**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 4th September 2017 7:00pm - The Boathouse**

**(All documents referred to in these minutes can be obtained from phccsecretary@gmail.com)**

Apologies: Peter Hobby,

Persons Present: Steve Hills Chair (SH), Paulette Hills (Secretary) (PHi), David Haselden Treasurer (DH), Bill Jaggs (BJ), Jenni Dennett (JD), Luke Chamberlain (LC), Keith Wright (KW). Adrian Oates, Frazer Ely

Meeting started at 19:00

Approval of minutes: Minutes of 7th August 2017 were approved and will be put on the club website.

Matters arising:

* Management Structure Chart – **AO to go ahead and organise printing, laminating and distribution of charts. To be carried forward.**
* Sewage tank –Paul Oshea carried out a survey and is writing a technical report
* Club Mark Folder – Following BJ’s meeting with JH, clubs are to have a year’s grace with Club Mark, so it was decided to leave it for the time being. **Keep it on the agenda for next meeting.**
* Removable bollards –**DH to action this ongoing.**
* Rateable Value – DH has now seen the letter from SC. **DH discussed with AR - ongoing**
* Action and Leisure Learning Scheme **–Carry forward to next meeting**
* Car Parking – **see FE email**
1. **Sports development plan –** Peter to update
2. **Radios –** Keith to buy 1 VHF Radio and 1 Aquapac to put it in.
3. B**oat stickers –** Luke to send round some design ideas
4. **Amend constitution-** Paulette has completed this.
5. **Purchase tables** – Keith is going to buy 4 no. tables at £35 each for the boathouse.
6. **Financial Update –** Discussed the club being in a reasonable financial position, membership numbers are up to 460 at present. David and Bill to discuss the way forward to organise the riverside finances in line with thenew report layout of club finances.
7. **Discontinue £1 donation idea as it was proving difficult to police and collect.**
8. **Grant application –** funding ideas put forward.

At Lake Pier - 6 no. wavesports including suitable paddles, BA’s and spray decks for the training fleet around £5000.

At Riverside – 6 Pyranha Fusions and 4 Dagger Dynamos including suitable paddles, BA’s and spray decks around £5000.

Applications to be made to Small grants award (Sport England) and Talbot Village Trust.

Mick Rodgers looking at another possible funding grant for juniors/polo/slalom.

Satellite club funding – grant of £500 – agreed.

1. **Race day parking –** Poole Council have agreed that there would be covers over the parking meters at lake pier for race day.
2. **AGM re alignment –** Steve and Paulette have proposed that the date of the next AGM is changed to March 2018. The reason for this is so that going forward all the financial reports, charity commission paperwork and other reports will be up to date and relevant at the AGM. All subsequent AGM’s after this date will be held in March of the following year that the reporting year relates to.
3. **Wording change about funds**- Bill has asked that some of the wording about holding funds should be changed to accommodate any funding money that comes in can be earmarked for the purposes for which it was intended.
4. **AGM notice –** the wording for the AGM notice was discussed, the voting system explained for anyone new to the process and to clarify how it all works – no changes made. Agenda items discussed agenda will be sent out before AGM.
5. **AOB/suggestions at AGM –** The Trustees considered the proper process and purpose of an AGM following some items that came up from the survey results. An AGM is a yearly meeting for all club members to attend and its purpose is to give a review of the clubs year including the finances. It is not really a meeting to discuss in depth the running of the club or any matters that members are unhappy with. The Trustees do though need to be aware of what the members want or are unhappy with so it was proposed that there is a suggestion box at the AGM for people to post in written concerns or any areas where they feel the committee should investigate further.
6. **Membership fees –** there are no plans for these to rise next year.
7. **Margaret’s plate –** Presentation of this will now take place at the March 2018 AGM at which time the Trustees will produce a short list of candidates for voting on at the meeting.
8. **Secretary role vacant – URGENT role needs to be filled.**
9. **Race day volunteers –** The need for more volunteers was discussed but the weather was causing concern – race cancelled so not relevant.
10. **Riverside update –** See Bills report.
11. **Encouraging coaches and helpers –** needs more discussion and ideas.
12. **Sewage tank –** Awaiting report to send to the installers of the tank. Repairs are also now needed to the sewage pipe laid in the driveway. The Trustees agreed to order and get fixed asap.
13. **Sealant –** one full coat has been applied with a second coat still to be applied – Keith/Steve to arrange.
14. **PHCC calendar –** Bill Richmond asked for the club to donate £100 for prizes to the winners of the photo competition. All agreed happy for the calendar to be produced again this year.
15. **Parking permits –** Keith looked into parking permits at present they are not worth buying**.**
16. **Newsletter articles –** more articles are needed. The next newsletter to be produced after the AGM in October.

**A.O.B.**

**Expenses for French trip –** Allen has asked to club to cover some expenses incurred from the Cherbourg club coming over for the race weekend – it was agreed we would cover the cost of the Scout Hut hire at Wimborne which was being used by their juniors for overnight accommodation.

**Levy grants –** Frazer found information about a levy grant for community projects and sent an email to the trustees to discuss.

**40 chairs –** Keith is considering getting another 40 chairs.

**Club clothing –** Neil Anderson has been asked to purchase some items of clothing for club members to see/try on etc…… we need to advertise these when they are available.

**Next Meeting Dates:

AGM 4th October 2017 Boathouse. 30th October 2017. 11th December 2017. Note these are AMENDED dates.**