

MINUTES OF TRUSTEE MEETING OF PHCC CIO

Held on 09 August 2021 commencing at 7:00pm at Lake Pier. DD via ZOOM

Present	Trustees: Interim Chair; Adrian Oates (AO), Graham Chandler (GC); Vince Boon (VB), John shepherd (JS), Martin Jones (MJ), Ian Chivers (IC), Lyn Jackson (LJ), Deborah d'Arcy (DD) via Zoom; Also present Ria Loveridge for first agenda item	
Apologies	Matt Harris (MH) Paulette Hills (PH) Neil Turner (NT)	
Agenda Number		Action By
1.0	GC introduced Ria Loveridge from RSPG Arne who shared information about series projects that were being carried out. They wished to work with clubs to improve infrastructure around Arne such as landing and launching sites. The aim is to provide recognised spots so that activities are limited to certain areas to protect the species within Arne. The aim is to provide a balance between good access to nature whilst also protecting bird species. There is also work to support access to funding so they could support club with applications for funding which were mutually beneficial such as improving signage. They are looking to recruit water based volunteers as raising awareness with people out with watercraft is a high priority. RL left meeting at 19.23	
2.0	Approval of Minutes of Previous Meeting: The Minutes of the meeting held on 10 th May 2021 were approved and will be filed as signed. LJ to pass to Bill Richmond for inclusion on the website.	LJ
3.0	Matters Arising (not covered elsewhere on the Agenda) GC sent a contact re cleaning. Has chased but no reply. AO will pick up with PH	AO
4.0	Harbour Race Alan Westerby still progressing. Paul Levett will provide safety cover with others that usually provide. Still remains a lot to be done. On 22/9. Will need helpers. AW has been advised that wont provide BBQ due to hygiene being responsibility of PHCC in that instance. Preferred to use commercial provider. AO will discuss with AW then Andy Coomes regards whether race should still go ahead as some concerns had been raised.	
5.0	Website Progress Not discussed. TH had been progressing. Graham Wood will be approached by VB to see if he would be prepared to be involved. TH standing down entirely Formal thanks to Tom Holdsworth for everything he had done for club during tenure as Trustee and more recently Chairperson.	VB
6.0	Quality Club Scheme AO has looked and it is not a huge requirement to get up to achieve club standard. Bill Jaggs will look through policies and Clbn Mark and identify where need to do some additional work.	BJ
7	Club Management	
7.1	Chairperson Require a new chairperson. AO can not continue in interim role as he is treasurer and there is a requirement for someone to officially double check that financials done properly. GC has offered to chair meetings with aim to ensure run efficiently especially when face to face as zoom meetings have been shorter. That provides half of what is	

	<p>required from the chair. GC advised that proposals for meetings should be put in writing so that it goes on agenda well in advance rather than raised as AOB. A précis should also be advised so trustees are sighted on issue before meeting. AOB should be used to forward plan and say what date additional items will be discussed. VB requested that the proposals to change the way the meetings function be subject to review by trustees. VB will talk to GC</p> <p>Chairperson is face of club, person who people know is at head and leading. Trustees to consider before next meeting</p>	VB
7.2	Bank transaction authorisation – require another signatory. VB offered and will take up authorised signatory role. AO to organise	AO
7.3	Club Safety Officer – CSO is part of quality mark and is required. AO and IC have done training. The CSO is not responsible for safety within the club, the trustees are. CSO is person that is made aware when something goes wrong. They are the contact for the club. AO happy to take on role.	
7.4	Ferndown Pool management – access for rolling courses at Fernown pool is back this winter. Previously Martin had been looking after this but cant stay until end of sessions now. MJ will write a short job description and a bit about what is required for role so that it can be advertised across club members.	MJ
7.5	<p>Approval of non-qualified trip leaders and coaches</p> <p>AO will find out from BJ how assessment had gone and if documentation could be used in other similar situations. VB will talk to Paul Marshall about doing core training.</p>	AO VB
8	<p>Club Communication – Not sufficient communication with club members about what they want or about whats going on. Need to engage with them so they know whats going on, how the club is being run, who the trustees are and what we are doing. Consider trustee bulletin to send dates out. Things have slipped and we have lost touch with membership</p> <p>Riverside have discussed having a newsletter Lori and Graham will produce. Will include Polo, Slalom and juniors. Need to engage on Facebook, via email and the website. Need to ensure include Lake Pier information also.</p> <p>There was discussion re coaching and how people can access development, there needs to be more information re pathways available to membership as currently very self led, need more information available to all re opportunities.</p> <p>Website is open to public and shuld have our roles correct on it , requires updating</p>	GN/LT
9	Financials	
9.1	Reports – Reviewed and nil problems raised	
9.2	Capex – MJ presented what he hoped to purchase for the juniors.Had researched a projector and speakers which would be available for Sea Thursdays and training as	MJ

9.3	well as junior nights when weather poor. Presented costs and also for a sound bar which would be needed. Agreed	
	Pool: recommended surface marker buoys to create obstacle courses plus dumbbells to anchor them. Costs presented. Agreed	MJ
	Beanbags for upper room at LP. 4 beanbag chairs and 4 beanbags. Costs presented. Agreed	MJ
	Guest coaching was suggested to provide a masterclass with a budget of £500 which would allow gained skills to be trickled down. To be explored	AO
	Queried whether there could be a paid position to open club house and permit access to boats whilst also hiring out equipment which may bring income into club. Considered but employment law is difficult so need to consider how this could be enabled	All
	VB presented requests for Riverside. Working on storage of K4s with Canford School. Need more junior K1s Recommended 'end of lifing' 2 'Lightnings' and purchasing 2 K1s instead. VB requested to look into specific costs as need firm prices to work with.	VB
	VB asked for agreement of £2000 to buy on selling site or similar if something came up. AO will always confirm on gmail. Will have to retire 1 boat for every boat purchased. Pot of £2000 agreed on 1 in 1 out basis	VB
	Require paddle bags for splits to stop them getting jammed so they can be hung up, around £15-20 each. VB to get prices to show best value then order.	VB
	Hoping to do national races on river with K4s. Require tablet to be able to run system. VB to get prices to show best value then order.	VB
	Require flags that have Riverside on them but also to be used at Lake Pier so flags need to work for LP too. VB to get prices to show best value then order	VB
	Something required to transport K2s and K4s. Jose is a fabricator so something to consider. Not for Capex yet but for Trustees to be aware of.	
	NTs request for GP sessions total £2336. Need to ask SCC for a deal so will try to improve on this cost and then come back with final cost. AO and NT will look at further and come back with 3 prices for each item	NT/AO
	VB thinks possible to get additional boat into RS storage area-will look at and confirm	VB
	Prices to be firmed up and sent around for due diligence	
	VB had made trustess aware of problems with Dreamboats prior to circulation of last minutes. AO is meeting with Pat next Friday to discuss the issues, at her request	AO
	AO stated that he had already put £5000 into savings this year but budget looking good and a further £5000 could be put into savings. Agreed by all	AO
	Refund on 2020 storage fee proposal Noted that no-one present at meeting to represent private boat owners who have storage and also required for discussion about removing some of the boat racking. GC presented that over last year have been storage fees when people couldn't access their boats and proposed a refund for this period. Time period was 2 months so refund would be £24. Agreed by all	AO

10	AOB PH had passed an email on from Johny Boakes re sessions that club may be interested in providing for people who suffer from mental health problems. Agree that LJ would reply and find out what specifically the ask was. Need to understand timescales to enable us to look at viability.eg RS or LP, evening or weekend etc	LJ
	The Meeting Closed at 8.56 pm	
	Date of Next Meeting – October 6 2021 7pm at Lake Pier Clubhouse	