



# Cuckmere Valley Canoe Club

## Minutes for CVCC Committee Meeting – 19 March 2019

**Location:** The John Harvey Tavern, Lewes - 7.30pm

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|------------------|----------------------|
| 1. Justin Early  | 7. Paula Leighton    |
| 2. Megan Early   | 8. Pat Oakley        |
| 3. Helen Frost   | 9. Ian Powis         |
| 4. Kevin Galway  | 10. Helen Richardson |
| 5. Nicola Hern   | 11. Kate Waite       |
| 6. Frances Jones |                      |

Item	Details	Action
<b>1. Minutes &amp; actions from last committee meeting</b>		
	<p>Key holders: Steve D; Justin E; Pat O; Ian P and Kevin G. Nick BC and Ali L also have the new key but were given them by Buzz. 3 keys still to give out. To be decided once the season is underway.</p> <p>Back rests for the sea kayaks have been bought and will be fitted on the inventory day on 31 March.</p> <p>PL has been answering generic emails and is happy to continue for the time being.</p>	<p><b>KG</b> - Give receipt to HR for re-payment for back rests</p>
<b>2. Coaches' Evening</b>		
<b>Coaches' training</b>	<p>Ian P will run a L1 training session for new coaches ASAP. Needs to include Darren and Carly. PO says David L is unlikely to do coach training this season.</p> <p>Agree what awards CVCC will offer to paddlers for 2019.</p> <p>Forms – only 3 or so coaches still to complete forms. IP is keen to encourage Tony L to sign up as coach this season.</p> <p>4 coaches have confirmed Site Specific Training for 7 April. Invite new coaches – Darren A &amp; Carly R?</p>	<p><b>IP</b> – Set date for L1 coaches' training</p> <p><b>IP/PO</b> – Coordinate awards working group to meet</p> <p><b>NH</b> - Ask Stephen W if prospective coaches can attend course.</p>
<b>Coaches' rewards</b>	<p>Go-carting, Paintball, Beach BBQ, 10-pin bowling. Keep ideas coming in.</p>	
<b>Age of Junior members</b>	<p>Can coaches bring their kids if they are 8 or under? Do we run a session once a month for younger kids? Buzz has small BAs. We have four or five small boats. Do we need to offer a reduced membership for under 8s? Do we need to reduce Family Membership? <b>26 May is pencilled in for a Juniors' Trial Session for 6+</b></p> <p>Run a Start award on 26 May. Need certificates.</p>	<p><b>PL</b> – Add 26 May to programme <b>NH</b> – Put a call out on Coaches' FB group. <b>IP</b> – Add date to coaches' rota</p> <p><b>NH</b> – Get certificates from British Canoeing for Start Award.</p>
<b>3. Events</b>		
<b>Events</b>	<p>PO to run a trip to Nene – get a date agreed by poll.</p> <p>PL – a good skeleton programme exists. Other dates will be slotted in as they are confirmed.</p>	<p><b>PL</b> – Add dates when they are confirmed into the CVCC calendar.</p>

		<b>NH/KW</b> –Take dates from the calendar for FB/ email/ Throwline
<b>4. New Season Planning</b>		
<b>Go Canoeing sessions</b>	<p>It is difficult to get people to commit so far in advance. Therefore, for 2020, advertise dates to the public in March and then sign up coaches for dates nearer the time.</p> <p>If the current ones book up then we could offer some on the Sunday. All sessions need to be added to the website so people can book.</p> <p>PL – Charlotte would probably come and help. KG is willing to lead some evenings.</p>	<b>IP/PO</b> – If any additional Go Canoeing sessions are planned, let NH know to add to website
<b>New season planning</b>	<p>Tea &amp; coffee and cake for first day.</p> <p>Check the joining email. Ask people to let us know when they are planning to come for their first session so we can buddy them.</p> <p>Need a welcome point – a flag?</p> <p>It would be good to have an external noticeboard in the car park to advertise Buzz and CVCC. Would Buzz be interested?</p> <p>Look at advertising in Seaford press. Need a CVCC leaflet to be on display in the Barn.</p> <p>21 April Easter Sunday – Tennis Ball hunt for Easter eggs. ME – to hide the tennis balls for people to find and exchange for chocolate eggs.</p> <p>Steps – Working party to repair steps. Justin E can get the wood. Not use the Steps until they are repaired.</p>	<p><b>NH</b> – Print off register of members to do a check on first day.</p> <p><b>NH</b> – Check joining email.</p> <p><b>NH</b> – Investigate costs of an external flag</p> <p><b>PO</b> – To add noticeboard to next meeting with Richard.</p> <p><b>NH</b> – Update the CVCC leaflet</p> <p><b>NH</b> – Bring tennis balls</p> <p><b>PL</b> – Buy Easter Eggs. £20 budget</p> <p><b>JE</b> – Plan Steps repair group</p>
<b>5. Finance</b>		
<b>Finance</b>	<p>Everything up to beginning of March has been paid.</p> <p>HR is sorting out payment access to the CVCC bank account</p> <p>£587.29 - PayPal</p> <p>£6,510.71 – current account</p> <p>£1,468.94 – development fund</p> <p>Need a CVCC Booker card.</p> <p>Does CVCC end up paying for Buzz staff's First Aid updates etc?</p>	<p><b>All</b> – Send receipts to Helen R if anything needs paying.</p> <p><b>NH</b> – Get Booker card</p> <p><b>PO</b> – Investigate with Buzz how training of staff / coaches is split</p>
<b>1. AOB</b>		
<b>AOB</b>	<p>Safeguarding Face-to-Face course: Ask coaches to sort out their own course and then ask CVCC to reimburse them. UK Coaching website has a list of courses.</p> <p>ME – Checking dates for a Guide/Brownie talk in May. Come back with dates for NH and others (Carol, twins?) to attend</p> <p>KG – A new bib storage system is needed. Therefore, we could move the bulk of the spray decks up to the loft and replace the bibs on those hangers.</p> <p>KW – Throwline end of April. Produce an A3 PDF of calendar for NH to print.</p> <p>PO – We need to create a shopping list for new website.</p> <p>IP – Can TJ store his playboat in the Barn? He can use the coach storage area. We need to be careful of roof storage area.</p> <p>PO – SUPs sessions to be led by Ali L and Kev G but it is weather dependent.</p>	<p><b>HF</b> – To send out notice to coaches.</p> <p><b>ME</b> – Come back with dates</p> <p><b>KW</b> – Send PDF to NH</p> <p><b>All</b> – Send KW things wanted on website</p> <p><b>PO</b> - Check with Ali L.</p>
<b>Date of next meeting</b>	30 April – 7.30pm at John Harvey Tavern.	