

## MINUTES OF COMMITTEE MEETING OF PHCC CIO

DATED 4<sup>th</sup> August 2014

### PERSONS PRESENT

Frazer Ely (Chair) FE, Sally Crawford (secretary) SC, Helena Urban (treasurer) HU, John Crawford JC, Helen Conyers (HC), Peter Cooper (PC) Steve Hills (SC)

### Apologies

Peter Hobby (PH) , Paul Levett (PL), Cheyne Marley (CM), Matt Robbins (MR)

1. The minutes of the last meeting of the last meeting were received and approved.
2. AGM
  - 2.1 Agreeing the date for the AGM as 6<sup>th</sup> October 2014 at the Labour club.SC to give advance notice to members.
  - 2.2 Considering the constitution . One third of the committee should retire. This should be those on the committee the longest but this did not feature this being only the second year. This should not be applied to those seconded onto the committee being SH , JC and SC. Thus 4 members should retire from the committee. Keith Ashman and Peter Hobby have already given in their resignations. It was agreed therefore that **SC would write to all committee members** asking if any wished to retire and if not PC and HC would be willing to retire and stand for re appointment as permitted by the constitution.
  - 2.3 The committee expressed its concern that the committee should properly represent the views of those who actively participate in the club and should not become a remote executive committee. Thus all members would be encouraged to stand for the committee and to participate in social activities.
  - 2.4 The committee discussed the agenda and HU confirmed that the audited accounts would be ready to go out with the notice of the meeting at least 14 days before the meeting. SC would raft the agenda.
3. Training co ordinator

PH' s wish to retire at the AGM was accepted. The committee accepted the offer from Ian Mercer and Alex Burnside to fulfil this role although they had made it clear that they did not want a formal position on the committee and would not wish to attend committee meetings regularly. The committee stressed the need to keep them informed of committee business. SC advised that she had therefore spoken

with Ian and agreed that all minutes and agendas would be sent to them and that they would be welcomed at all committee meetings. The committee wanted to ensure that minutes were posted on our web site . **(SC to liaise CM)**

#### 4 Boat House

4.1 the application for funding had been sent into BCU and they were being asked to decide by end of August. **JC would follow this through.**

4.2 JC confirmed that after all his enquiries he believed that vat was payable by the club.

4.3 The need for more fund raising was stressed.

4.4 The costs were fully discussed it appeared that the likely build cost was circa £108,000 plus vat and contingencies plus fees. The ongoing fees are from BOP who are asking for £1,750 for CDM and tendering and £8,600 approx for project management. These are large sums and much more than the commercial alternative. The feeling of the committee was that BOP were being unfair to the club, which is a charity. However JC stressed the need to keep to timetable as if we miss the window in this autumn it is likely that BOP will refurb the existing toilets and not proceed with the joint venture. Accordingly he recommended that we should go ahead with the tendering and CDM with BOP but not project management. It was felt that provided a good contractor was appointed the club would not need a project manager. FE wished to make a complaint and discussion about the path of such complaint.

It was agreed:

4.4.1 **FE would advise John Kerley at BOP to proceed with tendering** and CDM at a price of £1,750 or less as soon as building control approval has been given but also that the club will not be instructing him to manage the project as his fees were considered too high for a charity.

4.4.2 **SH would draft a letter of complaint** about the level of fees being charged to the club by BOP to the acting CEO of BOP.

#### 5. Treasurers report

The report was received and the availability of funds for the project considered.

The committee had some time ago decided as a point of principle that each section of the club should carry its own costs without in anyway creating designated funds. SC pointed out that pool based activities did not appear to do so. The cost of Pool time had been increased but fees had not gone up in line. After discussion it was proposed to increase fees:

Juniors night from £2 to £2.50

Pool based activity from £3 to £5

Rolling courses from £45 to £50

However before a decision was made **SC would seek the opinion** of those most involved Andy Coombes, Allen Westerby and PL. This would be carried forward to next meeting.

## 6. Wimborne

The report by email from Bill Jaggs (BJ) was considered and the following approved:

6.1 **HU** would contact our insurance broker to get cover for club boats at Wimborne and would forward any enquiries to Bill.

6.2 BJ was authorised to spend circa £100 on chain per his email para 1

6.3 BJ was authorised to seek further info regarding activate Dorset's Satellite Club funding.

6.4 BJ was to be asked to liase with Hugh Marsden about greater use of the Wimborne base when weather made the sea kayak trips impossible.

SC to write to BJ

## 7. Quarter Master

Jenni Dennett's (JD) offer to take this on was gratefully accepted. It was understood that Jenni was prepared to stand on the committee. Alan Trevarton had the opportunity to purchase more paddles to raise funds for the club and this was authorised by AT was liase with JD and **SH would advise**.

8. Facebook was again discussed. Non members can post on facebook and the agreed wording had not been put on the facebook page. **FE would liase with Nick Boyle**. The committee discussed the position of Victor. It appeared that he had not paid his membership fee but was running paddles and courses on behalf of the club. It was agreed that this was unacceptable and FE would speak with him to ensure that his fees were paid.

9. HC advised that she had been contacted by Tide Race a sea kayak supplier who would like to do a demo day. This was agreed subject to there being no expense for the club.

**Date of next meeting Tuesday 2<sup>nd</sup> September 2014**