

## MINUTES OF BATH CANOE CLUB MEETING 09/05/18

**Attendees:** Ashley Matthews (AM), Caroline Meakin (CM), Jen McDowell (JM), Andrea Guenther (AG), Mark Payne(MP) Kathy Morris(KM)

**Apologies :** Phil Filby (PF) Ian Slinger (IS), ) ,Sue Spurling(SS), Martin Spurling(MS) Mike Heap (MH)

**Minutes of last meeting:** Accepted together with the minutes from March meeting with amendments.

### Action points from last meeting:

**Articles and Memorandum of association and constitution** –IS has emailed the draft constitution for consideration by the committee. Comments by **ALL** to IS by end of May.

**K1** offered by Chris Milford - MP to follow up with Chris Whipp as to whether it is needed. Ongoing **Security lights** for car park waiting to be fitted. IS to liaise with Chris Milford to fit. Waiting for dry weather and possibly an electrician.

**Sign off for Trip leaders** - JM to liaise with Jon Brown re river experience - emailed and JM will chase. Ongoing

**BCU renewal and new membership terms** from April 2018. AM will confirm whether any further action needs to be taken before the next committee meeting.

**Repairs & Improvements (inc Mens Changing Room):** Paint has been sourced and IS will liaise with member with regards to redecoration with any leftover being used for ladies showers.

**Fund raising / grants** – Currently MP has requested more medium sized river boats, ideally 4 boats - young adult fundraising **IS** to follow up on fundraising leads provided by Paul Carroll and revert to the committee with a specific proposal for whether funding can be found for this year.

**Boat Grant** MP working on it. Looking to get a fleet of beginner friendly boats.

**Signage for Club** – IS to produce. Need to ensure the Club logo and name is larger than the sponsorship bodies.

**Advertising for tasters & courses-** Flyers have been produced and are ready to post. **ALL** members to circulate as widely as possible. Car stickers available.

**Club policies** – AM currently reviewing all policies on Sharepoint and will circulate to committee members as and when. When they are emailed **ALL** committee members must review and confirm back to avoid them all being added to the Agenda for the next committee meeting. They will then be posted on the website for all members to see and follow.

**Facebook admin policy** – JM has circulated policy and committee accepted so it can now be posted.

**Review and finalise charging policy for 3\* training** Committee agreed a policy of £60/course or £25/day for Members. Non members £120/course or £50/day. **AM** to add policy to website.

**Spring Social:** Thanks to JM and all involved for a very successful event.

**CAT & Options:** E-mail reply from BANES was that there was no budget for repairs by the council. Suggest that we take photos of the current state of the building and have wording which includes a condition of no worse state at the end of the agreement. James Kay and AM to arrange a face to face with documentation to see how we can push this forward. Agree to that in principle.

**Risk Assessments** - Coaching session and River Use risk assessment - MP has received a few comments and once added the 1 and 2\* coaching assessments can be posted on the website before next committee meeting. There are a few additional comments on the K1/2 Junior sessions so it has been decided to separate this out and waiting for Paul Carroll to respond on the outstanding points. MP to action.

**GDPR.** The generic email to current members seeking consent has been circulated to committee and AG will send out and monitor replies. Progress to be reviewed at next committee meeting. Renewals will gradually complete the process. CM to look at information audit and see if a specific policy needs to be posted on the website.

**Handrail:** Purchased kit and delivered – waiting to put in place.**MP**

**Date of next meeting : 13<sup>th</sup> June** Apologies from JM