



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 26th June 2018

Location: The Plough and Harrow

Present: Stephen Wright (SW), Steve Douch (SD), Helen Richardson (HR), Paula Leighton (PL), Helen Frost (HF), Kevin Galway (KG), Luke Tarrant (LT), Frances Jones (FJ), Morgan Lamberth (ML)

1. Apologies for absence: Ian Powis (IP), Nicola Hearn (NH)

2. Agree previous meetings minutes: The committee agreed the previous committee meeting minutes.

3. Matters Arising: Please see the 'outstanding actions' at the end of the minutes.

- Coaches need to know about the Paddlepower laminated sheets and lanyards. **IP**
- Has the Hou been varnished? **IP**

4. Juniors

- ML confirmed that the juniors seem to be having fun.
- A few weeks ago there was a new junior who was struggling to keep up with the group. ML slowed down and stayed with them but the rest of the group didn't notice. The boats are quite big for some juniors. The Mater TG Lite is our smallest boat. We discussed new smaller boats.
- There were lots of juniors at Family Day. There was one child with a medical condition and after the event HF contacted British Canoeing for their advice and to check we did everything correctly, which they confirmed we had.
- Andy N runs the beginners groups which juniors normally join in with and he does skills and games for them. We currently have 13 junior members plus two families.

5. Treasurers Report

Last Statement Balance - £6,465.91

Last Paypal Balance - £629.06

Last Development Fund Statement Balance - £711.96

Current Balance - £7,003.78

Current Paypal Balance - £745.41

Current Development Fund Balance – £1,712.15

- HR confirmed we have the following members:
 - 57 adults
 - 13 juniors
 - 2 families
 - 12 coaches
 - 3 committee
- At the moment there are only 12 coaches showing on the list. LT needs a list of the coaches that have completed the forms to be able to send them the code for the membership.
IP will send this to LT.
- HR will spot check the membership list against the sign-in sheets.
IP will give HR some of the sign-in sheets to check.

HR will send IP a list of the coaches who have active memberships.

Development Fund

- £1,000 has been moved over to the fund, so there is now £1,700 in the Development Fund.
SD will send details of applying to use the fund to NH to promote via Mailchimp.

6. Equipment

- Some of the air bags and bungs need replacing in the boats. The boats are a mixture of Buzz and CVCC boats. Could we offer to purchase them and ask Buzz if they will fit them?
SW will speak to Richard at Buzz about this.
- Some boats are rarely used, do we want to sell these? There is a space issue and Richard is aware, when we remove a boat the space gets used up.
SW will speak to Richard about this.
- It was agreed that we need to look after our best boats – GTS, Mamba, Axium. New air bags are needed. It was agreed we would order these.
KG will give an order for these to **LT**.
- There are some new bungs available that fit under the housing and therefore do not get lost. They cost £2 each. It was agreed we would order these.
LT will give the details to **SD** for him to order them.
- We need to order some new bibs. It was agreed that we would order 4 x 8 bibs + 1 coach bib. This will be about £225 - £250.
SD will order the bibs.

Loan of Boats

- There have been lots of requests to borrow boats, for example, for Pells Pool. We need to promote the boat loan policy. The agreement of the loan of the boats depends on the event, where it is, who's running it. CVCC don't currently have any paddles, although they are on our shopping list. The policy states that boats can only be loaned for club events and trips through the coach organiser. CVCC only has access to the Barn on a Sunday morning, access at any other time needs to be arranged with Buzz.
We need to promote the boat loaning policy. KG will put this together and send it to NH for Throwline.
SW will put together an article for Throwline detailing CVCC's relationship with Buzz.

7. Buzz

- We promoted CVCC and Buzz to everyone who came to the Family Splash and gave out leaflets.
- New members receive a welcome email and are looked after by the 'meeter and greeter' on their first day. We need to explain the relationship between CVCC and Buzz from the beginning.
NH to look at including something in the CVCC leaflet.

Barn Keys

- None of the coaches at Woman's Day had a key. We need to find a spare key to keep in the safe and one for Ashley and Emily to share. Liz B and Colin B both have a key. Alan F still has a key. Martin C says he does not have a key. Michelle has a key.
SW will contact Liz and Colin and also Michelle.
IP will speak to Alan.

8. Website / Communications

- Thank you to NH for Throwline.
- Photos of IP and ML are still needed for the website.
SD will send the photos to NH.
- The minutes of previous meetings still need to be published on the website.
HR will make sure juniors names are removed from the minutes and will send them to LT for going on the website.

- We discussed whether anything being published to the members should be proof read by someone, or circulated to everyone. Throwline could be emailed to the committee or a Coach (level 2 or above) before being sent.
Further discussion needed at the next meeting. SW
- The Cuckmere Valley Canoe Club Facebook group is now private following a query from a member whose family could see what she had posted in the group.

GDPR

- NH provided some information about GDPR. NH confirmed that as we are a subscription club, we do not need to ask our members permission to email them as they have given us those details and paid their membership. However, we do need to be able to answer any questions from members on what data we hold, who holds it and, if any member wants their data deleted, we must action that.
We need to answer various questions about the information we hold and publish a policy on the website. NH

8. Coaching

- It was noted that Sarah D often steps in and coaches at short notice.

Level 1 Coaches Course

- There is an issue with one of the attendees' certificates. She hasn't got her certificates and she has tried to contact British Canoeing with no luck. SW is happy to take this up with British Canoeing if she continues to have problems.
- It was agreed that if anyone is experiencing financial difficulties paying for the course, we can consider payment in two halves or by instalments if they sign an agreement to make the payments.
- The FSRT course is being run by SD on 22/07/2018.

Coaches Day

- Coaches Day is pencilled in for 22/07/18. Is this still happening on this day as it needs promoting?
SW will contact IP.

Coaches Feedback

- HF circulated some ideas to feedback to the coaches following the survey carried out in March. This needs to be done ASAP.
Once the coaches social session has been confirmed (see below), HF will circulate the feedback to the coaches.
- SD met with the Financial Advisor who audited the CVCC accounts to look at the options for coach membership next year. It is possible that coaches could sign a volunteer agreement, which might prevent them needing to pay membership.
SW, LT and SD will meet with the financial advisor to discuss membership and reimbursement options.
- Two new boats have been purchased.
- £1,000 has been transferred to the Development Fund.
- We discussed a coaches social session. SD suggested the Pells Pool is a good venue, it can accommodate 50 ish boats, has a grassed area where you can have a BBQ. Generally it is available in the evenings 7.30pm – 10pm. August 18th was agreed as a date. HR, SD, KG, FJ, HF, and ML agreed they could help with the BBQ.
SW will speak to IP.
SD will book the Pells Pool and provide the BBQ.
NH will promote to the coaches once confirmed by SW, IP and SD.

Coach Recognition Award

- Within the committee the following nominations were made:
 - Andy N;
 - Ashley C (PL's friend complimented Ashley with her help on the SUPs on Woman's Day);
 - Sarah D – Sarah steps in to coach every week.**HR will send an emails to those coaches who were nominated for the last Coach Recognition Award, as these were not included in Throwline.**
HR will put a request on Facebook for nominations for the next award.

Scholarship Programme

- We have two coaches who can deliver three star surf coaching and two coaches who can deliver three star coaching for white water. We have no coaches for the sea. We would need a four star leader for the sea. Pat O is interested in this.
SW will give the details, criteria for scholarship, etc to NH to advertise to see who is interested. The Development Fund could be used towards this.

9. Programme Update

- The Family Splash was a success. If we run it again it would be better not to have the last group as it was a bit rushed at the end. There was some flooding in the disable toilet as the shower had been left running – KG dealt with this and cleaned it up.
HR will check memberships to see if we had any new members as a result of Family Splash (HF has a list of people who attended).
- Woman's Day went well.
- The committee agreed to pay the £25 registration fee for the team to enter Paddle Something Unusual at Paddle Round the Pier this year.
- We still need to agree a date for the representative from British Canoeing to visit us.
SW will arrange a date for him to visit in late September.
- **IP is arranging the Shropshire visit.**
- We discussed non-members visiting the club (old members, members of other clubs) and agreed this was ok if they have their own kit.
- The Go-Canoeing / Come and Try It sessions are being added to the website as the coaches volunteer to cover the sessions.
- **IP is organising the Thames trip in September.**
- We need to provide coach cover for the Wye Trip as the boat booking for the Saturday is through CVCC rather than directly with the boat hire company. SD will come to the Wye. Is Iain P and IP going? Sunday is peer paddling only. NH has a list of names, five pitches have been booked at the campsite.
SW will correspond with PL.
- Nick C has had to change the date of the 2nd Wallers Haven trip.
NH to advertise the new date to members.

Christmas Meal

- The Christmas meal has been booked at the Langham Hotel in Eastbourne.
- It will be a three course meal, with coffee and mints, casino (with play money) and disco. There is a special room rate if people want to stay over. The deposit has been paid.

Peer Paddling Sea Group

- Peer paddling is with people's own kit only, otherwise members will need to sign up on the sheet if they are using club kit.
- If a coach is offering a sea trip (on a sheet), it is up to the coach to decide if the individuals are of a high enough standard to join the trip.

Juniors Day

- Juniors Day is on 15/07/18. We agreed it should be open to all members as a usual session as well. We need to be aware of the number of juniors planning on coming so we can ensure enough coach cover. Members can bring juniors with them.
- We will arrange the booking through Eventbrite which will include a consent form. This will be for all juniors (members and non-members).
PL will liaise with NH to arrange for the booking to be set up on Eventbrite.
ML and FJ will speak to coaches they see at the club to see if they will help on the day.
IP will add something to the coaches Facebook page.
PL and NH will promote the day on Facebook.

10. Welfare

- The committee voted that dogs should not be allowed as a general rule at the club (except for guide dogs). There was a lot of discussion about this and exceptions may be agreed, but we had to consider the following risks:
 - People being scared or allergic to dogs;

- Risk of tripping over leads;
- Risk of someone being bitten;
- Problem with dog mess around the slipway.

LT / NH will remove the photo on the website of a dog in the kayak.

11. Any Other Business

- There was a little girl on the slipway on Woman's Day (who was not with the club), who stepped on a safety pin that got stuck in her foot. Ashley C assisted. Members need to be reminded to wear shoes. **IP** will put a message out to coaches to remind them that everyone needs to wear adequate footwear.

Date of next Meeting: 21/08/18 – The Plough and Harrow

Outstanding Actions (from previous meetings)

- The committee roles document on the website needs updating. **LT**
- AF will lead (with SW's assistance) on ensuring coaches are qualifying for support. NH will help promote the 'application for funding' forms. **Action now urgent IP/SW/NH**
- **NH** will refresh the CVCC flier.
- AF will remind the coaches about the requirement to complete the safeguarding training. **IP**
- **LT** will look in to costs for fixing the website. **NH** has a client with CRM software and she will look in to this with LT and **HR**.
- ML suggested an annual competition day to raise money for the club, including races, skills, challenges, a BBQ open to the club and general public. **ALL**
- The pages on the website need reviewing and updating. **NH, ALL**
- 4 star leadership course – Nick C is interested. **SD**
- **NH** will email the committee to ask what data is held (re: GDPR) and will put together a policy and guidance.
- For the next Throwline: Include an advert to report any boat problems to Kevin via equipment@cvcc.org.uk; SD will write an article to promote the Development Fund. **NH / SD**
- IP will pass the coaches folder to HF. **IP**
- IP will check the safe for the kit sale money. **IP**

For future committee (2019):

- Club Mark / Development Plan.
- Send letter to coaches to update information held on the coaches spreadsheet.