

## MINUTES OF TRUSTEE MEETING OF PHCC CIO

**Held on 11 January 2021 commencing at 7:00pm. Via ZOOM**

<b>Present</b>	<b>Trustees:</b> Tom Holdsworth (TH) Chair; Adrian Oates (AO); Graham Chandler (GC); Paulette Hills (PH); Bill Jaggs (BJ); Vince Boon (VB), Keith Wright (KW) and Matt Harris (MH).	
<b>Apologies</b>	Neil Turner (NT) and Michael Taylor (MT)	
<b>Agenda Number</b>		<b>Action By</b>
<b>1.0</b>	<b>Approval of Minutes of Previous Meeting:</b> The Minutes of the meeting held on 9 November 2020 were approved. BJ to pass to Bill Richmond for inclusion on the website.	<b>BJ</b>
<b>2.0</b>	<p><b>Matters Arising (not covered elsewhere on the Agenda)</b></p> <ul style="list-style-type: none"> <li>• Juniors RA. As agreed, MH had contacted James Hinves of British Canoeing. Probably best for a Trustee ZOOM meeting to held with him so all Trustees can be involved. (later in meeting agreed that Matt would arrange this to also cover New BC Quality Mark and BC Coaching and Leading Club Led Sessions Policy/Guidance).</li> <li>• Minute Ref 2 Support to DDCU following sad loss of Mike Holgate. AO to follow up.</li> <li>• Minute Ref 5. Risk Assessment for Polo is still to be circulated to Trustees. Vince will follow up on this with Evan Cotterill. Water quality is a particular concern.</li> <li>• Minute Ref 6.2. Tom still to send an email to members setting out how we had tried to provide paddling opportunities in line with COVID requirements; and asking for feedback, comments and ideas to feed into our plans as we go forward into 2021.</li> <li>• Minute Ref 8. New British Canoeing Quality Mark. Tom and Adrian still to meet to look at new scheme and discuss how the Club should respond.</li> <li>• Minute Ref 9 – Coaching and Leading Club Led Activity Sessions – Trustees to consider this BC advice and how it can be applied in the Club. A key feature is the Club can approve members for activities where they do not have BC qualifications for that activity – but have the experience, skills and knowledge to do so safely and well. (ZOOM meeting with James Hinves could also look at this).</li> <li>• Minute Ref 11.2. Adrian to speak to Allen Westerby concerning commemorating sad loss of Mike Holgate.</li> </ul>	<p><b>MH</b></p> <p><b>AO</b></p> <p><b>VB</b></p> <p><b>TH</b></p> <p><b>TH/AO</b></p> <p><b>TH</b></p> <p><b>AO</b></p>
<b>3.0</b>	<b>Lake Pier Update</b>	
<b>3.1</b>	<b>Lake Pier Sub Committee/Update.</b> There has not been a Sub Committee meeting. Keith reported that water had been turned off in Boathouse. Water heaters for upstairs to be installed by Vince when time and restrictions permit. Paulette reported that provisional date for Lake Open Day has been set for 5 June.	
<b>3.2</b>	<b>Sewage Tank Update.</b> 1 February is proposed date for work. Club members has been approved to assist which will reduce cost. (Note: since meeting date has now been moved to 1 March).	<b>AO</b>
<b>3.3</b>	<b>Training and Sessions Update.</b> Nothing to report.	

<b>4.0</b>	<b>Wimborne CC Update</b>	
<b>4.1</b>	<p><b>WCC Sub Committee.</b> No meetings of Sub Committee had taken place.</p> <p><b>Wimborne facilities (discussion note circulated prior to meeting):</b> Bill gave an update. We had been advised that Council, due to COVID, would be unable to progress a permanent solution at riverside in the foreseeable future. Storage was an existing challenge and there was an identified need for further space. Trustees gave support for discussions to take place to see if the Council would approve the Club providing additional storage space (probably temporary). Possible solutions included an additional container or shed/workshop.</p>	<b>BJ/VB/NT</b>
<b>4.2</b>	<p><b>Training and Sessions Update.</b> Sessions, including Juniors, had taken place where COVID restrictions had allowed.</p> <p><b>Activate 2021 (discussion note circulated prior to meeting):</b> Bill advised that once again the Club had been invited to have an entry in the Activate Guide. Trustees agreed that we should take part in offering paddling opportunities as part of the Activate Programme. Bill to liaise with Neil and Vince.</p>	<b>BJ/VB/NT</b>
<b>5.0</b>	<b>Polo Update.</b> Vince reported that one session had taken place at Poole Park before lockdown.	
<b>6.0</b>	<p><b>Arrangements for AGM 2021 (update circulated prior to meeting) –</b> Process for producing <b>Annual Report and Appendices</b> noted.</p> <p><b>Agreed that meeting would be by ZOOM.</b></p> <p><b>Adrian and Bill will trial the ZOOM voting process.</b></p> <p><b>Slalom Award</b> - Bill will contact Bill Richmond to see if it is appropriate to make the Slalom Award this year. (Since meeting Bill Richmond has confirmed he is also of view that there should not be an Award for 2020).</p> <p><b>Burnside Award.</b> Trustees to make their nominations (including a short note on why, background etc) to Tom by the end of January. Tom will circulate them for Trustees to vote on.</p>	<b>BJ</b> <b>BJ/AO</b> <b>BJ</b> <b>ALL</b>
<b>7.0</b>	<b>Club Secretary.</b> Tom to email members seeking new Club Secretary and Trustees.	<b>TH</b>
<b>8.0</b>	<b>Finances</b>	
<b>8.1</b>	<b>Monthly Reports and Matters Arising.</b> The reports had been circulated to Trustees. Adrian reported that we were in a good financial position.	
<b>8.2</b>	<p><b>Budget for 2021.</b> Budget for 2021 agreed and now set up. Those members who had joined early in 2020 would be offered a 20% discount on 2021 membership fee – as agreed by Trustees. Tom to include in an email the offer that if members were facing financial difficulties such that payment of membership was an issue, they could contact him.</p> <p>The outline Training Budget of £5k produced by Steve Hills was agreed. Discussion on how we could use members, who did not hold BC qualifications to lead and train, took place. See Matters Arising - Minute Ref 9. (Area to be discussed and included in ZOOM meeting with James Hives). Possible VHF training providers were identified. A number of Trustees expressed interest in attending the training. In 2021 the Budget would show £5k Training, £2k CAPEX and £5k Monmouth savings. This allocation would be subject to ongoing review.</p>	<b>TH</b>

<b>9.0</b>	<b>Any Other Business</b>	
<b>9.1</b>	<b>Club Information Sheet:</b> Paulette is updating this document. Vince will be contact for Wimborne.	<b>PH/VB</b>
<b>9.2</b>	Following a query from another Club, Adrian will send Paulette details of the Club's insurers.	<b>AO</b>
<b>9.3</b>	<b>Use of Webcollect Email System:</b> Paulette raised an issue where a member had been sending out emails on the Webcollect System promoting activity that on face value contravened COVID restrictions. Adrian will speak to the individual involved. Trustees agreed that a Yellow Card (Warning) and Red Card (Webcollect rights removed) would be used in instances of this type.	<b>AO</b>
	<b>The Meeting Closed at 8.35pm</b>	
	<b>Date of Next Meetings – 8 March. AGM 29 March.</b>	

Approved at Trustee Meeting on 8 March 2021