

# Minutes

16th March 2023



**16th March 2023 19:45 - 21:30**

Attendees

Kelly Knight  
Rick Covell  
Nick Howarth  
Stuart Skeldon

1. Apologies
  - a. Nancy Thomas
  - b. Ross Phillips
  - c. Paul Tickner
  - d. Zoé Griffiths
  - e. Bill Hansell
  - f. Sarah Francis
2. Minutes from the previous meeting (Stuart)
  - a. Approved without further changes.
3. Financial update (Rick)
  - a. Negative £30 for the period since last the previous meeting due to delayed expenses. The membership income is expected to ramp up in April due to the seasonal nature of the club.
  - b. The club Tax return has been submitted for the 2021/2022 accounts.
  - c. 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.**
4. Welfare
  - a. DBS checking and welfare officer status (Paul/Nancy)
    - i. Emails have gone out.
  - b. From the Feb meeting, how long should we hold welfare information on members?
    - i. Bring back to the April meeting due apologies.
5. Safety
  - a. Incidents since 16th February?
    - i. None
  - b. Improve visibility of the reporting link at the club. QR codes and links to be positioned in the barn and kitchen. (Stu)
    - i. Nick and Rick will create a google form and advertise it to the club.
6. Policies
  - a. Health and Safety Policy to approve
    - i. Changes discussed and made within the meeting. Document ready for release.
    - ii. Stuart to Upgrade the JustGo Membership to tick the constitution. Completed 21/03.
  - b. Welfare policy to approve
    - i. Changes discussed and made within the meeting. Document ready for release.

- ii. **Stuart** to create a tick list for Coaches and policy reading.
- c. Google drive backup could be initiated using a professional account. Open item for next meeting (**Nick**). Bring back in the next meeting.

## 7. Induction process

- a. Just Go
  - i. Process shared with Ross on how to induct new members into the club the week before the meeting.
- b. Coaching advice, way forwards. Following a discussion on how best to provide information to new members, here are the highlights:
  - i. Induction brief around the barn and club facilities.
  - ii. Purchasing memberships prior to using club boats is essential for insurance reasons. Should new members not want to continue with the club after the initial sessions the committee would be willing to refund the member if asked to do so.
  - iii. A process improvement is required to ensure new members are provided with all the information required to know how to proceed.
  - iv. **Stu** to find the original new membership document for Rick. Found and moved the Policy folder.

## 8. Equipment:

- a. BVCC Wednesday club use Wednesday evenings 5th April - 10th May.
  - i. Agreed and free of charge.
  - ii. Stuart will create a B3C matters article to share this information with the club.
- b. Buoyancy Aids (Stuart)
  - i. Stu to serialise and record the Date of Manufacturer for safety testing purposes.
- c. Kitchen Floor to be repaired.
  - i. Chaser email to be set.
- d. Great Paddle Clean up equipment.
  - i. Ross has received the kits and the plan remains to do it after the H&H 17th June.
- e. Pipework replaced.
  - i. The frequent failure of the freshwater copper pipework above the boats has now been replaced with plastic piping with new insulation. Hopefully this will end the leaks.

## 9. Membership update (Stu)

- a. Member update
  - i. There have been 8 new members since the last meeting, with 1 family of 5.

## 10. Training courses

- a. Refer to appendix

## 11. Club communication

- a. B3C Matters April edition
  - i. Kelly has setup a draft for Bill to release.
- b. External notice board - Stu has created new A3 pages for the barn notice board, this is a good starting point and happy to make improvements.
- c. Spod issue with sub groups, the header section should be used to direct members to speak to the administrators to be moved to specific groups. Rick has started this off in the chat.

## 12. AoB

- a. Stu: Hare and Hounds Communication will be sent from Just Go from now on with an opt out feature.

# 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	Nick?	19/10/2023	
18/05/2023		17/11/2023	AGM
15/06/2023		14/12/2023	

## Emails

[b3c.secretary@gmail.com](mailto:b3c.secretary@gmail.com) Nick, Stuart, Bill

[b3c.expenses@gmail.com](mailto:b3c.expenses@gmail.com) Rick

[b3c.welfare@gmail.com](mailto:b3c.welfare@gmail.com) Nancy

[b3c.membership@gmail.com](mailto:b3c.membership@gmail.com) Ross

[b3c.matters@gmail.com](mailto:b3c.matters@gmail.com) Kelly

[b3c.coaching@gmail.com](mailto: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