

Minutes

18th May 2023



18th May 2023 19:45 - 21:30

Attendees: Paul, Bill, Nick, Nancy, Stu, Zoé, Bill, Ross

1. Apologies
 - a. Kelly Knight
 - b. Sarah Francis
2. Minutes from the previous meeting (Stuart)
 - a. Approved without further changes.
3. Club Hasler debrief (Bill)
 - a. The event went well and learning points from previous years were valuable, such as:
 - i. Grouped race numbers into clubs for check-in.
 - ii. Placed split starts on the bank so paddlers can assemble before the volunteers are ready.
 - iii. Racing times with A&B sheets and runners to the computer
 - iv. Bacon butties well received.
 - b. There was a slight issue with some races merged, Div 2s, Div 3s and Div 4s, which affected the routing. Learning point for next year to be careful with making decisions in the morning.
 - c. 1 complaint due to incorrect routing by a lightning paddler going behind the potters island, since revoked.
 - d. For results, mark people who do not start as DNS and those that do not finish as DNF, in the RACMAN time list. This would save a bit of time for the results processing.
 - e. Mug inventory had to be increased after a good run of stock.
 - f. Portage zone visibility should be improved, perhaps using cones to distinguish the boundaries.
 - g. More marshalls recommended for the portage to protect pedestrian and bicycle traffic.
 - h. Recommend to the canal centre about the rental boats and barge and advise them about the number of entries.
 - i. Use a screen to display the times outside again, publish the entries to all paddlers.
4. Safety
 - a. Airbags for K1s
 - i. Arran would like to have an airbag in the Zeta for when his son Harry races on the Thames at the next Hasler. Approved.
 - ii. Do we have any, should we get some if we don't?
 1. Purchase 6 air bags - **Nick to action.**
 - b. Incidents since 13th April?
 - i. None - checked on 17/05/2023
 - c. Improve visibility of the reporting link at the club. QR codes and links to be positioned in the barn and kitchen. (Nick, Rick)
 - i. Email notifications have been set up for the b3c secretary account, any other email notifications have to be set up individually per google account with access to

responses.

- d. Fire extinguisher missing
 - i. Contact the canal centre about being part of their fire extinguisher scheduled servicing. **(Stu to action)**
- e. A discussion was had about the possibility of people getting stuck in the water at the canal centre however the conclusion was that there are possible exit points in case of distress.

5. Policies

- a. New member handbook
 - i. Approved with minor amendments.
- b. Changing Room policy
 - i. Approved following live changes, now meets the safeguarding and BC changing room guidance.
- c. [google takeout service](#).
 - i. Nick to store backup at [work](#), on a secure system.
 - ii. Backup completed 17/05/2023 next due in July.
- d. BC reviewed risk assessments
 - i. A sample of risk assessments have been sent to BC following a request from them to audit affiliated clubs. There were a number of recommendations provided along with a voucher code for an online learning pathway to improve the quality of the assessments.
 - ii. Rick will attend the online course.

6. Financial update (Rick)

- a. 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.**
 - i. In work
- b. Finance update
 - i. Not all the hasler income has been received into the account at this time.
 - ii. Membership income has increased.
 - iii. A canal authority bill is still outstanding.
 - iv. Currently not forecasting a profit this year.
 - v. Therefore be careful on expenses for the foreseeable future.

7. Welfare

- a. DBS checking (Paul/Nancy)
 - i. In work.
- 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.
 - ii. Post meeting, Nancy has shared the BC recommendations for data retention, for safeguarding information BC will keep reported records for 25 years for children. Article copied to the google Drive.

8. Induction process

- a. The handbook is the main route for the induction. The induction process as set up by Rick will be followed for the Just Go administrators.

9. Membership update (Ross)

- a. Member update
 - i. Ross asked BC about filtering what members are new.
- b. Scouts saturday 3rd June boat use on the canal.
 - i. Approved.
- c. Transferring members between BVCC and BCCC and boat usage.
 - i. If they want to race then they should join.

10. Equipment:

- a. Seat pad for K1 Tor

- i. Can we allow Arran to purchase a seat pad for the tor? (Yes, obviously just want to record it). Approved.
 - b. 2 way radios for touring
 - i. <https://ligo.co.uk/motorola-tlkr-t92-two-way-radios>
 - ii. IP67, floating: - "Whether you're using it in a demanding workplace environment or on a kayaking adventure, this is a walkie talkie that will never let you down."
 - iii. Agreed to purchase 2.
 - c. SUP
 - i. Think about it for next season due to finances this year, take to AGM?
11. Training courses
- a. Refer to appendix - no changes
12. Club communication
- a. Control of reply-to address when using just go.
 - i. Is it possible to change this per communication, case in point hare hound emails have been sent to club secretary rather than b3c-racing@outlook.com.
 - ii. **Stu** to add account for H&H
13. AoB
- a. Fi and Pi leaving.

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	Rick	17/11/2023	AGM
15/06/2023	Nancy	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

2 trips to add here?

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

Sarah and zoé for club shindig.