



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 21st August 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), Frances Jones (FJ), Ian Powis (IP), Nicola Hearn (NH)

1. Apologies for absence: Luke Tarrant (LT), Morgan Lamberth (ML)

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.

4. Juniors

- Two new junior members joined the club last week. We discussed the differing needs of juniors and how we can support them. We discussed having a designated adult to support individuals within the groups each week.
- How can we encourage more juniors to join the club? FJ suggested she talk to the new junior members to see if they have any friends they could bring along. We discussed advertising at groups such as Guides, Scouts, DofE. One of the new members is from a DofE group
FJ will speak to the new junior members to find out how they heard about CVCC and see if they have any contact details for DofE.

5. Treasurers Report

Last Statement Balance - £7,003.78

Last Paypal Balance - £745.41

Last Development Fund Statement Balance - £1,712.15

Current Balance - £8,150.45

Current Paypal Balance - £651.95

Current Development Fund Balance – £1,712.25

- No one has applied for the Development Fund yet.
- IP would like to continue with the Level 2 Coach's course next year.
- We have purchased five paddles which we will keep in the loft for club trips.
- The Level 1 coach's course fully funded itself. One participant is paying in instalments. We need to set up an account with ESCC for them to pay us for one of the places.
SD will set up an account with ESCC to enable CVCC to be paid for one of the places on the L1 Coach's course.

6. Equipment

- We still need to resolve the issues with loaning boats. Saturday trips are good as the boats can be returned on Sunday morning during the usual club session. Collection / return of boats must be agreed in advance with Buzz via the trip lead Coach.
ALL to re-read SW's draft email to members about the loan of boats before it is sent to members.
- Douglas Caffyn has offered two second-hand open canoes to the club.

SW will check the condition of the boats being offered by Douglas Caffyn.

- SW suggested we look in to the possibility of building a lean-to on the field side of the barn. We would need to speak to Buzz, consider planning, etc. It would be for CVCC storage. All agreed this was worth looking in to, but we also need to make sure we are using the current storage in the Barn, we used to have the full use of the right hand side of the racks.

SW will look in to the feasibility of a lean-to on the Barn.

- We need to buy some more equipment. We need BA's, helmets and more paddles including canoe paddles. We could get a smaller boat to suit 8-10 years olds, maybe a Pyranha Rebel or Dynamo. We could also consider second-hand boats. The Ethos 9, Ethos 10 and Wavesport are good boats.

ALL to submit a wish list of equipment to KG for purchasing new equipment.

7. Buzz

- No VAT has been included in the invoices for the first two quarters of this year. ESCC have confirmed the VAT should be included. The Barn rental agreement will be backdated to 01.04.18 and the rent has increased by £75.00.
- The agreement is for us to have access to the Barn on Sunday mornings from April to October plus six other sessions. It is likely to be until 2pm on a Sunday (rather than 2.30pm) going forwards. SW suggested Buzz let us know when they have things booked on a Sunday morning between October and April, so we know when the Barn / office is not available. Buzz are happy for the Go-Canoeing sessions to continue.
- The Licence to Occupy needs a response, SW will draft a response and send it around to the Committee.

SW to send a draft response to the Licence to Occupy to the Committee.

8. Website / Communications

- NH has updated some of the website.
- Facebook communications seem to have improved with lots of newer members being engaged.
- The website went down for 3 or 4 days, thank you to LT for fixing this whilst he was away. The Committee agreed we should pay LT for website support.
- The Facebook group is now a closed group, but the brochure page is still public.
- It was agreed that a Committee Coach will proof read Throwline for NH in advance of it being circulated to members – IP, KG, SW or SD.

8. Coaching

- We need to respond to the survey we carried out at the beginning of the year and we need to give recognition to the Coaches for all of their hard work. We agreed that as so much time has now passed, we won't send round a response, but at the AGM we will go through what we have done.
- The Pells Pool social evening was cancelled as not enough people could make the date. IP suggested we arrange something out of season as we are under pressure every week to cover the sessions, so during the season might be difficult for people. SD proposed an end of season meal for the Coaches and Committee, or we could do go-karting, bowling, etc.
IP will give NH some dates and NH will arrange a survey to decide on the end of season activity for the Coaches and Committee.
- SD offered to pair up with coaches to help build confidence, but so far no one has taken this up.
- We could offer Coaches the chance to attend a Coaches Fundamentals one day course with Graham Moss. The Club would pay for this.
SD will contact Graham Moss to arrange the Coach's Fundamentals course for Autumn 2018.
- Richard at Buzz is happy for Club Coaches to take a social group out for a paddle once a year each.
- Congratulations to all those who passed the Level 1 Coaches course. IP will arrange for the new Coaches to pair up with existing Coaches until the end of the season
NH will send a draft email for the new Coaches and send it to IP, SD and HF, this will cover what the new Coaches need to do next and details of the site specific training.
HF will provide information to the new Coaches about safeguarding training and getting DBS checked.
- CVCC will cover the costs of the first aid course and safeguarding training.
IP will go through the Coach's file with HF to check who needs first aid training.
- Pat O, Nick BC and SD are interested in being sea coach leaders.

SW will look into the scholarship award and send details to NH for an email to be sent to invite applications from Coaches.

- There were nominations for Ian P, Andy N, Iain P, Ashley C and Sarah D for the second Coach Recognition Award. It was agreed that Andy N and Ashley C should both receive the award this time.
NH will prepare the certificates for the Coach Recognition Award.
IP suggested we do a 'Coaches Coach of the Year' Award at the AGM.
- The existing 1 star, 2 star and 3 star BCU courses will end in December 2018 and a revised syllabus will replace it. The specifics have not been announced yet, but we will need to make sure that Coaches are aware of this and happy.
IP will make sure Coaches are aware of the new BCU syllabus.
- We need to encourage more Coaches to train as Level 2 Coaches, it would be good to personally ask Level 1 Coaches if they would be interested. We also need to be sure of the remit of Coaches on the water dependant on the conditions. Level 2 and Level 3 Coaches can assess conditions.
SW and **IP** will discuss with Coaches a plan for assessing conditions and agreeing the remit of Coaches for Sunday sessions and trips.

9. Programme Update

- Xmas Meal – this is booked at the Langham Hotel on 08.12.18. 25 places have been provisionally booked at the Langham. Deposits have to be paid by 25.08.18. Kate W. kindly offered to collect the money and has set up a survey for people to choose their menu options.
- British Canoeing visit – this still needs to be arranged.
SW will arrange a date for the British Canoeing visit.
- Club programme 2019 – For 2019 Coaches should come via PL when organising events and trips so that PL can check dates and try to avoid events clashing. We also need to be more prepared with Go-Canoeing and agree the dates in advance. We took on a lot this year which put pressure on the Coaches, we need to try to be more prepared for 2019 and plan the Coaches evening after the AGM.
- Lee Valley – David M provisionally booked Lee Valley for 22.09.18. LT is supporting David with the trip. We have not paid Lee Valley yet and if there is not enough take up we will have to cancel it. Last year we offered places to Bewl and Adur Canoe Clubs and Bewl already have it in their calendar.
NH will contact LT and David for more details and will then send an email about Lee Valley.
- The Big Splash – The Big Splash is being held on 09.09.19. We need about six Coaches to run the games. We could ask Iain P if he would run canoe polo. Anyone can run games off of the water, we can invite members to run on-shore games. The gazebo and bunting are in the loft. The Big Splash is for members only and their families and close friends.
IP will speak to the Coaches to see who can run games at the Big Splash.
PL will contact Tony L and Carol L to see if they would be happy to run the BBQ.
SD will supply the gas and the BBQ and take it to the club.
PL will order the food from Tesco (£100-£150 budget) and **NH** will collect this from her.
HF and **FJ** will run the second hand kit sale.
IP will co-ordinate the Big Splash.
PL will let Buzz know the date for the Big Splash.
- The AGM is booked in for 16.11.18. Agreed £100-£150 budget for the buffet.
PL will contact The Dorset to see if we can use their function room for the AGM.
- The Marine Conservation Society Beach Watch (beach clean) is being held in September, we may not be able to link up with this particular week, but there are lots of groups we could work with.
SW will organise a beach clean.
- **SW** will send details to IP and SD with regards to the Shropshire trip so they can arrange to visit to check it as a potential Club trip for next year.

10. Welfare

- No juniors are booked on to the Tryweryn trip this weekend.
- One of our junior members is more than competent enough to complete the 2 star course (or the equivalent once the syllabus changes). He's already completed the Lee Valley assessment. There are no age restrictions, so he can choose what he would like to do and the Club will support him.

11. Any Other Business

- PL is now the Administration Officer for the RNLI in Newhaven. We could try to arrange some joint activities with them.
- We still need a GDPR policy. There are still some questions that need answering and then the policy can be put together.

- **NH** will re-send the GDPR email to the Committee.
- We have insurance for equipment which includes 19 boats for fire and theft. We need to add the 3 Axioms and the Hou.
SD will add the extra boats to the insurance policy.
- Our boats get a lot of use from Buzz and have broken skegs, etc. We need distinct storage space and the new Licence states 'designated storage space'.
SW will speak to Richard at Buzz about storage for CVCC boats.
- The steps are starting to move again, we need to do some work on them.
IP will ask Tony if he could do a report and run a party to get the steps mended (members could also get involved?).

Date of next Meeting: Thursday 18.10.18 at 7.30pm at The Dorset, Lewes.

Outstanding Actions (from previous meetings)

- 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. SW will put together an article for Throwline detailing CVCC's relationship with Buzz. **NH / SD / SW**
- 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**
- IP will pass the coaches folder to HF. **IP**
- SW, LT and SD will meet with the financial advisor to discuss membership and re-imburement options.
SW / LT / SD

For future committee (2019):

- Club Mark / Development Plan.
- Send letter to Coaches to update information held on the Coaches spreadsheet.
- Start planning Coaches evening ASAP after AGM.