The next meeting will be held at the Hansells' on Thursday 1 August at 19:45.