

Minutes

16th February 2023



16th February 2023 19:45 - 21:30

Attendees

Kelly Knight
Zoé Griffiths
Nancy Thomas
Ross Philips
Nick Howarth
Stuart Skeldon
Rick Covell

1. Apologies
 - a. Sarah Francis
 - b. Bill Hansell
 - c. Paul Tickner
2. Minutes from the previous meeting (Stuart)
 - a. Approved without further changes.
3. Financial update (Rick)
 - a. The club accounts are positive around £500 for the month, however the Ergo repairs at £318 have not been accounted for at this time.
 - b. Boat storage fees continue to come in and there have been 8 new members which have also booked themselves onto courses.
 - c. A discussion was had about putting controls in place to manage overspend during expense claims, these will be managed on a case by case basis.
4. Welfare
 - a. DBS checking and welfare officer status (Paul/Nancy)
 - i. No update yet on the DBS checks.
 - b. Welfare Courses and feedback (Nancy)
 - i. Nancy has attended 2 courses; Safeguarding and Time To Listen.
 - ii. All committee members should be welfare trained and mental health aware.
 - iii. A discussion was had about how long and where shall we keep welfare information on members? This was unresolved and is **still open** for the next meeting.
 - iv. The welfare email account should have delegated access to ensure it's monitored more often and managed during periods of absence.
 - v. An "Introduction to welfare" will be sent out in the next B3C Matters.
 - vi. Coaches need to keep their training up to date, which will be reiterated during the coaching meeting 20/02/2023.
 - c. Member demographic (Stu)
 - i. Stuart presented the age demographic of the members so we can plan appropriately for the safeguarding aspect of running the club.
5. Safety
 - a. Potential online form for risk assessments using google sheets? Idea to be explored - open

action item.

- i. Recommendation to coaches to develop a plan, risk assessment and brief to cover events and trips.
 - ii. Templates from previous trips to ease the process, but with a disclaimer.
 - iii. Rick is progressing the risk assessments with the coaches and leaders, pending an update post the coaches meeting 20/02/2023.
- b. Send an email to the canal about the pipework and the dangerous position above the boats.
 - c. Have there been any incidents during the last month: No.
 - d. Improve visibility of the reporting link at the club. QR codes and links to be positioned in the barn and kitchen.

6. Policies

- a. Terms of reference for all committee members update - still required (Stu)
- b. Policy update pathway, tracking via Rick's spreadsheet.
 - i. 2 policies per month will be sent out along with the minutes for collaborative review and approval at the following meeting.
- c. Data Backup Up procedures.
 - i. The B3C website backup procedure will migrate to the committee google drive.
 - ii. In addition, a full Google drive backup could be initiated using a professional account. Open item for next meeting (**Nick**).

7. Equipment:

- a. Buoyancy Aids (Stuart)
 - i. Stu to serialise and record the Date of Manufacturer for safety testing purposes.
- b. Kitchen Floor to be repaired.
 - i. Communication active with the canal authority.
- c. Great Paddle Clean up equipment and date.
 - i. The committee agreed on 17th June after H&H to join the national effort to clean up the waterways. Ross will apply for the free kits.


8. Membership update (Ross)

- a. Member update
 - i. There have been 4 new members join the club since the last meeting and 4 renewals.
- b. Non-Member newsletter using google distribution groups. **Nick**.
 - i. More work required by Stuart to setup the account on JustGo.

9. Training courses

- a. Refer to appendix

10. Club communication (Kelly/Nick)

- a. B3C Matters April edition - Volunteer required. **Bill for the Haslers and matter.**
- b. Regular club event planning and attendance  **Spond**
 - i. Group link next newsletter **Nick**.
- c. Strava Club **STRAVA**
 - i. Out there and being used.
- d. Whatsapp Communities - parked

11. AoB

- a. David Howie has unfortunately handed in his resignation as Race Captain for B3C. The committee highly appreciates all of the work and effort David has contributed to the club in recent years to grow the racing community. The committee welcomes the continued commitment to new members on Saturday mornings and will actively drive people to those sessions to make the most of David's expertise.
- b. Kelly: The external notice board needs a redesign as well as the committee profiles. The key has been located and redesign work will now begin. **Stu 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	Bill	Boat Insurance working party Scaffolding safety check.
14/05/2023	BCCC Hasler	Bill	
17/06/2023	BC Great Paddle Clean up	Stu?	After H&H
15/07/2023	Summer Shindig	TBC	
09/09/2023	Summer Touring Trip	Rick	
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	17/08/2023	
16/03/2023	Stu. (Nancy Ap)	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