

Minutes of PHCC Committee meeting held on 12th Aug 2013

1.1 Attendance and minutes

- 1.1 Present. Frazer Ely (Chair), Andy Coomes (Secretary), Helena Urban (Treasurer), Nick Boyle (QM), Helen Conyers, Keith Ashman, Matt Robbins, Paul Levett (Junior rep).
- 1.2 Hugh Marsden, Ian Mercer and Dave Atkins attended to make presentations and reports.
- 1.3 Apologies. Peter Hobby (Training officer), Cheyne Marley, Peter Cooper (Welfare officer).
- 1.4 Minutes of 1st July accepted as a true record.

1.2 Action List

- 1.5 Risk assessment to PHC TBD **ACTION** Peter C
- 1.6 Risk assessments TBD **ACTION** Cheyne
- 1.7 Taster session notification TBD **ACTION** Frazer
- 1.8 Webmasters Online membership system, payment discussed below
- 1.9 Document template has been revised to include CIO.
- 1.10 BoP have been notified that we are now a CIO
- 1.11 131 magazines have been posted out with a membership form.
- 1.12 Trip register processing TBD **ACTION**

1.3 Treasurers report (Helena Urban)

- 1.13 As at 31 July. Current account £7479, savings account £325, Building soc account £62380. Overall £70184.
- 1.14 Income and expenditure
 - Income in addition to membership and significant training income. £97 Brownsea camping, £324 from honesty box since last meeting
 - Expenditure. £250 Ground rent
- 1.15 Ferndown pool have agreed not to charge us VAT on our monthly bookings now that we are a charity (£16 per month saved during summer.)
- 1.16 It is now concluded after both Helena and Sally Crawford have looked into it is that unfortunately we cannot avoid VAT on our building costs.

1.4 Training report (Peter Hobby)

- 1.17 Everything seems to be running smoothly with the club courses and the last set of courses will have started running by the time of this meeting. As mentioned before a coaches meeting will be called at the end of the season.
- 1.18 I have cross checked the new membership list with courses running and sent out emails to people on/soon to be on courses stating that without them rejoining/clarifying their membership status with me I will be unable to allow them places on courses or in two cases to continue with the courses they are on. Ongoing as I write this report.
- 1.19 It was formally agreed to charge non members attending new paddler sessions a £10 fee. This had been discussed and agreed by email.

1.5 QM report (Nick Boyle)

- 1.20 Hatch covers for sea kayaks have been purchased.
- 1.21 The corroded water box has been repaired by welding a plate onto the top and fitting a new lock.

1.6 Pool Sessions

- 1.22 Hugh Marsden presented his plans for the winter pool sessions. Greenland rolling and water confidence with capsizes are now to be offered in addition to rolling courses.
- 1.23 Hugh will send out an email to coaches and also those who may wish to work alongside them in running the courses. Hugh will coordinate with Peter Hobby to investigate running a coaches rolling workshop although last years event was poorly attended.
- 1.24 Junior participation has grown over the summer and it was agreed that the best means of nurturing it over the winter is to grant more time. It was agreed to request an extension to the pool booking by 30 minutes to 10pm. The schedule would now be 7:30 to 9:00 open sessions with priority to juniors for the first half and courses 9pm to 10 pm. **ACTION** Andy

1.7 Membership System

- 1.25 There is now a multitude of payment methods, cheque, cash, direct transfer and standing order. Matching the lists of membership forms and bank payments is laborious and requires frequent coordination between membership secretary and treasurer.
- 1.26 It was concluded that a new system is needed and that going back to cheques/cash will not be possible for many members without cheque books.
- 1.27 Two possibilities have been investigated. Go-Cardless a direct debit only system which costs 1% i.e. £120 pa and Web collect which allows multiple payment methods and costs £300 plus 1.5% DD, 1.4% +35p Paypal.
- 1.28 Security of the membership records needs to be confirmed but subject to this it was agreed to sign up for a three month trial. Dave will make contact with Web-collect which is run by a member of Parkstone Yacht club and enquire about any discount for a fellow Poole club. **ACTION** Dave

1.29 As part of the discussion it was suggested that the club might need to on the data protection register. **ACTION**
Andy

1.8 Premises

- 1.30 Planning permission will be submitted within the week once a couple of minor corrections such as bollards across the front of the club to protect it have been added,
- 1.31 Funding for the entire build is tight but drawing on the experience of Reading Canoe Club we were reassured that once the build starts further sources of funding can be sourced.
- 1.32 The drainage and sewage pump capacity problem seems to be a worse case scenario that we believe can be solved with new pumps at a cost of £6000. It was agreed that we offer to make a significant contribution to this as it could endanger the project.

1.9 AOB

- 1.33 Malcolm Acreman wishes to run a day course for the RLSS lifeguards, paying for boats and equipment. This was agreed.
- 1.34 The club has been invited to attend a race evening by the newly formed Wareham Canoe Club. Arrangements have been made to transport boats and junior paddlers to the event.
- 1.35 The discussion about switching to an electronic magazine was held over until the next committee meeting.

1.10 Action items

- 1.36 (2.1) Risk assessment to PHC **ACTION** Peter C
- 1.37 (2.2) Risk assessments **ACTION** Cheyne
- 1.38 (2.3) Taster session notification **ACTION** Frazer
- 1.39 (2.8) trip register processing **ACTION**
- 1.40 (6.3) Pool booking extension **ACTION** Andy
- 1.41 (7.4) Web collect trial **ACTION** Dave
- 1.42 (7.5) Data protection **ACTION** Andy

Next Committee meetings–16th Sept, Weds 2nd Oct AGM