

MINUTES OF TRUSTEES MEETING OF PHCC CIO

Held on 11 February 2019 commencing at 7:00pm. Venue: The Boathouse

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| Present | Trustees: Adrian Oates (AO) Chair, Graham Chandler (GC), Bill Jaggs (BJ), Steve Hills (SH), Paulette Hills (PH) and Vince Boon (VB). | |
| Apologies | Frazer Ely (FE), Luke Chamberlain (LC), Jenni Dennett (JD) and Keith Wright (KW). | |
| Agenda Number | | Action By |
| | Approval of Minutes of Previous Meeting: The Minutes of the meeting held on 7 January 2019, previously circulated were agreed. Copy to be placed on website. | BJ |
| | Matters Arising (not covered elsewhere on the Agenda) <ul style="list-style-type: none"> Club Clothing – Ongoing. Hopefully there will be news in the next few weeks. P.H.C Safety Meeting – Allen Westerby will attend and has been notified of date. Coaches Meeting – Coaches meeting arranged for 25 February. Calendar Idea – PH still to speak to Bill Richmond. | AO SH PH |
| 1. | Riverside Update | |
| 1.1 | <p>Issues, changes and events: BJ and VB had circulated a written report. In particular: Event dates linked to the Dreamboats and Activate initiatives have been provisionally agreed.</p> <p>- Saturday, 27 April – Provisional Date for Wimborne Canoe Race (WWR and Sprint)</p> <p>- Saturday, 4 May 11 to 4pm CANOE CLUB CANOEING AND KAYAKING OPEN DAY AND DREAMBOATS SEASON START</p> <p>- Sunday, 7 July 12 Noon - 5pm. DREAMBOATS RIVER REGATTA. Canoe Club Try Sessions</p> <p>- Sunday, 18 August 12 Noon - 5pm. DREAMBOATS FUN DAY. Canoe Club Try Sessions.</p> <p>In addition 8 Beginner Session times have been agreed. These will be 2-hour sessions aimed to get participants to Paddle Start Award level. They will run alongside Club sessions. Trustees noted and agreed these activities.</p> <p>Defibrillator at Riverside: Dreamboats have agreed it would be good to look into whether a defibrillator could be located at Riverside (available to the public) through some partnership (with Club) approach. Trustees confirmed they are happy for BJ/VB to explore this further.</p> <p>Buddy System: BC had made a couple of comments about the Vs1 Policy discussed and agreed at the last Trustee meeting. Mainly about making clear that the Club is not taking on 'carer' responsibilities. Issue 2 of Policy taking into account these comments had been circulated to trustees and was AGREED for roll out in the Club.</p> | BJ/VB ALL |
| 2. | Welfare | |
| 2.1 | Constitution Update: Following Mark Taylor's attendance at the last meeting Trustees agreed that it would be good to amend the Constitution to reflect the Club's commitment to BC policies on safeguarding and welfare. AO to liaise with Sally Crawford to agree wording to reflect this. | AO |
| 3. | Polo and Slalom | |
| 3.1 | <p>AO had circulated proposals following discussions with Peter Hobby (email of 4 February 2019). Email discussion had been helpful in refining views. Trustees agreed to the purchase of:</p> <p>4 x Azimut polo kayaks with adjustable footrests and 2 x Mystere polo kayaks with adjustable footrests. Total price = £3,944.16 (from Mega Kayaks)</p> <p>3 x Streamlyte polo paddles (carbon). Total price = £522 (from South Coast Canoes).</p> <p>Boats to be in custom Club colours (turquoise).</p> | AO |

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| 4. | Lake Pier Update | |
| 4.1 | Open Day 7 April: PH intends to run this along similar lines to previous years. PH canvassed availability of Trustees to help. PH will send round the Club Information sheet for updating. | PH |
| 4.2 | Defibrillator enquiries: PH has emailed Malcolm Acreman but, as yet, has not been able to get his advice. | PH |
| 4.3 | Website Booking Calendar: The calendar has been removed from the website. AO will see if Jasper Wells can help develop a replacement. | AO |
| 4.4 | New Toilets Costings: VB, SH, GH and KW to meet to discuss how best to take forward the installation of toilets. Costs to be obtained. | VB, SH, KW, GC |
| 4.5 | Kitchen Wall Units: Allen Westerby has installed a unit. | |
| 4.6 | Sale of Skerries: 2 Skerries to sell. VB will chase person who had agreed to purchase or relist them. | VB |
| 5. | Development Plan | |
| 5.1 | Overall Plan Review: As agreed at the last meeting BJ has circulated an updated Plan. It will also be included as an Appendix to the Club's Annual Report. | |
| 5.2 | <p>Constitution and Rules Review: AO to meet with Sally Crawford to progress this. Will include comments made by Mark Taylor about including a reference to the Club following BC policies. Other areas to clarify include:</p> <ul style="list-style-type: none"> - the maximum 9 year term for Trustees and what happens when 3 year terms are cut short by need to step down because of rotation requirement. - reference to GDPR <p>AO will also clarify whether the Club Rules need to be agreed at the AGM as they are in need of considerable update (setting of fees, membership categories, swim requirement, keys/fobs, AGM date, Trustee positions etc)</p> <p>Also agreed that Tom Holdsworth, Chloe Medland and Mark Taylor should be asked to attend Trustee meetings on a quarterly basis to promote positive links and understanding.</p> | <p>AO</p> <p>AO/BJ</p> |
| 5.3 | Website: To be progressed when time allows. PH has had 4 or 5 people saying the website is difficult to navigate. | AO |
| 5.4 | Risk Assessments: On hold till April. | BJ |
| 6. | Finance | |
| 6.1 | Financial Update Reports: Reports had been circulated. Overall situation positive. £20,800 in bank at end of January. SH had raised some queries prior to the meeting which AO had explained and corrected. AO will liaise with JD and KW to ensure boat storage reminders are sent out. Agreed after discussion that the Equipment Repair and Maintenance line would be increased to £50 a month. AO will check that Rate Relief will be applied to the 2019/2020 year. SH will suggest a revised (lower) training income estimate to take account implications of new BC awards. | AO SH |
| 6.2 | <p>Cap-Ex Review: After discussion PH given budget of up to £1,800 to source lightweight open boat. PH had been unable to find second hand boat.</p> <p>SH will work up maintenance costs for open boats at Lake.</p> <p>Agreed that the Club should look to purchase 4 longer than existing SUPs. PH to ask Jules Holden and VB Selwyn Richards to identify suitable boards, paddles etc and prices for next meeting.</p> <p>Agreed that next meeting should look at Cap-Ex spend for 2019. Trustees to canvas views and bring ideas.</p> | <p>PH SH</p> <p>VB/PH</p> <p>ALL</p> |

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| 7. | AGM | |
| 7.1 | <p>Review of All Papers: BJ had circulated draft papers on 4 and 5 February. To date no comments had been received.</p> <p>Trustees agreed the <u>Annual Report and Appendices</u> could be sent out without amendment. <u>Notice</u>. Agreed, that instead of having potentially 5 Trustees seeking re-election on the rotation rule that BJ, PH and FE would stand down and seek re-election if they wished to. That would be the case for PH and BJ. FEs view not known. Otherwise no comments on draft Notice.</p> <p><u>Margaret's Plate:</u> Trustees confirmed that individuals who had already been awarded the Plate should not receive it again. Nominations to be sought in advance of the AGM. A vote will take place as part of then AGM voting process.</p> <p>BJ had sent out a save the date email on 4 Feb 2019. The Notice, Accounts and previous minutes needed to be sent out by 25 February 2019.</p> | BJ/AO |
| 8. | Any Other Business | |
| 8.1 | BoP ATL&L discount offer: Agreed this offer would be extended to include 10% of membership costs (not just courses). | AO |
| 8.2 | Poole Harbour Recreation SPD (BJ email of 5 February): AO to forward information to Allen Westerby. | AO |
| 8.3 | Membership Renewal: After some discussion about whether an incremental increase should be applied, it was agreed to hold membership fees at current levels. It was agreed that the 'Early Bird' offer should be activated from 1 March 2019. AO to speak to Andy Coomes. | AO |
| 8.4 | Poole Sports Awards: Noted that Pippa Barnard, SH and PH, and the Riverside Coaching Team would receive certificates of commendation. Well done! | |
| 8.5 | Harbour Race Meeting: AO will be arranging this for March. | AO |
| 8.6 | Magazine: PH needs 'looking forward to new season' items. Aiming to publish 22 March. | |
| 8.7 | OCA Requests: OCA are likely to hold their Annual Canoe Fest in this area at the end of May. They may need assistance from the Club by providing trip leaders. Agreed that we would want to support if at all possible. OCA (Andy Maxted) also wanted to deliver an Open Water Canoe Coach Course based on the Harbour. It would be a discounted course with possible free places for Club members. Agreed that OCA could use the Boathouse as a base. | |
| 8.8 | French Visit: Carry forward. AO trying to speak to Allen Westerby. | AO |
| 8.9 | Canoe Paddles (second hand): AO left the meeting. PH advised that AO had offered 5 paddles to the Club. All of them in good condition. All agreed a price of £105 represented excellent value for the Club. Purchase agreed. | |
| | The Meeting Closed at 9.30 pm | |
| | Date of Next Meeting – 11 March 2019 | |