

Agenda

19 January 2023



Attendees

Kelly Knight
Paul Tickner
Nancy Thomas
Bill Hansell
Stuart Skeldon
Ross Philips
Nick Howarth
Rick Covell
Sarah Francis

1. Apologies
 - a. Zoé Griffiths
2. Minutes from the previous meeting (Stuart)
 - a. Approved without further changes.
3. Financial update (Rick)
 - a. Insurance. Following the discussion in the December meeting about renewal of the boat insurance, a second opinion was obtained by Ric. The insurance company will pay up for the value agreed on the policy. The next iteration of the insurance will need to revalue all boats in the barn to align the policy.
 - i. A working party will be required during the barn clean to value all the boats to the club. **Bill to organise.**
 - ii. It is expected the next insurance premium will be somewhat larger.
 - b. The club finances from July - December 2022 are £2000 down from the previous year due the purchase of the Wenonah and BAs. 20 members have not renewed their membership with the club. In general, the finances are considered to be ok.
4. Club Accreditation
 - a. DBS checking (Paul/Nancy).
 - i. Process of renewing/clearing the coaches and committee is Still in work. Nancy will now split the list with Paul.
 - b. Welfare Courses (Nancy)
 - i. Nancy is on the waitlist for the one in February, however all are fully booked.
 - c. Welfare Officer Role
 - i. Nancy wanted clarification on what the role entails, this was resolved prior to the

meeting using British Canoeing resources.

d. Terms of Reference for all committee members update required **Stu to action**

e. Quality club

- i. The committee's desire to work towards quality club status has now changed and is no longer a plan for this year. However key duties will still be carried out such as changing policy timescales for renewal. **Stu to action**

5. Safety

a. HaverfordWest, agenda item to involve the coaches to ensure everything is correct regarding risk assessments and procedures. Dual signoff discussed before running a trip to cross examine the risk assessment. Agenda item to come back next meeting.

Subcommittee requested for the coaches.

- i. Brian has called a coaches meeting on 20th February to cover risk assessments and the coaching calendar.
- ii. The committee must tell the coaches that risk assessments are required.
- iii. Clear definition of peer paddle vs club trip required before each trip.
- iv. Potential online form for risk assessments using google sheets? Idea to be explored - open action item.

6. Equipment update

a. Buoyancy Aids (Stuart)

- i. Stu to serialise and record the Date of Manufacturer for safety testing purposes.

b. Barn Tidy Saturday 15th April

- i. Paddle clearout

c. Ergo repair ratification whatsapp decision

- i. 1xShaft, 2 sets of ropes and bungees and a pulley. Also approved in the meeting.

7. Club sponsorship for aspiring leaders/Instructor (Stu/Nick/Zoé)

a. Sponsorship pathway (Stu/Nick)

- i. Self led within the group. Email to the group to be sent out to kick off the pathway themselves with reimbursements for all training. **Stu to action.**
- ii. This email will also list the differences between paddlesport leader and coaching.

b. Assessment cheat sheet (**Zoé**)

- i. Zoé was not at the meeting, however this topic will also be addressed at the coaching meeting in february.

8. Membership update (Ross)

a. Member update

- i. 2 new members
- ii. 20 members have not elected to renew their membership.
- iii. New members booked on a course would be recommended to delay their membership until nearer the Discover course.
- iv. Member automatic email times at 11pm, this is viewed as unsociable and should be changed. Those on a subscription have double emails, one for membership expiry and the other for subscription. **Stu to research.**

b. Non-Member newsletter using google distribution groups. **Nick** to action.

- i. Mail chimp email addresses to import to the google group distribution but needs to be and compared to JustGo members to prevent duplicate emails.

c. There were some missing Honorary Members from the database migration due to their status in webcollect. Stuart has received help from a proactive member to reestablish these memberships and apologies we sent out.


9. Training courses

a. Refer to the appendix.

b. All dates approved by the committee and Brian will be managing the programme.

10. Club communication (Kelly/Nick)

a. B3C Matters (Kelly)

- i. Kelly will not be able to support the April release so a volunteer will be required.
 - ii. Ongoing frustrations over the formatting of the emails within the JustGo platform after the amount of time spent working on it. JustGo have admitted there is an issue and will update the email program in due course.
 - iii. Committee profiles will be displayed on the noticeboard outside of the club.
- b. Regular club event planning and attendance  **Spond**
 - i. Trial still ongoing.
- c. Strava Club **STRAVA**
 - i. Up and running with 20 members. Keep the signup link in the matters for a few months.
- d. Google non-profit status
 - i. Google have declined the club due to our CASC status and therefore not a charity.
- e. Web domains additional (b3c.fun)?
 - i. Close this item.
- f. Whatsapp Communities
 - i. Research for the next meeting.

11. AoB

Rick - Rick presented an idea for a Summer camp September 9-10th on the River Medway. Approved by the committee with the caveat that a risk assessment is completed.

Bill - There are more leaks in the barn from the water pipes which are being fixed by the canal authority. A member discovered the door was left open, possibly these are linked, item raised for awareness.

Bill - The kitchen floor requires fixing due to a similar damage mode to the male changing rooms. **Stu to** message the canal authority.

Nick - Canoe club lease transfer from Bill to Nick to action.

Appendix

Club events

Date	Event	Main Organiser	Comments
20/12/2022	Christmas Paddle	Brian and Anne	
26/12/2022	Boxing Day Paddle	Brian and Anne	
15/04/2023	Spring Barn Tidy	Zoé	
14/05/2023	BCCC Hasler	Bill	
15/07/2023	Summer Shindig	TBC	
28/10/2023	Spooky Paddle	Anne	
12/11/2023	Charles Hicks Challenge	Bill	
12/12/2023	Christmas Dinner	Zoé	

Committee Meetings

Date	Host	Date	Host
19/01/2023	Nancy	20/07/2023	
16/02/2023	Kelly (sarah Ap	17/08/2023	
16/03/2023		21/09/2023	
13/04/2023		19/10/2023	
18/05/2023		17/11/2023	AGM
15/06/2023		14/12/2023	

Emails

b3c.secretary@gmail.com

Nick, Stuart, Bill

b3c.expenses@gmail.com

Rick

b3c.membership@gmail.com

Ross

b3c.matters@gmail.com

Kelly

b3c.coaching@gmail.com

Brian

Event Tracker from Brian

<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Course</u>	<u>Age</u>	<u>Coach / Leader</u>	<u>Staffing notes</u>
April May	18, 25 2, 9, 16	Tues eves	Discover Kayak	Adult	Zoe Griffiths +Doug Cann	ok
May	13, 20	Saturdays	Discover Kayak	Adult	Fiona & Pina	ok
June July	6, 13, 20, 27 4, 11	Tues eves	Discover Kayak	Adult	Fiona & Pina	ok
June	10, 11	Weekend	Discover Kayak	Adult	Rick Covell + Doug Cann	ok
June	10,11	Weekend	Discover Kayak	Junior	Anne Biffin + Jane Bocutt	ok
July	1, 2	Weekend	Discover Kayak	Junior	Anne + ?	Need +1
July	8, 9	Weekend	Discover Canoe	Adult	Brian Biffin + Brett Jones	ok
July	22, 23	Weekend	Discover Kayak	Adult	Rick Covell + David Bales	ok
July	29, 30	Weekend	Explore Kayak	Adult	Pina & Fiona?	Provisional

Other Club trips / activities

April 1 Barn tidy

April 29 Upper Thames trip

May 14 BCCC Hasler

June 3 Old Harry / Kimmeridge

July 15 Club Shindig

Free weekends for possible changes or additional courses / trips

May 6/7

May 27/28 (Bank holiday)

June 17/18

June 24/25

July 22/23