

MINUTES OF TRUSTEE TRACKING MEETING OF PHCC CIO

Held on Monday 10 May 2021 commencing at 7:00pm. Via ZOOM

Present	Trustees: Tom Holdsworth (TH) Chair; Adrian Oates (AO), Paulette Hills (PH) Graham Chandler (GC); Vince Boon (VB), Neil Turner (NT); Michael Taylor (MT); Deborah d'Arcy (DD); Lyn Jackson (LJ); Graham Norman (GN) Matt Taylor (MT)	Action By
	Mike Taylor is no longer going to be a trustees due to other commitments. LJ to update CC	LJ
1.0	Minutes of Meeting held on 08 March 2021 and tracker meeting 19 April 2021 were approved	
2.0	<p>Matters Arising not dealt with elsewhere on the Agenda</p> <p>Risk Assessment for Polo at Poole Park still to be circulated. This is being done, VB had chased it up</p> <p>Updating Club Information Sheet. PH has done LP and will liaise with VB. Cheryl Williams and Lynnette are interested in taking on the responsibility for inclusion and equality within club.</p> <p>Arne landing and RSPB request : TH has replied to their request. Club will respect landing areas and raise awareness but not necessary to tell other water users to comply if uncomfortable.</p> <p>Potential crossover day with Poole yacht club: will be for juniors and PH has linked in with Mike Taylor. The contact at PYC will come back with suggestions.</p> <p>PYA liaison meeting feedback : Main concern is personal watercraft in terms of speeding. If we do experience any problems they can be phoned through on Channel 14 to Harbour Control. There will also be a planning application going in in June to deal with some areas of flooding which create silting.</p> <p>Cost of taster sessions : Disparity between Lake Pier who offer 1 free session and there is very good take up of membership from that currently and Riverside who historically offer 3. Decision that going forward Riverside would also only offer 1 free session for GP.</p> <p>Junior rep Mike Taylor has also stood down from this role. Potential replacements discussed. Ian Chivers and Martin xxxxx had both expressed interest. Wideranging discussion re how best to take this forward. PH and AO to meet with IC and MX to discuss expectations and how to take juniors forward and invite both to be trustees.</p> <p>Ladies Paddles: These were discussed at length as there was concern from the previous minutes that there had been a challenge about them. They had been raised as potentially being discriminatory against men but the committee recognise that providing separate ladies paddles is empowering for women and is particularly encouraging for new female members to the club who might find it less intimidating than turning up for their first paddle in a male weighted group. British canoeing also endorse female only activities through #SHEPADDLES.</p>	

3.0	<p>Clubwide Updates/issues</p> <p>3.1 Roadmap out of Lockdown – both sites now up and running. Getting to maximum group size regularly. Await 17th May to see if there are further changes. PH stated will increase novice group from 5 to 6. Intermediate groups already increased to 8.</p> <p>3.2 Info re meeting with James Hinves was in minutes sent out</p> <p>3.3 Slalom Training AO will chase Bill Jaggs up for some feedback as to here this had got to.</p> <p>3.4 Website Revamp working with Mad River. PH reported there is now a sitemap which will be shared with Graham Wood. Training in return for work as commenced which Steve Hills is overseeing.</p> <p>3.5 Linkage with the Marine Base Recreation Club- nothing further has been heard. To leave on agenda for now</p>	
4.0	<p>Lake Pier Sub Committee/Update</p> <p>4.1 Minutes had been circulated. PH offered a draft budget. Immediate approval was required to spend £500 on changing rooms so that the work can be done in June. Would allow a tidy up to be done as there would somewhere for items to be put away. Simon Scott will organise a working party to do this work. Agreed by trustees.</p> <p>Cleaning: Cant currently open up further as can still only have 2 households present but do need to consider cleaning. Tina can no longer do this for us. Need to consider a commercial cleaner as cant just rely on others to do it. Need something consistent. Committee agreed to find a commercial cleaner for twice a week, preferably Monday (post weekend) and Thursday (post club night).</p> <p>4.2 Training and Session Update. 3 Discover courses set up. 2 explore courses up and running. Also a sea kayak award course offering soon.</p>	
5.0	<p>Wimborne CC Update</p> <p>5.1 No minutes received but there had a meeting where they had discussed how they were going to do things going forward and whether there were other ways of doing things rather than going back to the way things had always been done</p> <p>5.2 Club logo: Lori Parnell joined the meeting and explained to the trustees the work and considerations that had gone into the proposed logo for Wimborne Canoe Club logo. The logo was approved. LP left the meeting.</p> <p>5.3 Wimborne Facilities VB and Selwyn Richards will meet with Shane at Wimborne Council to discuss plans further.</p>	
6.0	<p>Finances</p> <p>6.1 Monthly reports and matters arising. Money situation is currently good. £39000. Variance of £2700. Coaching bursary £5000 and LP capex approx. £6000. Riverside haven't put a capex in.</p> <p>6.2 Budget for 2021 and CAPEX bids. VB suggested a separate capex meeting. Problem with storage of new kit even if can purchase it. Polo boat being stored in container will be moved. To discuss with Shane as to whether a second container can be placed on site. Riverside requirements to be given further thought.</p> <p>AO recommended that if committee was in agreement LP commence purchase of the kit in their capex budget so it was available for start of season. Agreed.</p> <p>LJ requested purchase of some software which will type up spoken word. This has been beneficial in writing up minutes as very time consuming. £12.99 per month but £90.99 for annual access. Agreed that this could be purchased.</p> <p>6.3 Membership fees structure discussed. GN had provided a tool which showed</p>	

	<p>calculations depending on how many adults and how many juniors required membership. All in agreement with how it worked. Need to check with Andy as to whether this can be made to work in Webcollect. Will run a model based on numbers of members renewing this year to ensure the proposed changes are cost neutral.</p>	
7.0	<p>Decisions made by trustees via email since last meeting:</p> <p>RA for LP and Riverside agreed</p> <p>Insurance renewal agreed but with decision to review quotes next year</p> <p>Facebook administration 'policing' AO- wording added to make users of PHCC FB page are aware of rules for use of page</p> <p>Purchase of K2 for £52</p> <p>BC affiliation renewed: Public liability certificates needs displaying in each of 3 sites (who will do this?)</p> <p>GP kayaking sessions being provided for scouts- NT and Ben and Bill leading on this plus a couple of other Riverside coaches.</p> <p>Purchase of LV Northshore Atlantic for 500</p>	
8.0	<p>Any other business</p> <p>BBQ at LP is old and taking up valuable space that could be used for SUP storage. Agreed to sell it. If catering required for event in future, will look to external caterers.</p> <p>Club clean up required. PH looking for volunteers.VB said he would get over and help as also needed to sort hot water</p> <p>LP club clothing discussed . AO to send PH details and she will raise awareness on Wednesday nights. Suggested coaches provided with rash vests or caps so easily identifiable.</p> <p>PH shared info about a weekend she was organising for OCA which was a festival of canoeing camping on Purbeck. Will advertise to club members over next couple of weeks.</p> <p>NT shared arrangements for scout groups and that they were also providing a session for local guides at end of June.</p> <p>A question was asked whether Paul Sutton was happy being emailed to book club equipment and then sorting the booking himself. Currently he is happy with this</p> <p>RA was discussed which currently limits groups to 15. With 2 coaches could have a group of 18. RA will be amended to remove the limits COVID puts on the group size with the lifting of lockdown and base numbers on coaching ratios.</p> <p>A member has raised that Webcollect is not mobile friendly. Andy will be asked to find out if they plan to improve the responsiveness.</p> <p>Clubmark-to discuss at next full meeting as gives us assurance that we are doing things correctly</p>	
	The Meeting Closed at 21.07pm	
	<p>Date of Next Meetings, Interim Trustee Meeting 14 June 2021</p> <p>Full meeting 12th July,</p> <p>Interim Trustee Meeting 9th August</p> <p>Full meeting 6th September</p> <p>Interim Trustee Meeting 4th October</p> <p>Full meeting 8th November</p>	