



Committee 2015-16	
Alison Slater-Williams (ASW) Secretary , William Norman (WN) Chairman , Brian Williams (BW) Youth Officer , Bryn Price (BP) Vice Chair , Catherine Dacey (CD) Welfare Officer , Geoff Orford (GO) Membership Secretary/Treasurer , Ian Dann (ID) Development Officer , Lee Horton (LH) First Aid Officer , Malcolm Crampton (MC) Racing Bosun , Niki Norman (NN) Events and Events Safety Officer , Richard Clark (RC) Bosun General Paddling and Buildings Officer , Tom Collins (TC) Youth Representative	
Minutes	
Date: June 5 th 2015	Time: 20:00-22.45
Present: ASW, WN, BW, BP, GO, ID, NN, RC, TC	Apologies: MC, LH, CD
Agenda Item: Chairman (William Norman)	
<p>Discussion: Minutes and action points from the previous meeting</p> <p>The minutes of the previous meeting were discussed and agreed.</p> <p>Action points from the previous meeting to be followed up/completed:</p> <ul style="list-style-type: none"> • Advertise for the positions of Fundraiser and Paddleability Officer • E-mail a photograph to ASW with face clearly visible for committee board plus a paddling one if possible • Speak to contact about Trustee Insurance and report to committee • Price replacement wheels • Investigate costs of Paddle Power Passports <p>Consider format of voting at the AGM: ASW prepared various paper ballot formats and tally sheets that were viewed and discussed. A final decision on which to use will be decided before the AGM.</p> <p>For the proposed level 1 coaching course in the Autumn an outside provider will be found. If additional numbers are needed to participate, it will be advertised on the website.</p> <p>Proposed Committee awards will be named later.</p> <p>A letter was written to the Sub Aqua Club to organise a meeting with WN and BP.</p> <p>Club documentation needs to be reviewed and updated. This will form part of the club's development plan and should be reviewed each year.</p>	<p>Action</p> <p>ASW to advertise in Newsletter BP, ID, MC, NN, RC, TC</p> <p>BP</p> <p>RC LH Committee to consider the best format to use</p> <p>WN and NN to find provider ASW to advertise on website</p> <p>WN and BP to report back to the committee following the meeting.</p> <p>Electronic copies given to ASW to look at most recent documents.</p>

Agenda Item: Treasurer and Membership Secretary (Geoff Orford)	
<p>Discussion</p> <p>The latest accounts were distributed and discussed.</p> <p>Membership is currently around 145 with some members still to pay. There have not been so many people signing up for courses so far this year but there are fun sessions already booked.</p> <p>New members are sent a booklet that is usually produced and printed by GO. A quote to produce these will be sought from John Simmonds.</p> <p>GO has looked into opening a savings account alongside the club's business account. The very poor interest rates being offered by banks currently makes this unviable until rates start to rise. Buildings Society accounts will be investigated.</p>	<p>Action</p> <p>GO to request a quote.</p> <p>GO to look at Buildings Society accounts and report back to the committee at the next meeting.</p>
<p>Discussion: Maidstone Marathon</p> <p>Duties prior to and on the day were discussed and agreed.</p> <p>BC has informed the rowing club and has sorted out parking with the Power Hub.</p> <p>BW will purchase the competitors food.</p> <p>GO has trained BP on signing in.</p> <p>GO has completed a risk assessment and will send it to the committee and Paul Newman for consideration.</p> <p>WN suggested that copies of the risk assessment be displayed on a couple of boards; one upstairs and one on the door display board in the boat store.</p> <p>Fold-over boards are to be produced for the race competitors.</p>	<p>Action</p> <p>BP to collect and return key from Power Hub.</p> <p>BW to deliver food to club.</p> <p>GO send to committee and PN.</p> <p>GO and BP to post on boards.</p> <p>GO and BP to produce these.</p>
Agenda Item: Bosun Reports (Richard Clark and Malcolm Crampton)	
<p>Discussion General Paddling</p> <p>Following the previous identification of a shortage of larger boats RC priced up replacements and put forward different proposals. The committee agreed to the purchase of:</p> <p>2 Pyrahna B2 Medium</p> <p>2 Dagger MX 8.0</p> <p>Total cost inclusive of VAT £1975.09</p> <p>RC put forward a quote for new paddles. There is a need for 2 true junior paddles and 6 adult sized ones (all 45 degrees). Total cost of paddles £200 (inclusive of VAT). This was also agreed by the committee and a request made to include a couple of left handed ones.</p>	<p>Action</p> <p>RC to organise purchase of boats.</p> <p>RC to organise purchase of paddles.</p>
<p>Discussion Racing Boats</p> <p>BP has organised the purchase of a Sipre Energy at a cost of £750. This will be tested before a second boat is purchased.</p>	<p>Action</p> <p>BP to collect from supplier.</p>

<p>Discussion: Equipment requests from LH (ASW gave details in LH's absence)</p> <p>LH put forward a request to buy 10 cags; 10 of each size S,M,L for the courses and fun sessions. The committee felt this was an unnecessary purchase that would be costly and would also attract further cost for appropriate storage.</p> <p>LH requested the purchase of buoyancy blocks for the canoes for practicing rescues. These are approximately £180 per set. The need was agreed by the committee.</p>	<p>Action</p> <p>Request not approved.</p> <p>RC to investigate costs.</p>
Agenda Item: Clubhouse	
<p>Discussion Buildings Officer</p> <p>RC has been in discussion with Roy Rayner regarding the work on the external staircase. It is hoped the work will be started this month.</p> <p>RC believes the gate on the back shed will cost around £200.</p>	<p>Action</p> <p>RC to confirm.</p> <p>To be decided once the Sub Aqua club has met with WN and BP.</p>
<p>Discussion general</p> <p>Blinds request from LH (ASW gave details in LH's absence)</p> <p>This request was made to block out the light when the data projector is in use. It was agreed that this could go ahead if it cost up to £100.</p> <p>Blocking off the side of the clubhouse LH (ASW gave details in LH's absence)</p> <p>LH was concerned that the area is being frequented by drugs users as used needles have been found. This will be resolved once the work on the external stairs is complete.</p>	<p>Action</p> <p>RC to price up and purchase if within budget.</p>
Officer Reports	
<p>Discussion Youth Representative</p> <p>Nothing to report</p>	<p>Action</p>
<p>Discussion Youth Officer</p> <p>BW would like the club to approach schools and run some sessions during the summer holiday dedicated to youngsters. GO suggested a mini Open Day for this purpose. It would probably be best to run it in September when schools will have contact with their pupils. BW will seek help in producing a poster. ASW suggested using tag lines to attract attention e.g. the benefits of the sport and transferable skills. The CDG should be asked what sort of course they could offer. Schools i.e. sports/PE teachers, Duke of Edinburgh coordinators etc should be contacted to promote the event. BP also suggested contacting Young Kent, the organisation responsible for Youth Clubs and also Rob Wood who is the Medway D of E coordinator. Girls' schools should be included to try to get more girls involved in the sport.</p>	<p>WN to organise a suitable date in September.</p> <p>BW to organise a poster.</p> <p>NN and ID to discuss this at the next CDG meeting and report back to the committee.</p> <p>BP to contact Young Kent and Rob Wood.</p>
<p>Discussion Welfare Officer</p> <p>Two more coach DBS checks completed.</p>	

Discussion First Aid Officer Nothing to report	
Discussion Events and Events Safety Officer Upcoming events: Leeds Castle at the end of June Trip to Wales in early July	
Discussion Development Officer ID put a news item on the website and set up a forum for discussion. Only one person has replied so far. GO sent ID the current development plan. Much of this will stay on the new plan. ASW will put together some ideas for a questionnaire. ID will ask the CDG for input. ID to forward the current plan to ASW .	Consider putting this on the newsletter. ASW and ID.
Agenda Item: Coaching Development Group	
Discussion: Mandatory Child Protection Training for coaches The committee agreed this would be funded by the club but they would like the CDG to investigate online and physical courses and put forward proposals for those that reflect the best value.	Action The CDG to investigate courses and put forward quotes to the committee.
Discussion: Charging for coaching Deferred as it needs further consideration.	Action
Agenda Item: Suggestion Box	
Discussion Request from Sam Moore (Camp Wildfire) The club is unable to get involved in this due to clashes with other events. Request from Helen Walker GO has already responded to this request.	Action
Secretary	
Discussion Committee Photographs ASW provided examples of photographs with text she prepared. It was agreed that it would be good to have a photograph of each committee member in their boat except ASW as well as a closer image showing the face clearly. Newsletter Item from committee Volunteer needed to write the next newsletter item Dates from Medway River Users Association Gathering of Boats - Formerly the Maidstone River Festival 25th July 2015 River Clean up - World Rivers Day 26th Sep 2015	Action Committee members to email photographs to ASW ASW to put on website Help needed
Date of Next Meeting: Friday August 14th 2015	
Circulate to: ASW, WN, BW, BP, CD, GO, ID, LH, MC, NN, RC, TC	