**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 6th March 2017 7:30 pm - The Boathouse**

Apologies: Peter Hobby, Ian Mercer

Persons Present: Steve Hills (SH) Acting Chair; Adrian Oates (AO) Acting Vice Chair; Paulette Hills (PHi); Jenni Dennett (JD); Luke Chamberlain (LC); Keith Wright (KW); Frazer Ely (FE).

Approval of minutes: Minutes of 7th February 2017 approved and will be put on the club website e mail will be sent out by Bill Richmond when this is done.

Matters arising: The fitting blinds to the windows upstairs was mentioned and will be discussed at a later date. **JD still to speak to Mark Corani regarding installation of water meters.**  Upstairs ring main has now been repaired it is hoped that there will be no charge for this work. A Fob is available for George Cherry. JD has sent a reminder regarding boat storage there are now only two people who have not paid. **Keith Hawkins to be approached to pay for boat storage JD.**

1. Finance

1.1 Cash flow forecast for March was discussed. It was noted that membership income was growing steadily. Thanks to AR/SR the club has received a significant rates refund. The club needs to re-apply. This is temporary only and we will therefore need to reapply for permanent relief after April 2017. The current period of rate relief expires at the end of March 2018.

Some points of information during the month

Expenses:

* Rent £625 to Borough of Poole
* Boat repairs (8 x Rossmore pool boats) £312

Income:

* Membership £2995
* Rates Refund £832 for 2016
* Boat storage £890

Notes

* The final Midbrook payment £1500 was authorised for payment.
* CSG alarm maintenance bill not yet received.
* PHCC Accounts are with Diane Hudson Accountants Ltd for our independent inspection.
* BC Affiliation fees due at the end of March these total £756.80.
* PHCC Contents Insurance due for renewal April 2017 - **AO/KW agreed to look at this including putting together an up to date inventory.**
* **AR asked to inform Trustees on further updates regarding the BT situation and whether we can change supplier.**
* AO now set up on CAF Bank to authorise PHCC payments.
* New lines in accounts for Club Training Expenses and Coaches Training Costs (less income)

Other business

BJ sent in a late entry to the agenda which Trustees were able to discuss.

* The Level 1 coach training that is being undertaken will be funded as agreed with 50% of the cost being paid by the candidates and 50% being paid by the club following completion of the course in line with club policy. As suggested by BJ, the cost for the Riverside team will be allocated to the Riverside income line with the balance being allocated to the clubs training budget. This whole area is currently under review as we finalise our training plans and it would be useful if BJ met with SH to discuss this so that the funds allocated for training are appropriate.
* The items of expenditure requested are approved but could the Riverside team please send a separate confirmation email to the Trustees and Treasurer detailing the request and likely purchase date. Can they also please confirm the contribution required for the Riverside Boat House repairs as this is not clear.
* Clarification was given regarding the approval expenditure figure of £50. It was explained that this would be trialled and if £50 was insufficient then it will be reviewed. It was pointed out that this is normal policy in other similar organisations.
* Riverside representation on the Committee. The Riverside team were urged to consider finding a volunteer to become actively involved in the management of the club as it was felt that this would enable the club to function and grow.
* It was clarified that all items for the Agenda should be submitted one week prior to the meeting. A list of dates was provided to the Riverside team.

At a later date, Trustees intend to discuss budgets.

1.2 Wear and tear fees and duty instructions Lake Pier - **Moved to next meeting**

1.3 Grant Applications. BJ informed the committee via e mail that the SE Grant application had been unsuccessful and that we had been invited to re-apply. The Trustees were more than happy for the application team (BJ, MT, AR) to proceed with the revised grant application with the proviso that before it is submitted they are given ample time to review its contents and comment accordingly.

1.4 Affiliation Fee update. PHi informed Trustees that the Affiliation fees for 2017-18 have now been calculated and will be submitted in the next week. Amount (£756.80).

1.5 Rate relief – covered above.

1.6 Contents Insurance – covered above.

2. PHCC CIO Management Structure

2.1 Structure was reviewed and **AO agreed to produce a user friendly copy that looks a little less corporate to display at Riverside and Lake. JD and PHi suggested pink!**

2.2 Recruitment – Vacancies were discussed including the Treasurer post. It was agreed that an e mail would be circulated to members asking for volunteers. As well as requesting 3 Trustees and a Treasurer the following posts will be advertised.

* + Secretary – primarily taking minutes at the Trustee meetings
  + General Charity admin duties
  + Fundraising
  + Recruitment
  + Advertising
  + Media
  + Assisting on club paddles
  + Club duty officers Wednesday evenings Lake Pier, Saturday mornings Riverside
  + Assisting on club open days - Lake Pier 8th April, Riverside 30th April
  + Assisting on club race days – Riverside 29th April, Lake Pier 10th September

3. Training

3.1 Update – SH updated Trustees on current progress. SUP coaches update course is now full and due to take place on 18/19th March at Lake Pier. The purchase of boards was discussed and **it was agreed that LC would put out a call for second hand boards in the next newsletter. PHi agreed to take some photographs of the upcoming course.** One star course dates are now set and will be set up on Web Collect together with new paddler sessions. Will go live and an e mail sent out when approved by SH and Pho. Once this has happened 2 and 3 star courses will be added.

3.2 Course fee support. A discussion took place regarding course fee support for the SUP update. PHi asked whether fellow Trustees felt that a 50% contribution towards this course was appropriate (£63 pp 8 x 63 = £504). JD mentioned that it was equivalent to a 3 year update and therefore should be supported. PHo also gave his support to this proposal by proxy. It was felt that as BC are very much encouraging SUP within clubs this was a good investment for the future. Trustees unanimously approved this.

3.3 Mitigating Risk on club paddles – SH gave an explanation on the Paddle Sport Leader Award, which is a new award for club trip leaders. He had been in discussions with Darren Sherwood with a view to updating current 3 star trip leaders with this award. The cost of the award is £135 per person and involves and evening and a day. Only 2 leaders/coaches per course. It seems that is one way that we can mitigate risk on our harbour paddles. SH to have further conversations with Darren regarding risk assessments. SH to arrange a trip leader meeting to discuss further.

4. Membership

4.1 Trustees discussed membership survey feedback. LC was thanked for this. The response was very good with 134 members responding, more than expected. Overall, the comments were positive. LC agreed to break the feedback down into top level results.

Some points were discussed such as the need for more challenging paddles. SH told Trustees that he has arranged a meeting with Jonny Boakes a local paddler to discuss options. He also suggested that we could buy in a 4-star provider if there was enough demand. It was agreed to put some of the headline results in the next newsletter**. LC to do this and circulate information.**

4.2 Key fobs –**JD to liaise with AR regarding key fobs, also with Sue Tapper re fob issue.**

4.3 Duty Officer instructions – will be dealt with via Sue Tapper.

5. Boathouse Update

5.1 Sewage tank – this was again discussed MPC have offered to cut out the bulge in the tank and re weld. **SH to continue discussions on this.**

5.2 Ferndown racking – moved to next meeting

5.3 Boathouse ventilation – moved to next meeting.

5.4 Members boats – member’s boats were discussed. There seem to be a number of boats in the boathouse being stored without payment. **JD agreed to chase these members to either remove boats or pay a pro rata rate for the privilege.**

6. Car Parking

6.1 Update from FE – Car parking notices have now been replaced and there is a 3 week consultation period. Monika Lloyd-Burton has now joined the parking team and a meeting was held on Sunday. Lord Rockley has also come onboard, although the covenants on the land don’t give us grounds, he may be a persuasive voice. We have a freedom of information request in for more information. Tim Martin has resigned but FE wasn’t sure how this would affect things. The council are still insisting that permits would have to be purchased up front at a cost of £12000. Trustees told FE that this was not an option. However, there is nothing on the website about this yet.

Next steps: 22nd March is the closing date for objections. Further communication is required with the Chief of Police and the permits issue needs to be pursued. Race day also needs special consideration.

7. Newsletter

7.1 Paper copies – **LC to investigate the cost of producing paper copies of newsletter.**

7.2 Material for next issue and deadline – the last date for copy for the newsletter is 23rd March, with a completion date of the 31st March. **PHi to assist LC with copy for this**, (Helen Conyers has subsequently arranged a planning meeting for the 27th March) PHi has asked for any information by the 28th to enable the events list to be updated.

* **PHi will forward this to LC on the 28th**
* **SH to provide survey summary and Chairman’s piece. SH to provide Training Programme details.**
* **LC to contact Sue Tapper regarding Duty Rota.**
* **FE to supply information on Car Parking.**
* **Helen Conyers to contact Bill Jaggs re events at Riverside.**
* **PHi and AO to provide information on Open Day (Facebook advert).**
* **LC to include Membership Reminder.**
* **PHi to send LC Tab dates.**
* **PHi to contact Bill Richmond to put link for newsletter on home page.**

8. Open Day 8th April 2017

8.1 Advertising – **PHi to contact AO regarding this.**

8.2 Catering – **PHi to contact Zoe, Emma and Tina regarding this.**

8.3 Coach/Trustee availability – IM unable to attend. JD, KW, PHi, SH, AO, LC, all able to attend. **SH to send e mail to coaches asking for help.**

8.4 **PHi to create leaflet for open day.**

**AOB**

* Purbeck Outdoors Week – **PHi to send e mail to Jason Haseldon declining to be involved this year.**
* Maritime Festival – **Allen W is organising this.**
* Letter of thanks to Sally, John and Mark – **PHi to action this.**
* Kayak Hire Lulworth Estates – **PHi to write and say no.**
* **LC will circulate poster artwork when complete.**
* **PHi to write to George Cherry thanking him for the boat.**

**Next Meetings: Tuesday 4th April, Monday 8th May Chaired by AO, Monday 5th June, Chaired by AO, Monday 3rd July, Monday 7th August.**