



Alison Slater-Williams (ASW) Secretary, William Norman (WN) Chairman, Brian Williams (BW) Vice Chair/Youth Officer, Bryn Price (BP) School's Liaison Officer/Racing Secretary, Catherine Dacey (CD) Welfare Officer, Geoff Orford (GO) Membership Secretary/Treasurer, Mark Corti (MC) Newsletter/Website Editor, Lee Horton (LH) First Aid Officer, John Simmonds (JS) Marketing Officer, Niki Norman (NN) Events/Events Safety Officer, Richard Clark (RC) Bosun General Paddling/Buildings Officer, Tom Collins (TC) Youth Representative

Committee 2015-16	
Alison Slater-Williams (ASW) Secretary, William Norman (WN) Chairman, Brian Williams (BW) Vice Chair/Youth Officer, Bryn Price (BP) School's Liaison Officer/Racing Secretary, Catherine Dacey (CD) Welfare Officer, Geoff Orford (GO) Membership Secretary/Treasurer, Mark Corti (MC) Newsletter/Website Editor, Lee Horton (LH) First Aid Officer, John Simmonds (JS) Marketing Officer, Niki Norman (NN) Events/Events Safety Officer, Richard Clark (RC) Bosun General Paddling/Buildings Officer, Tom Collins (TC) Youth Representative	
Minutes	
Date: April 1 <sup>st</sup> 2016	Time: 19.00-22.40
Present: ASW, WN, BW, BP, CD, GO, MC, LH, JS, NN, RC	Apologies: TC
Agenda Item: Chairman (William Norman)	
Discussion	Action
Welcome new committee	<b>WN</b> gave a formal welcome to the new committee.
Formal thanks for outgoing members of the committee	<p><b>WN</b> feels that a formal thank you should be made in recognition of the contribution made by Ian Dann and Malcolm Crampton last year. The following things should be done:</p> <ul style="list-style-type: none"> <li>• Post the thank you on the club website.</li> <li>• Write a formal letter to Ian and Malcolm.</li> </ul>

<p>Allocation of committee responsibilities</p>	<p>The following responsibilities were agreed:</p> <p><b>NN</b> Events and Events Safety Officer  <b>BP</b> School's Liaison Officer and Race Secretary  <b>RC</b> Bosun (general paddling) and Buildings Officer  <b>CD</b> Welfare Officer  <b>LH</b> First Aid Officer  <b>JS</b> Marketing Officer  <b>MC</b> Newsletter and Website Editor  <b>BW</b> Youth Officer</p> <p>The elected positions are:</p> <p><b>WN</b> Chairman  <b>BW</b> Vice Chairman  <b>ASW</b> Secretary  <b>GO</b> Membership Secretary/Treasurer  <b>TC</b> Youth Representative</p> <p>The following people will act on behalf of the committee:</p> <ul style="list-style-type: none"> <li>• Paul Newman Racing Bosun</li> <li>• Maggie Taylor Paddleability Officer</li> </ul> <p>Thank you to Paul and Maggie.</p>
<p>Minutes of the AGM</p> <p>The following items were discussed:</p> <p>New Voting System</p>	<p>Although a minority of members were dissatisfied with the process (mainly regarding time taken) ASW received a number of positive responses from members. It was felt particularly that the uncertainty of how many times an individual voted with hands up was taken away and that the embarrassment of split loyalty was removed.</p> <p>There was an issue with someone turning up late to vote. It later transpired that they are not actually a member of the club, however they have been using club facilities for an extended period. This is a real concern. At next year's AGM proof of membership will be required. A list of paid up members will have to be available at the AGM. Fortunately on this occasion this vote did not change the results. The AGM should be a closed meeting for members only.</p> <p>To address the issues with time taken to count votes it was felt that more presentations need to take place during counting. <b>WN</b> had asked various people to make presentations with only</p>

<p>Presentation by <b>GO</b> and <b>BP</b> (boat store and club development issue)</p>	<p><b>BP</b> delivering on that request. Thank you to Bryn for doing this.</p> <p>This was felt to be very positive and appreciated by the members who attended the meeting. It generated support and interest in the future development of the club.</p> <p>Thank you to Bryn and Geoff for their presentation.</p>
<p><b>MC</b> suggested that following each meeting bullet points of outcomes are posted on the website as the minutes are not published until they have been agreed at the next meeting and members don't tend to read the minutes.</p>	<p><b>ASW</b> felt the points needed to be agreed by the committee before being published.</p> <p><b>CD</b> suggested the points be agreed at the end of each meeting,</p> <p><b>ASW</b> to add this to the agenda and minutes templates.</p>
<p>Award Winners</p> <p>It was felt that the introduction of committee awards was very positive and the presentation of the awards from different committee members was inclusive and encouraging.</p> <p>It would be good to have a photographic record of the awards being given at future AGMs.</p>	<p>Officers should forward what was written about award winners to WN. Certificates will be created (one for the award winner and one to be displayed in the club in frames). JS offered to create and print certificates. Thank you to John for doing this.</p> <p>Organise someone to take photographs each year.</p>
<p>The other issue that was brought up at the AGM was the maximum age of the Youth Representative.</p>	<p>It was agreed that the Youth Representative would be 18 or under. They must be under 18 on the 1<sup>st</sup> September of the current school year i.e. Year 13 if still in full time school education or someone who would currently be in that year group if still at school.</p> <p><b>WN</b> would like the club to support a charity. No</p>

Supporting a charity Club Summer Barbeque	<p>firm decisions as yet.</p> <p><b>WN</b> would like to run a summer barbeque following the success of the Christmas Party. It was suggested that the afternoon of the Maidstone Marathon (June 12<sup>th</sup>) would be a good date because the barbeque would already be set up.</p> <p>It would be great to see more of the general-purpose paddlers representing the club at the marathon. Anyone who takes part would gain points for the club.</p>
Building Development Update	<ul style="list-style-type: none"> <li>• <b>BP</b> is making time this week to chase up the site visit.</li> <li>• A sub-group can be formed once we have a decision from the council.</li> <li>• The idea of a third floor was discussed. This is a cheaper option and would provide the opportunity to provide better facilities e.g. changing rooms. It would not solve the issue of boat storage and therefore some sort of store would still be needed at the side of the current building.</li> <li>• <b>BP</b> will approach the Sub aqua club to discuss possibilities for increased capacity.</li> </ul>
Interim membership meetings throughout the year	<p><b>WN</b> suggested this idea at the AGM. It was received favourably. It is hoped there would be two extra meetings, one in three months and one in six months. These would be less formal meetings that would not require the attendance of all committee members. It was felt that a good time for these would be straight after a Sunday morning paddle on a week prior to a committee meeting.</p> <p>Dates need to be arranged for these. No action.</p>
Editorial Officer	

<p>This idea was discussed as currently the only person deciding what is published is the editor. Jane Addy was keen to help with this. It was decided that it was unnecessary to have an editorial officer position currently.</p>	
<p>Agenda Item: Vice Chair (Brian Williams)</p>	
<p>Discussion Medway Mail Centre (BW's employer)</p>	<p><b>Action</b> BW said Medway Mail Centre is very big on fund raising and Royal Mail matches any money raised for charity. He suggested running a family fun day in collaboration with Medway Mail Centre with a charge of £5-£10 per head. Part of the money could go to the club's building fund and the rest to the charity supported by Royal Mail. This would not only generate funds for MCC but excellent publicity for the club as well as helping a charity. This would be a similar event to MCC's Open Day with a barbeque. The best time would be from 15.00-18.00 to fit in with shift patterns. It was agreed a maximum number of attendees would be 70. The committee thought this was a good idea. BW to investigate with the charity organisers at MMC.</p>
<p>Medway Mail Centre employees to complete the Medway Marathon for Charity  Boat Storage Agreement          Groupon</p>	<p><b>BW</b> suggested that two people from Medway Mail Centre enter the Medway Marathon and requested support from MCC to enable this. They would need to borrow a K2 and be able to train. In principle this was agreed but there are some issues with insurance to resolve.</p> <p>Both of these events could generate more interest in the club and gain new members.</p> <p><b>BW</b> feels that a formal boat storage agreement needs to be written to avoid long-term unnecessary storage of boats by people who are no longer members of the club or who have failed to pay their boat storage. Storage is short and this is an on- going issue. GO will write a policy.</p> <p><b>BW</b> felt that advertising beginners' courses or Open Days via Groupon would be an excellent</p>

	<p>way of reaching a wider audience. At the moment demand for courses is very healthy with 100 names built up on the waiting list over the winter. It was agreed that using Groupon is a really good idea for future promotion of the club. BW to explore this.</p>
Agenda Item: Treasurer and Membership Secretary (Geoff Orford)	
<p>Discussion Accounts</p> <p>Membership</p>	<p>Action</p> <p>Distributed, explained and discussed.</p> <p>Currently 37 people have paid so far but all renewal letters have been sent out.</p> <p>Family membership rules will be considered this year.</p>
Agenda Item: Secretary (Alison Slater-Williams)	
Discussion Ladies toilets	<p>Action</p> <p>ASW passed on concerns raised about the ladies shower. The actual shower does not work very well but is also very difficult to access for those who are infirm. NN agreed that they are difficult to use, particularly for someone with mobility issues.</p> <p>The committee agreed that different heads and showers need to be looked at as well as accessibility. Money needs to be committed to improving these facilities.</p> <p>RC to cost these improvements.</p>
Clubhouse	
Discussion Parking	<p>Action</p> <p>LH and RC had a meeting with the general manager of Freedom Fitness. At the moment the system is completely turned off. They will contact LH or BP when it is up and running.</p> <p>There will need to be a further meeting because a number of issues remain unresolved. There will be a restricted number of MCC members who will be able to go on the staff list rather</p>

	<p>than having to input their registration number each time. These will be MCC members who attend the club most often. The number allowed is as yet unknown.</p> <p>For Open Days and other events we need to inform Freedom Fitness in advance and they will contact the parking company. Parking will not be monitored on those occasions. For courses LH is waiting for a form to be given to him. He will put copies next to the membership forms.</p> <p>Participants will have a contractors pass. The coaches will be responsible for taking the forms over to Freedom Fitness once completed by participants.</p> <p>Details of how to use the machine will be emailed to LH or BP. JS has offered to print out some posters for the club. Thank you to John for this.</p> <p>If paddling outside of Freedom Fitness opening hours a note needs to be put under the door with name and registration. This is dependent on an employee actually taking notice and informing the parking company. This is currently a flawed procedure and needs further consideration.</p> <p>It was suggested that parking restrictions be limited to weekdays. That would resolve many of the issues that concern MCC.</p>
<p>Discussion</p> <p>Hire venue for British Canoeing</p>	<p><b>LH</b> needs to complete an FSRT moderation day along with other providers in the area. The BCU run a couple of one-day courses per year. They have requested a price for the use of MCC for one of these events. The committee agreed a charge of £5 per participant for use of club boats and facilities was fair. This would include the cost of tea, coffee and biscuits. Maximum number 30.</p>
<p>Missing Roof tile</p>	<p>A quote for £160 has been received to replace the missing tile. <b>RC</b> already has the tile. <b>BW</b> said he would replace it free of charge and will organise a time soon.</p>
<p>Agenda Item: Coaching Development Group</p>	

<p><b>Discussion</b></p> <p>At the recent meeting the CDG organised dates for courses and also some peer coaching sessions.</p> <p>They discussed last year's away day trips and will continue to organise others.</p> <p>Child safety and courses for children were discussed as well as children being dropped off and not supervised by parents for paddle sessions.</p> <p>A new chair was not elected because no one put himself or herself forward. NN is willing to stand at the next meeting.</p>	<p><b>Action</b></p> <p>Other coaches needed to organise courses. <b>BP</b> and <b>BW</b> will do one. <b>BW</b> needs to complete a DBS check.</p> <p><b>BW</b> suggested a Sunday paddle on London canals.</p> <p><b>BW, BP</b> and <b>CD</b> will be needed to discuss this matter at the next CDG meeting on April 20<sup>th</sup>. This will start at the earlier time of 19.00 as BW works nights.</p> <p>Election at the next meeting.</p>
<b>Agenda Item: Other items</b>	
<p><b>Discussion</b></p> <p>Minuting email decisions</p> <p>MC requested that a précis of email decisions be added to the minutes of the previous meeting particularly with regards to purchases.</p> <p>Change of constitution for quorum</p>	<p><b>Action</b></p> <p><b>ASW</b> asked for reminders on this as sometimes her inbox becomes clogged up. <b>MC</b> suggested that responses to <b>ASW</b> have specific titles. This would be helpful as it is difficult to keep track of conversations.</p> <p>This was discussed and it was agreed that details in the constitution means that at an AGM a minimum of 15 must be present and 4/5<sup>ths</sup> of those present to vote could make changes.</p>
<b>AOB</b>	
<p><b>Discussion Ben Watts Boat</b></p>	<p><b>Action</b></p> <p>Ben Watts has offered to sell his boat to the club for £280. This is a Liquid Logic Hoss. After much discussion it was agreed to purchase this boat, as it would be a good addition to the club's fleet of general-purpose boats. Purchase to be confirmed at the next meeting.</p>
<p><b>Merchandise</b></p>	<p><b>JS</b> can get items e.g. sweatshirts and t-shirts on an ad hoc basis from his suppliers that can be printed with the club logo. We could have examples of different sizes at the club for people to view and try on before ordering.</p>
<p><b>Pool sessions</b></p>	<p>This needs to be addressed and to that end <b>RC</b> will</p>



<b>LH</b> and <b>RC</b> do not think there are enough child-sized boats for pool sessions or for fun sessions and beginners courses.	look for second hand boats e.g. a dynamo and also gain prices for new versions. A child-sized paddle will also be needed.
<p>Stand up paddle boards</p> <p>It was agreed by last year's committee that the club purchase two SUPs. This was put on hold until <b>WN</b>, <b>NN</b> and another member completed a training course and gained more insight into the most appropriate boards to purchase.</p>	<p><b>WN</b> is going to apply for a grant from Kent Sport that would enable the club to purchase a larger number of boards to facilitate courses. Appropriate boards would cost approximately £700 each. This is a very popular sport.</p> <p>It was agreed that although two boards owned by the club would be insufficient for running courses they would be a nice addition for members to use.</p>
Date of Next Meeting: May 20 <sup>th</sup> 2016	
Circulate to: ASW, WN, BW, BP, CD, GO, MC, LH, JS, NN, RC, TC	

Maidstone Canoe Club, Mill Meadow, St Peter's Street, Maidstone, Kent, ME16 0SN. <http://www.maidstonecanoeclub.net/>