

Minutes

12th April 2023



12th April 2023 19:45 - 21:30

Attendees:

Kelly Knight

Ross Philips

Bill Hansell

Sarah Francis

Nick Howarth

Stuart Skeldon

1. Apologies
 - a. Rick Covell
 - b. Zoé Griffiths
 - c. Paul Tickner
 - d. Nancy Thomas
2. Minutes from the previous meeting (Stuart)
 - a. Approved without any changes
3. Financial update (Rick)
 - a. A discussion was had about the possibility of changing from "Quick books" to another company called "Club treasurer" which would be more appropriate for the size of club funds. **Item to be brought back next meeting.**
 - b. Whatsapp from Rick provided with apologies, income for the last month was £338 and £100 outgoing on expenses for qualifications.
 - c. Stu mentioned that JustGo has been updated on 6th April and potentially may improve the integration from Stripe, although hasn't tested it
 - d. Costco membership renewal agreed with Bill to claim expenses.
4. Welfare
 - a. DBS checking and welfare officer status (Paul/Nancy)
 - i. Paul sent his apologies and provided an update that the email response rate has been reasonable and that he will attend a Saturday session to start clearing people through the process.
 - b. From the Feb meeting, how long should we hold welfare information on members?
 - i. Ross says Scouts used to follow the rules of keep all incident data until they have turned 18 and then another 6 years.
5. Safety
 - a. Incidents since 16th March?
 - i. None
 - b. Improve visibility of the reporting link at the club. QR codes and links to be positioned in the barn and kitchen. (Nick, Rick)
 - i. Nick and Rick will create a google form and advertise it to the club.



- ii. QR code created, ready for setup for distribution.
- iii. Setup email notifications for new incidents.**

6. Policies

- a. Boat Usage and Equipment
 - i. Changes made and approved. The minimum paddling standards section has been removed from this policy. I out min standards.
- b. New member handbook
 - i. Bring back next meeting.
- c. Google drive backup could be initiated using [google takeout service](#). This service can be configured to email periodically, a link to download an entire google account for the purpose of backup. Recommend only doing this for the secretary account and ensuring all documents are owned by this account.
 - i. Nick to use his work account for storage.

7. Club Hasler (Bill)

- a. Howard has offered his assistance.
- b. The number of volunteers is still quite low at the moment.
- c. Spond racing event has been created.
- d. Spond volunteer event has been created.
- e. Revert to manual finish line process.
- f. Place the division boards along the bank for the 10m division marker.
- g. When the entries close, group the entries into clubs for distribution.
- h. Bill will organise a Hasler focussed preparation session the week before the event as the committee meeting is afterwards.

8. Induction process

- a. Bring back next meeting.

9. Membership update (Ross)

- a. Member update
 - i. Discussion about names in the pending sections
 - ii. Ross to contact justgo about the data

10. Equipment:

- a. VHF radios for touring
 - i. Arguments for and against were discussed.
 - ii. The presence of VHF radio should be in the risk assessment related to the destination of the trip.
 - iii. Bring back next meeting.
- b. Epsilon seat missing
 - i. Newsletter item.
 - ii. Potential for a replacement seat depending on the outcome.
 - iii. Post meeting update - Seat has been returned.**

11. Training courses

- a. Refer to appendix - no changes

12. Club communication

- a. No items to discuss.

13. AoB

- a. Ross: Shall we discuss broaden the boat range to include sitontop and SUPs. Discuss with Brian.
- b. Bill: Basingstoke Canal Society newsletter to be sent out on the next minutes.

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/Stu	<i>Boat Insurance working party</i>
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	21/09/2023	
13/04/2023	Stu	19/10/2023	
18/05/2023	TBC	17/11/2023	AGM
15/06/2023		14/12/2023	

Emails

b3c.secretary@gmail.com Nick, Stuart, Bill

b3c.expenses@gmail.com Rick

b3c.welfare@gmail.com Nancy

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 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