



<b>Committee 2015-16</b>	
Alison Slater-Williams ( <b>ASW</b> ) <b>Secretary</b> , William Norman ( <b>WN</b> ) <b>Chairman</b> , Brian Williams ( <b>BW</b> ), Bryn Price ( <b>BP</b> ) <b>Vice Chair</b> , Catherine Dacey ( <b>CD</b> ) <b>Welfare Officer</b> , Geoff Orford ( <b>GO</b> ) <b>Membership Secretary/Treasurer</b> , Ian Dann ( <b>ID</b> ), Lee Horton ( <b>LH</b> ) <b>First Aid Officer</b> , Malcolm Crampton ( <b>MC</b> ), Niki Norman ( <b>NN</b> ), Richard Clark ( <b>RC</b> ) <b>Bosun General Paddling</b> , Tom Collins ( <b>TC</b> ) <b>Youth Representative</b>	
<b>Minutes</b>	
<b>Date:</b> April 24 2015	<b>Time:</b> 20.00-23.15
<b>Present:</b> ASW, WN, BW, BP, CD, GO, ID, LH, MC, NN, RC, TC	<b>Apologies:</b> None
<b>Agenda Item: Chairman (William Norman)</b>	
<b>Discussion</b> <b>Allocation of committee responsibilities</b> Responsibilities set out above were discussed and it was agreed that those committee members retain the same positions. Additional positions and responsibilities were introduced and the following decisions were made: <ul style="list-style-type: none"> <li>• Richard Clark will take on the additional responsibility of Buildings Officer</li> <li>• Malcolm Crampton - Racing Bosun</li> <li>• Brian Williams - Youth Officer/Co-ordinator</li> <li>• Ian Dann - Club development officer</li> <li>• Niki Norman will take on the positions of Events Officer and Events Safety Officer</li> </ul> Additionally the club needs volunteers to take on the following responsibilities: <ul style="list-style-type: none"> <li>• Fundraiser</li> <li>• Paddleability Officer</li> </ul>	<b>Action</b>  <b>RC</b> to pursue quotes for the fire escape/outside stairs. <b>GO</b> to send details to <b>MC</b> regarding bosun responsibilities. <b>BW</b> to look at the equivalent role on the BCU website. <b>ID</b> to set up and chair meetings of the development group; made up of <b>CDG</b> representatives, <b>ID</b> , <b>GO</b> and <b>ASW</b> . They will form a development plan before the next AGM outlining the vision of the club, long and short term plans. <b>NN</b> can delegate responsibility for individual events.

Discussion	Action
<p><b>Other Chairman business</b></p> <p><b>WN</b> welcomed the new committee and emphasised the importance of confidentiality of matters discussed at meetings and protection of personal information. Minutes should be sent to all committee members after completion for accuracy checks. These will then be signed off by <b>WN</b> before being made public.</p> <p><b>WN</b> went through the AGM minutes and the group accepted these.</p> <p>Following on from those minutes, £2,000 has been set aside to purchase two racing boats this year. Funds will be agreed for the replacement/renewal of some general paddling boats.</p> <p>A security gate is needed between the open area, next to the large boat shed and the fence.</p> <p><b>WN</b> wants a level 1 coaching course to take place in the Autumn. This will need at least six people to volunteer to be trained. A trainer will be brought in to teach the course and it will be subsidised by the club for members.</p> <p>There are pre-requisites as follows:</p> <ul style="list-style-type: none"> <li>• Participants must be age 17 or over but will not be able to take full responsibility for coaching until they are 18.</li> <li>• They must have completed a foundation safety and rescue course and a BCU 2 Star.</li> </ul> <p>Names put forward as interested: Thomas Collins, Bryn Price, Brian Williams, Rob Payne, Julian Ackroyd, Andrea Head.</p> <p><b>WN</b> would like a photograph of each member of the committee to be put on a newly purchased board alongside each person's responsibility within the committee so members are easily able to identify whom they may wish to contact. Faces must be clearly visible. <b>ASW</b> volunteered to put this together. It may be able to go into a frame rather than a board or be laminated.</p>	<p><b>ASW</b> to complete and send minutes to committee members then upload to website after they have been signed off.</p> <p>Suitable boats and costing to be investigated and agreed by the committee.</p> <p><b>RC</b> to investigate costs and report back to the committee for consideration.</p> <p><b>ASW</b> to email interested parties.</p> <p>Committee to make sure interested parties are put through pre-requisites in advance of the course.</p> <p><b>ASW</b> to advertise on website.</p> <p><b>GO</b> give <b>ASW</b> email addresses of interested members.</p> <p>Course to be organised well in advance to allow participants to arrange commitments/leave from work.</p> <p>Committee members to email a photograph to <b>ASW</b> ASAP.</p> <p><b>ASW</b> to gain permission to use a photograph of <b>TC</b> from his parents.</p>

<p><b>WN</b> would like to introduce committee awards to compliment the President's Award. Individuals would have to be told in advance so they attend the AGM to receive their award.</p> <p>Committee members are asked to consider the following:</p> <ul style="list-style-type: none"> <li>• Categories/names of awards</li> <li>• Appropriate cost/format of each prize</li> </ul> <p><b>WN</b> indicated his wish to talk about club functions at the next meeting e.g. Summer Ball and Christmas Party.</p> <p><b>Sub Aqua Club</b> Currently the Sub Aqua club is in possession of the lease from KCC for the land on which the large boat store sits. They have requested that MCC contribute to costs in lieu of the space taken by the boat store. <b>BP</b> suggested MCC pay the percentage of square meterage of ground rent taken up by the area MCC use. A meeting between the committees of MCC and the Sub Aqua club needs to be arranged to discuss the issue.</p>	<p>Committee members to consider these points and feed back ideas at the next meeting. Any ideas can be forwarded to the Secretary before the next meeting.</p> <p><b>WN</b> will write to the Sub Aqua club inviting them to a committee meeting.</p>
<b>Agenda Item: Treasurer and Membership Secretary (Geoff Orford)</b>	
<p><b>Discussion</b> <b>Latest accounts</b> – distributed and viewed Current payment of membership better than usual for this time of year.</p>	<p><b>Action</b> <b>GO</b> to update on membership at the next meeting.</p>
<p><b>Discussion</b> <b>Lease - ASW</b> gave the letter from the council regarding the lease enquiry to <b>GO</b>. <b>GO</b> was disappointed that it did not give much detail other than the sixty-year length of the lease and the start date of December 8 1989.</p>	<p><b>Action</b> This needs to be considered and a further letter sent if deemed necessary.</p>
<p><b>Discussion</b> <b>Trusteeship insurance</b> The trustees are Geoff Orford, Keith Dacey and Brian Marston. The committee agreed it was advisable to take out insurance to cover the trustees.</p>	<p><b>BP</b> to speak to a contact he has with experience in such insurance and report back to the committee.</p>
<p><b>Discussion</b> <b>Maidstone Marathon</b> This important event for the club was discussed and it was agreed help would be needed from volunteers across the whole club.  A Risk Assessment is needed for the Marathon.</p>	<p><b>Action</b>  <b>ASW</b> to put a call for volunteers on the website. <b>BP</b> to be contacted by volunteers. <b>GO</b> to produce this.</p>

<p>There is a need for someone to take responsibility for the day. It was agreed that the racing team would meet to discuss needs and responsibilities. They will organise the event and delegate responsibilities to volunteers.</p> <p>A starter and a safety boat are needed.</p> <p>Booking In needs training.</p> <p>The Rowing Club needs to be informed.</p> <p>The Powerhub and The Fitness Centre need to be informed and parking arrangements made.</p>	<p><b>BP</b> to organise a racing section meeting and liaise with <b>GO</b>.</p> <p><b>Volunteers needed.</b></p> <p>Training to be provided one week before the event.</p> <p><b>ASW</b> to write to the club.</p> <p><b>BP</b> to talk to each of these and arrange to have keys for parking.</p>
<b>Agenda Item: Bosun Report</b>	
<p><b>Discussion</b></p> <p><b>RC</b> reported the need to replace an ageing fleet. Four acrobats are in particular need of replacement with something more modern.</p> <p>Ninety-degree paddles are out of date and need to be replaced.</p> <p>Previously some wheels of insufficient quality were purchased and now need to be replaced with more robust/expensive sets. These cost approximately £70 per set and it was previously agreed that money would be made available to purchase replacements.</p>	<p><b>Action</b></p> <p><b>RC</b> to investigate prices for boats and report back to the committee for consideration.</p> <p><b>RC</b> to price replacements.</p> <p><b>RC</b> to confirm cost to committee.</p>
<b>Agenda Item: Clubhouse</b>	
<p><b>Discussion</b></p> <p><b>Use of upstairs area (Brian Williams)</b></p> <p><b>BW</b> would like to encourage the use of the upstairs area by members from all areas of the club, not just the racing team.</p> <p><b>LH</b> raised a concern about under eighteens having access and using weights without supervision.</p> <p><b>BW</b> would like the club to encourage more integration between general purpose and racing paddlers. He suggested bringing participants of the introductory courses upstairs for refreshments, offering an opportunity to socialise at the end of each session. He also suggested having tea, coffee and biscuits available with 50p put in an honesty jar to cover the cost.</p> <p>It was agreed that under eighteens should still not have open access to upstairs without the supervision of an adult member but it would be a good idea to encourage members from each area of the club to use the facilities after paddling at each recognised club session.</p>	<p><b>Action</b></p> <p>For data protection reasons, the broken lock on the filing cabinet needs to be replaced or the whole cabinet replaced.</p> <p>Consideration to be given to the refreshment idea.</p> <p>The lock on the upstairs door to remain in place for the moment but to be reviewed in the future.</p>
<b>Agenda Item: Youth Representative</b>	<b>Action</b>

TC: Nothing to report	
<b>Agenda Item: Coaching Development Group</b>	
<p><b>Discussion</b></p> <p><b>Charging for Coaching</b></p> <p>A request was received from the Chairman of the CDG to clarify whether or not a policy existed regarding charging for some courses.</p> <p><b>GO</b> confirmed that no such policy had ever existed. The committee discussed various scenarios regarding delivery of courses. Where equipment already exists within the club to allow for delivery of a course without further cost to the club, coaching can be offered without charge.</p> <p>In the case of <b>LH</b> delivering higher level courses where he is supplying equipment/kit and keeping his qualifications up-to-date, the committee agreed that he should be able to continue to charge a reduced rate to members and a higher rate to non-members to re-coup his costs and invest further in his own qualifications which serve the club well, allowing him to offer very competitively priced courses to a range of interested parties. A substantial part of the charge is used to pay the BCU and for manuals. There is very little profit going back into costs for equipment and <b>LH's</b> own training.</p> <p><b>LH</b> requested funds to purchase more Paddle Power Passports (2 star equivalent for under 14s)- <b>Agreed</b></p> <p><b>Committee vote: fee to cover reasonable personal costs</b> <b>This is deemed acceptable by the BCU</b></p> <p><b>NN</b> requested money to purchase corkboards for inside doors to put posters up to promote trips and other events. <b>NN</b> mentioned the following events: Refresher Session – Sunday April 26 2015 Open Day – Saturday May 9 2015</p>	<p><b>Action</b></p> <p>Policy to be written</p> <p><b>ASW</b> to report back findings to the Chairman of the CDG.</p> <p><b>LH</b> to investigate costs of Paddle Power Passports.</p> <p><b>Agreed</b></p> <p><b>Carried</b></p> <p><b>Help needed</b> <b>Help needed - advertise</b></p>
<b>Agenda Item: Suggestion Box</b>	

<p><b>Discussion</b></p> <p><b>Format of voting at the AGM</b></p> <p>Suggestion box: It was felt by several attendees to this year's AGM that public voting caused bad feeling. Some candidates watched who voted for them and complained about individuals who did not support them during and after the voting. This inhibits free votes. It was suggested that candidates either leave the room or there is a paper ballot.</p> <p><b>The committee discussed various options.</b></p> <p><b>CD</b> suggested nominations before the AGM for a paper ballot.</p> <p><b>BW</b> thought having a printer at the AGM would still allow for nominations on the night.</p> <p><b>ASW</b> said she could prepare templates in advance and could type and print ballot papers whilst a presentation took place if nominations were moved to early in the meeting. Alternatively she could prepare a numbered template in advance, and then nominations could be attached to a number and projected or written on a whiteboard.</p> <p><b>ASW</b> also suggested that current committee members indicate their wish to stand again and be seconded at a meeting to take place shortly before the AGM. Those names could then be typed on the template with spaces left for additional nominees alongside space for the voted positions of Chairman, Treasurer, Secretary, Membership Secretary, Vice Chairman and Youth Representative.</p>	<p><b>Action</b></p> <p>Committee members should consider each of the options before the next meeting. Format of voting to be discussed at the next meeting.</p> <p>This option may require a candidate pen portrait. A printer and paper need to be purchased.</p> <p><b>ASW</b> to prepare templates.</p> <p>Current committee members consider if they wish to stand again before the meeting preceding the AGM.</p>
<p><b>Discussion</b></p> <p><b>News from the Committee item for the newsletter</b></p> <p>The Newsletter used to run a "News from the Committee" item to publicise the committee's good work and aid communication with the membership. This is needed four times per year.</p> <p>Mark Corti asked someone to do this. It could be a different member each issue or the same person.</p>	<p><b>Action</b></p> <p><b>CD</b> kindly offered to write an item for the next newsletter. Committee members please email <b>CD</b> with anything they want included.</p> <p><b>ASW</b> will ask Mark Corti when the news item is due.</p>
<p><b>Items to be followed up from AGM</b></p>	
<p><b>Discussion</b></p> <p><b>River Licences</b></p> <p>These have already been purchased for this year. The matter has been investigated and river licences are still needed. During courses, the club insurance covers participants but it does not cover river licences for them</p>	<p><b>Action</b></p> <p>The cost of these licences is not high but the committee will discuss numbers to be purchased before they are</p>

because participants are not BCU members. The committee agreed that the action taken by <b>GO</b> was correct both technically and morally.	due for renewal.
<b>Discussion</b> <b>Consideration of a better bank account for the club's finances</b> Quick and easy access ISAs were discussed but <b>BP</b> pointed out that individuals and not groups/clubs could take out ISAs. Consideration will be given to opening a deposit account alongside the current account.	<b>Action</b>  <b>GO</b> to investigate suitable deposit accounts.
<b>Discussion</b> <b>BCU Lifeguard Course</b>	<b>Action</b> Already on the club's Website
<b>Secretary: Alison Slater-Williams</b>	
<b>Discussion</b> <b>Online documentation</b> <b>ASW</b> noticed that some of the documentation/policies on the website are out-of-date. This is more a case of personnel mentioned on some policies rather than the content. She also suggested a policy should be written for the introductory courses and review of policies form part of the development plan.	<b>Action</b>  The most up-to-date policies need to be uploaded onto the website. Policies and other documentation need to be reviewed and updated where appropriate each year.
<b>AOB</b>	
<b>Discussion</b> <ul style="list-style-type: none"> <li><b>Membership of two Canoe clubs/allegiances</b></li> </ul> It is accepted that sometimes members will have allegiances/membership to two clubs/organisations and in some cases can represent both in events. <b>BP</b> represents Maidstone Canoe Club and Kent Police at racing events and this is allowed by the BCU. This is also applicable to armed services members and sometimes those attending University in the local area.  It is hoped that competitive members would be sufficiently committed to Maidstone Canoe Club to wish to represent the club at events, particularly where valuable points can	<b>Action</b> <b>ASW</b> to contact other clubs to investigate policies regarding dual membership and representation at events.  <b>BP</b> and <b>WN</b> to talk to competitive members.

<p>be earned for the club, unless there are convincing reasons preventing them from doing so. It is strongly recommended that all competitive members represent the club at races they and the club take part in.</p> <ul style="list-style-type: none"> <li>• <b>Use of Canoe pontoon by non-members at users' own risk</b></li> </ul> <p>Non-members are not insured by the club and therefore cannot use the pontoon.</p> <p><b>Sign needed – This is the property of Maidstone Canoe Club. Only to be used by members.</b></p> <ul style="list-style-type: none"> <li>• <b>Fundraising</b></li> </ul> <p><b>BP</b> informed the committee he has applied for £500 from VAM for the club to purchase equipment. Money spent on boats has to be demonstrated.</p> <p><b>BP</b> reminded the committee that the Wisdom Hospice Race will take place on July 18 2015 Teston to Maidstone</p> <p><b>Meeting closed at 23.15</b></p>	<p>Committee member to be designated to organise this.</p> <p>Thank you to <b>BP</b> for doing this.</p> <p>Numbers still to be confirmed</p>
<p><b>Date of Next Meeting: June 5</b>  <b>Time: 20.00 – 21.00</b>  <b>Apologies in advance from MC</b>  <b>Agenda items to ASW by Friday May 29 2015</b></p>	
<p><b>Circulate to: ASW, WN, BW, BP, CD, GO, ID, LH, MC, NN, RC, TC</b></p>	