

Minutes of PHCC Committee meeting held on 8th Jan 2013

1.1 Attendance and minutes

- 1.1 Present. Jenni Dennett (Chair), Andy Coomes (Secretary), Frazer Ely, Helena Urban (Treasurer), Peter Cooper (Welfare officer), Paul Levett, Keith Ashman, Peter Hobby, Helen Conyers. [Observers. Tom Short, Sally Crawford, John Crawford, Ian Mercer, Fiona Tait]
- 1.2 Apologies. John Wheeler (Training officer), Adam Keenan (Junior rep).
- 1.3 Minutes of 20th Nov accepted as a true record

1.2 Action List

- 1.4 Peter Cooper has a copy of the coaches' database to monitor CRB status.
- 1.5 Compile numbers in the 16-30 category so we can then take things forward **ACTION** Andy
- 1.6 Advise Alan and Allen not to set up Junior Facebook page **ACTION** Andy
- 1.7 Two new paddles and two replacements purchased.
- 1.8 Funding of projects. Bill Jaggs has been invited to develop a project plan for marathon boats.
- 1.9 Expenses form published on website
- 1.10 Modify paddling guidelines **ACTION** Frazer
- 1.11 Trip leader training TBD. Helen requested a slot is set aside in March for Allen Westerby and John Wheeler to organise this **ACTION** John assisted by Helen.
- 1.12 "Teaching the roll" session was organised and was reasonably attended
- 1.13 Water ski letter TBD **ACTION** Peter C
- 1.14 Youth hostel publicity on website is TBD **ACTION** Jenni to inform webmaster
- 1.15 Tamar trip is booked
- 1.16 Canoe Trolley has been purchased
- 1.17 Liaison over moving water training to be undertaken. **ACTION** John
- 1.18 More keys have been obtained. New signatory for the key ordering is TBD **ACTION** Jenni
- 1.19 Mice and food email **ACTION** Jenni
- 1.20 Saturday paddles are confirmed as short paddles but not necessarily suitable for novices. Peter Hobby will continue with his club induction sessions
- 1.21 Car parking email to local organisations and clubs will be changed to a members email and newsletter article asking members not to park close to the waters edge. **ACTION** Frazer

1.3 Treasurers Report (Helena)

- 1.22 Balance £5002 plus savings accounts £57324
- 1.23 Income and expenditure
 - Income £1080 banked from rolling courses 1 & 2
 - Expenditure. paid pool hire £381 for November and £305 for December. £161 paid to John Wheeler for Canoe England awards. £308 to Peter Hobby for magazine expenses (forms, stamps, envelopes etc). £1170 top up of planning fee to Poole Council as agreed at last meeting.
- 1.24 Summary to date shows a surplus of £4334 for the year

1.4 Change of club status

- 1.25 Background. Helena's investigation of committee members' liability has come to the conclusion that a change to our liability is required. We have civil liability insurance but this doesn't cover entering into a building contract. To ensure that the signatories to a contract are not personally liable an incorporated body is required. If we become a legal entity then bodies such as the council find it easier to set up agreements and contracts with us. Rather than forming a limited company a new government option is a CIO, a Charitable Incorporated Organisation. The advantages to this, as well as the liability, are that we become a charity and may well find it easier to raise funds. As a CIO we cannot take on a bank loan but with no security to borrow against this is academic. It is appreciated that setting up a CIO changes the nature of the club but if we are to proceed with the new boathouse project then this is unavoidable.
- 1.26 A CIO takes about four weeks to arrange plus additional weeks to arrange an EGM to adopt it.
- 1.27 It was agreed that Sally will draft some club objectives and email this round.
- 1.28 It is suggested and agreed that all committee members become trustees of the CIO. One of the rules imposed by the charities commission is that each year 1/3rd of the trustees have to stand for re-election, hence each trustee can serve for three years until re-elected up to a maximum of nine years. They may resign at any time.
- 1.29 It was agreed that 51% of votes cast at a general meeting are sufficient to remove a trustee.
- 1.30 Clauses within the new constitution will replace many of the current club rules. The current rules will be amended as necessary keeping close to the existing rules where possible to ensure an easy passage.
- 1.31 In preference and if possible the new CIO will be known as Poole Harbour Canoe Club CIO.
- 1.32 It was agreed unanimously to form a CIO and call an EGM to adopt the CIO and agree the new constitution and rules.

1.5 QM and Training (no report)

1.6 AoB

- 1.33 A complaint about the 2 star kayak module run by the club has been received. It is claimed the course advertising was misleading and that no written confirmation of outcome or official certificate had been received. A refund of the £45 fee was requested.
- The committee agreed that the modular nature of the course was not well advertised. Canoe England discontinued separate canoe and kayak 2 star some years ago and replaced it with a combined course. Club experience has shown that to achieve acceptable proficiency a 10 week course is needed and hence why splitting it in two has been made. The wording of “A two star kayak course module” whilst clear to those who know needs clarifying to new paddlers.
 - A club certificate has now been supplied by the training officer which will form the first half of the full BCU 2 star certificate once the canoe module has been completed.
 - The committee maintained that a five week course for each module of approx 10-15 hours for £45 represents good value for money compared to commercial courses of 2 days encompassing both modules. **ACTION** Andy to respond.
- 1.34 A new club forum has been set up by Mike Holgate, the committee were invited to submit feedback
- 1.35 WOEC will no longer be running Coach Update sessions.
- 1.36 Keys were approved for Pete Cooper, Lyn Francis and Brian Masterman. All three have been club members for a year and are known to the committee.

1.7 Action items

- 1.37 (2.2) Compile 16-30 numbers **ACTION** Andy
- 1.38 (2.3) Advise against Junior Facebook page **ACTION** Andy
- 1.39 (2.7) Modify paddling guidelines **ACTION** Frazer
- 1.40 (2.8) Trip leader training in March **ACTION** John assisted by Helen.
- 1.41 (2.10) Water ski letter TBD **ACTION** Peter C
- 1.42 (2.11) Youth hostel publicity on website is TBD **ACTION** Jenni to inform webmaster
- 1.43 (2.14) Liaison over moving water training to be undertaken. **ACTION** John
- 1.44 (2.15) New signatory for the key ordering is TBD **ACTION** Jenni
- 1.45 (2.16) Mice and food email **ACTION** Jenni
- 1.46 (2.18) Car parking email **ACTION** Frazer
- 1.47 (6.1) Complaint **ACTION** Andy

Next Committee meetings– 26th Feb, Mon 8th April, Tues 21st May, Mon 1st July