**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 5th June 2017 7:30pm - The Boathouse**

Apologies: Steve Hills (SH), Paulette Hills (PHi), Peter Hobby (PHo), Luke Chamberlain (LC),

Keith Wright (KW), Bill Jaggs (BJ).

Persons Present: Adrian Oates (AO) Acting Chair, Jenni Dennett (JD), Ian Mercer (IM), Frazer Ely (FE), David Haselden (DH).

Meeting started at 19:32

Approval of minutes: Minutes of 8th May 2017 were approved and will be put on the club website.

Matters arising:

* Water meter – Mark Corani has been given instruction to proceed, work not yet completed.
* Management Structure chart – With DH now confirmed as Treasurer for the immediate future, **AO will go ahead with printing and lamination**.
* Sewage Tank – Paul O’Shea has not been in touch with AO regarding his technical report. **AO to follow up with Paul, then speak to John Crawford about a legal letter on receipt of the report.**
* **PHi to send letters of thanks to Sally and John, Mark and George Cherry – Carry forward to July meeting.**
* JD still to organise a working party to purchase and apply sealant to external cladding over summer/autumn **– Ongoing, due to poor weather, carry forward to July.**
* Dynamo kayak purchase – JD has the kayak in her garage, awaiting confirmation of price from the owner**. JD to follow up**.
* Lake Pier storage racks – IM has installed the new racking and increased storage spaces, a small adjustment to this is still required. **IM resolving**.
* Slalom kayaks – The club has now acquired 2 slalom kayaks for minimal expense. Some small repairs are necessary to make them fully functional. **JD looking to resolve**.
* Sprint kayaks – Following a discussion between PHo and BJ, it has been clarified that we do not need to look for Sprint kayaks, matter resolved.
* Club Mark folder – The folder is now in JD’s office at Lake Pier, BJ and PHo have a meeting planned with James Hinves (British Canoeing) for late June/early July to further this. **Carry forward to July**.
* Juniors – A long term solution still needs to be identified, but an idea has surfaced, pending further discussion between Jose, BJ and MT. **Carry forward to July**.
* BoP Meeting – A meeting is scheduled for 8th June with AO and FE attending. **Carry forward to July**.
* Removable bollard – No progress has been made on this, but rightly, questions were raised about investing in a barrier that we may be asked to remove. DH suggested that it would be more appropriate to use a water filled ‘official’ road barrier, as this could be instantly taken away should objections arise. **DH to speak to his contacts, with a view to acquiring one on permanent loan**.

1. Finance

1.1 DH has now completed two sessions with Ashley, and completed the June accounts with Ashley purely observing. DH will be taking over the accounts fully by 30th June and is feeling confident. DH still needs to get the Quickbooks licence (looking to phone 6th June, to confirm package compatability).

1.2 Cash flow forecast for June was discussed and the projected year end balance was noted as healthy, although it is worth noting that Ashley has highlighted that he has not been advised of agreed capital spend over the last few months and as such, these are not included in the forecasts. It was noted that we have £3.8k being carry forward, relating to the sewage tank repair, maintenance, sealing of the cladding and Steph’s fund. It was furthermore noted that Riverside had managed to make a £506 profit in May through Activate and donations – a credit to the Riverside team!

1.3 Our Membership by category stands at:

Senior 165

Junior 14

Family 84 (covering 230 members)

Total membership 408

2. Boathouse Update

2.1 All electrical work has now been completed and the extractor fans proved very useful on the hot Wednesday evening we had last week.

2.2 Water meter – JD has given Mark Corani authorisation to install the water meters, but the work is yet to be completed. **JD to monitor/chase**

2.3 Sewage Tank – Paul O’Shea has not been in touch with AO regarding his technical report. **AO to follow up with Paul, then speak to John Crawford about a legal letter on receipt of the report.**

3. Riverside/Junior Update

3.1 BJ submitted a brief written report on activities and AO enlarged on the item relating to our Partnership with Dreamboats. Whilst recent ‘issues’ have put noticeable strain on the relationship, BJ in his conversations with Pat has confirmed we have her full support for the work we are doing and believes we have a strong relationship.

3.2 BJ highlighted the Dreamboats Race Day on 16th July and asks that the trustees try to support this, as best as they are able, to further solidify our position.

4. New Paddler Sessions

4.1 AO stated that that the new paddler session in May had gone down extremely well, with the club gaining 5 Senior memberships and 2 Family memberships and had collected £412 on the day.

5. Juniors

6.1 A long term strategy is still required to provide more capacity for Juniors. AO reported that during a meeting with Mark Taylor that an idea had been suggested, which may provide more capacity for juniors looking at racing specifically. Mark is to hold a meeting with Jose and BJ to enlarge on his idea and to check feasibility. **AO/BJ to report back once discussed**.

8. Car Parking & Online Payments

8.1 FE confirmed that the meeting with BoP was going ahead on Thursday and that following a reshuffle, we may have more sympathetic ears than before. FE asked for a third trustee to accompany AO & FE, but it was decided to keep the attendees to just two. **FE/AO to report back to all trustees before any deal is agreed** and BoP have already indicated that they may need to have further private discussions before final agreement is reached. FE indicated that the aim is to get a reduced permit cost, for a reasonable term (5 years ideally), with reasonable incremental increases thereafter.

9. Poole Harbour Commission

9.1 Allen Westerby sent an email to all trustees regarding a Commercial Craft Registry proposal. Whilst this does not affect the club, it was felt that the club should respond to the invitation to comment. **AO to speak to Allen to find out what response he has already made, before proceeding**.

**AOB**

* Further to the recent issues at Riverside, RL has now stated that he has blocked all emails from the trustees. To reduce further inflammation, **AO requests all trustees not to respond to any future emails or messages from RL, unless they are directly related to matters of genuine inter-club business (e.g. polo)**. This will remove the platform to taunt and frustrate our trustees.

RL will be fully informed of this in a face to face meeting, and advised that as he is not a member of PHCC, but Dreamboats, and that he should raise any welfare concerns with his club, British Canoeing, the NSPCC or Childline; all of whom will contact PHCC if appropriate.

AO confirmed that RL had lodged a complaint with British Canoeing, but that the response was very much “it’s confidential and the family can contact me directly if they wish to”.
* AO raised a concern that had been confidentially presented to him regarding ‘best value’ with regards to recent purchases and queried if there was a specific tendering process (multiple quotes to ascertain best price). The trustees present felt that this was not an issue as all major purchases are agreed at trustee meetings by those present.

Meeting Ended at 21:15

**Next Meeting Dates:

Monday 3rd July
Monday 7th August
Monday 4th September.**