



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH

www.cvcc.org.uk

CVCC Committee Meeting Minutes

Date: Tuesday 28th Jan 2014 – 7.30pm

Location: Plough & Harrow Littleington

Present: - Colin B (CB), Alan F (AF), Andy M (AM), Luke T (LT), Stephen W (SW), Paul V (PV), Nick BC (NBC), Justin E (JE), Steve Do (SD) & Jake H (JH).

1. Apologies

Steve Da (SDA) & Abbey T (AT)

2. Agree Previous Minutes

The committee agreed the minutes from the previous meeting were accurate.

3. Matters Arising (Previous Meeting/AGM)

a. Agree Minutes & Matter Arising from AGM (All)

Item deferred until next meeting as AGM minutes not available.

b. DBS Checks / Liaison with BCU / Contact Pat O (SDA)

Item deferred until next meeting as SDA not present. LT advised he had passed on welfare officer documentation given him by Pat O.

c. Coaches Evening (SW)

SW advised the committee the Coaches Evening has now been arranged for Saturday 1st March 7.30pm at the Seven Sister Pub – Seaford. All current club coaches & prospective coaches are to be invited. **Action SW – Send out email invitation to Coaches Evening to all club coaches and prospective coaches.**

d. Level 1 Coach Inductions (CB)

CB advised that the Level 1 Site Specific Inductions required by the BCU for UKCC Level 1 coaches to operate alone have now been arranged. Dates – Sunday 2nd March 9:00 to 13:00 & Sunday 16th March 9:00 to 13:00. Participants need only attend one of the dates. The induction sessions will cover the following - cover club policies, site specific issues & a practical session. All current Level 1's (UKCC & Old Scheme) & Prospective Level 1's to be invited to attend. **Action CB – Co-ordinate email to Level 1 coaches inviting them to Induction Sessions.**

e. Throwline & Newsletters (SD)

Email Newsletter system working well. Committee agreed SD should produce 3 Throwline Publications for 2014 season for the following deadlines – 1st Mid March, 2nd Mid Summer & 3rd End of Season.

Action SW – Pass on any unpublished articles from previous season to SD. Action SD – Produce Throwline publications to deadlines agreed.

f. RNLI Donation (LT)

LT confirmed RNLI donation receipt now provided to treasurer.

g. Pool Sessions (AM)

AM confirmed Pool Sessions are now all booked and up and running. Pool sessions started in the 2nd week of Jan and are to run through until February. All sessions 1.5hrs with dates and times all published on the club website. The committee agreed the pool sessions should be open to non

members at a cost of £10 per session (cost to members to stay the same at £7). NBC confirmed he had taken 1 x Dagger Mamba 8.0 & 1 x Dagger GT 7.8 to the pool for use in sessions. **Action AM – Update website with pool session costs for no members.**

h. BCU RCO (Chris Edge) Meeting (SD)

SD advised a meeting had been requested a meeting with the club for an update on what's happening and future plans. Meeting agreed for Tuesday 11th Feb 6.30pm at the Club House.

The club is to present our action plan to the RCO with a view to gaining funding support to achieve goals.

Action LT – Provide SD with club membership statistics for use in meeting.

4. Future of CVCC / Coaching Development (SW)

The committee agreed the club needed to try to develop and support coaches in gaining higher qualifications under the new UKCC scheme in order to ensure the club can continue operating as it does at present in the future.

The significant cost of gaining awards such as UKCC Level 2 coach awards, 4 Star Leader & moderate water endorsement were highlighted. The committee agreed with need to try to seek out sources of funding in order for the club to financially support coaches in gaining qualifications for the benefit of the club and its membership.

5. Website & Online Membership

LT advised working was ongoing in development of new club website and online membership & payment facilities but that good progress was being made. LT advised he planned to have new website & online membership ready for launch on the 1st March for the traditional opening of membership applications.

LT invited all the committee to contribute content for the new website and any interesting pictures people may have the capture well what we do as a club.

LT Action – Complete new website for 1st of March & Liaise with Andy M for payment systems to club account.

6. CVCC Action Plan (CB)

The committee agreed on the action plan shown in Appendix 1. This is to be finalised and present to Chris Edge (RCO) in our upcoming meeting with him with a view to getting funding support from the BCU in achieving some of the goals.

Action CB – Draft and agree final Action Plan with committee on email prior to RCO meeting.

7. Treasurers Report (AM)

AM advised that the new HSBC Banking Accounts were now all setup and that he had transferred all the funds and closed the old RBS account. He advised that with the new HSBC account we had a debit card for payments as well as online banking that will make managing the club funds and the role of treasurer much easier.

Current Club Account Balance - £1920.13

Current Development Fund Account Balance - £1130.00

Currently at the low point in the clubs cash flow cycle with new season membership still to open but yearly rent paid and BCU affiliation.

Donation received from Russel McCreath business towards club purchase of tandem open cockpit kayak for disable paddler use.

8. AOB

a. Piers Level 1 Funding Request

The committee agreed to help fund 50% (£125) of the cost (£250) of Level 1 Coach course. **Action AM – Arrange £125 payment to Piers upon receipt of course receipt & funding support agreement.**

b. Funding Support Agreements

The committee agreed all coaches receiving funding support for qualifications and courses should all sign a Funding Support (Gentlemen's) Agreement that sets out what the club expects in return for the

funding received. e.g. running a certain number of sessions or a particular course for the club.

Action CB – Create funding support agreement documents to be completed for each club member receiving financial support from club.

c. Ian Powis Introduction to Canoeing Course Funding

Ian Powis requested funding support for attending an introduction to canoeing course and Plas Y Brenin. In recognition for all in coaching working and additional volunteer work he has done in redeveloping the Club Barn the committee agree to fund up to the maximum £250 set out the development fund policy. **Action AM – Speak with Ian Powis re: funding for course and arranging 3 Star Canoe Course at club to be run the Woodmill centre.**

d. Enquiry Emails

CB advised that he now had a club email address – colin(a)cvcc.org.uk. He advised the committee to direct any enquires they receive to him.

e. Start of club season

The committee agree the club season would start on Sunday 6th April.

f. Membership Fees

The committee agreed that club membership fees should be increased due to the increase need for expenditures in supporting the development of coaches. It was also notes that were a still cheaper to join that a lot of other local clubs. **Action LT & AM – Form subcommittee to decide on appropriate membership types for new online system and to agree fees.**

g. Barn Clean Up Day

Barn clean up day set for Sunday 9th March. **Action PV – Co-ordinate promoting support for the cleanup day.**

h. Flooring for Barn

LT advised Iain Paterson (Centre Manager) was looking at fitting rubber draining flooring in main barn area. SW expressed concerns about this type of flooring being slippery. **Action LT – Speak to Iain P regarding flooring and checking it will not be slippery.**

i. Locker for Office

AF advised he can get the club some free lockers to be put in office for secure storage of club possessions. **Action AF – To arrange sourcing lockers and delivery to club office.**

Date of Next Meeting

Tuesday 25th March 2014 – 7.30pm – Plough & Harrow Littlington

Appendix 1.

CVCC Action Plan 2014 (Draft)

Aim/Objective	Action	Timescale	Led by	Cost	Total
Acquire 4 new L1 Coaches	Approach known candidates and sponsor volunteers	To be achieved by September 2014	Stephen Wright (Coaching officer)	Training and assessment £249 Registration £55 FSRT £80 First Aid £100	£484 x 4 = £1936
Acquire 2 new L2 Coaches				Training £250 Assessment £105 MWE Training £103 MWE Assessment £130	£588 x 2 = £1176
Acquire 1 new 4* leader				4* training £155 4* Assessment £165	£320
Initiate Paddle Power Start	Investigate scheme, publicise and recruit existing L1 Coach team	To be achieved by September 2014	Alan Filtness (L1 Coach)	Minimal	
Acquire 4, 3* Sea kayakers	Organise course on Isle of Wight		Steve Douch (L3 Coach)	?	
Refurbish Club room	Formation of Sub committee	To be achieved by May 2014	Justin Early (L1 Coach)	To be decided	
CVCC website rebuild	Use open source software to update site to include online payment system	To be achieved by May 2014	Luke Tarrant	SSL Certificate £100	