



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 6th March 2018

Location: John Harvey Tavern

Present: Stephen Wright (SW), Steve Douch (SD), Helen Richardson (HR), Nicola Hern (NH), Paula Leighton (PL), Francis Jones (FJ) Helen Frost (HF), Kevin Galway (KG), Luke Tarrant (LT), Alan Filtness (AF)

1. Apologies for absence: Morgan Lamberth (ML)

SW welcomed everyone.

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

3. Matters Arising:

- We were unable to establish how many members were affected by the new rule of children between 8 and 12 being accompanied by an adult at the club, as we do not collect information about member's ages. HF has reviewed the list of junior members.
- Please see the list at the end for all outstanding actions from the previous meetings.
Action: Everyone to report to HR with updates on the outstanding actions.

4. Juniors

- An article was included in Throwline asking for ideas for the club from the juniors, but there was no response. There are only about 20 juniors at the club and most are 16/17 years old. We discussed organising a 'Family Splash' in May / June to try to encourage families to the club. Bookings could be via Eventbrite and the event could be open to all families, not just friends of members. Children must be 8+ years.
Action: NH will promote 'Family Splash' once the date is confirmed.
- Juniors Day is planned for 15th July 2017.
- We need better external advertising for 12+ year olds.
Action: PL will put an advert on the Seaford Notice Board on Facebook.
- KG suggested we hold more SUP sessions and if these could be published in advance of the Sunday this might encourage juniors to come to the club.
- We discussed where we should be holding the committee meetings to make it easier for the junior representatives to attend. Seaford?
Action: All to suggest venues.

5. Treasurers Report

Last Statement Balance - £4,857.47

Last Paypal Balance - £644.08

Last Development Fund Statement Balance - £711.80

Current Balance - £5,152.25

Current Paypal Balance - £0.00

Current Development Fund Balance - £711.84

- Our constitution says our accounts need to be audited.

Action: SD will arrange for the accounts to be audited. It is usually about £60.00. The committee agreed that SD could go ahead with this up to the value of £100.00.

Club Mark / Development Plan

- The criteria is in four sections. We struggle with the development section, eg. Catering to the needs of those with a high skill level, although we do offer 1 star, 2 star and coaching qualifications.
Action: SD will email the document to the Committee with highlighted areas where he needs input from other people.
- A three year development plan is needed for Club Mark.
Action: SW will email this to SD.

Rampion Windfarm Funding

- The next deadline for applications is 15/05/18. LT suggested the Family Splash as a reason for the funding, we could use the sea as our connection to the windfarm.
Action: A sub group will be set up consisting of SD, NH (to sell the project), LT (to price equipment), ML / FJ (to choose equipment).
Action: PL will contact 'Waves' in Seaford (a charity for families who need support).

Charity / CASC Status

- HF looked in to this and there didn't seem to be much benefit for CVCC to go ahead with either of these.
- SD contacted Martletts Canoe Club who are a charity and they can claim back the business rates, but CVCC don't pay business rates. As a charity we would need Trustees and formal accounts. Gift Aid can't be claimed on membership subscriptions.
- The Committee agreed we would not be going ahead with CASC or charity status.

Fundraising Ideas

- SD suggested we contact the Rotary Club, Round Table and Lions.
Action: NH will look in to this.
- SD approached Active Sussex. CVCC used to get £500.00 funding from them, but they no longer have a budget for this.
- How are we going to raise more money to pay the VAT we now need to pay on the rent? SD suggested a Quiz. The Committee agreed we should not change membership costs this year. An increase in members would cover the VAT costs.
- We need to add funds to the Development Fund. LT suggested we replace what has been used (£800.00 ish) and add extra if we can.
Action: All to agree how much to add to the Development Fund.

6. Equipment

Barn Tidy / Inventory

- The barn tidy / loft tidy / inventory will be held on 25/03/18. KG has last years' inventory. We could test and check the BA's at the same time. We should check 10% of each style, but if we find a fault, check every one of that style. LT has details of how to check the BA's. LT spoke to Richard at Buzz and they have carried out a visual inspection of their BA's. It was agreed we should check Buzz and CVCC BA's and do water tests on them.
Action: LT and KG will arrange the BA testing together.
Action: The Committee agreed that KG could spend up to £10.00 on scales – if KG gives the details to SD, he will purchase them.
Action: KG will let Richard at Buzz know that we are testing the BA's.
Action: The safe in the kitchen is in a drawer, but not screwed down. LT will look at this on 25/03/17.

What Equipment to Invest in

- We need to write a 'wish list' for equipment. Suggestions so far are: air bags for boats where they are missing; 2 x Axioms; seats for sit-on-tops (we would need to take them off at the end of each session).
Action: LT and KG will work on a wish list. Everyone needs to email their ideas to LT and KG ready to look at after 25/03/18.

Email from Nick BC – buoyancy for hou canoe

Action: LT is getting these and will have them for 25/03/18.

7. Website / Communications

- NH now has access to the website. The website has been good for a number of years but it now needs updating with less words and some more bold / headers. SW suggested we add a line saying 'prices held for this year'.
Action: NH will start reviewing the pages and will contact people as and when she needs them checking. NH will update the website to say what CVCC does and what Buzz does and the differences between the two.
Action: LT will update the coaches rota on the website.
- The membership system is now working again.
- It is National Canoeing Week 26/05/18 – 03/06/18 and if we hold an even it can be promoted through their website. The committee agreed that it would be good to hold the 'Family Splash' on 27/05/18 for this.
Action: PL will speak to Liz to check about changing the Woman's Day from the 27/05/17 so the Family Splash can be held then.

8. Coaching

- Colin B emailed PL about running a site specific Level 1 training course.
Action: PL will forward the email to SW.

Level 1 Coaches Course

- Six people from CVCC are interested in this: Charlotte, Gary (Scout funding); John R; and three juniors. There is also one person from Buzz who was a definite and one more person who was interested. AF has started to contact them about self-funding and reimbursement over two years (after they have made 6 contributions to the club). The course costs £1,500, the commercial charge is £220-£230 each. The course can hold twelve people and we would break even at eight. It was agreed that CVCC will run the course.
Action: PL will contact Bewl Canoe Club again to check if they have anyone interested in the course.
Action: AF and SW will organise the course. AF will contact Graham Moss.

3 Star Course (white water)

- SD can run this course with assistance from other coaches.
Action: SD will arrange dates for the course dependant on tides.

4 Star Leadership Course

- Graham Moss can run this course. Nick C wishes to do this course so that he can take people out in kayaks, but he would also need to do 2 Star and 3 Star first. The Development Fund could contribute towards this, but he would need to make an application.
Action: AF will speak to Nick C.

Rolling Course

- AF and Justin E would like to do a rolling course. PYB run a course. They could put in an application for the Development Fund. AF suggested they could try some rolling with other coaches down the meanders this season and see how they get on.
- It was suggested that CVCC could hire a pool with coaches who can roll and hold a 'rolling evening' as a thank you to the coaches. Chris Childs at Martletts Canoe Club is good at rolling.
Action: SD will look in to the 'rolling evening'.

Coaches Evening

- The Coaches Evening is being held on 16/03/18. It was agreed that the coaches need thanking / rewarding for their hard work. We need to make sure the coaches know that they are valued – without them the club will fail. We need to recognise the coaches hard work but within financial limits. It was agreed that we need to ask the coaches what they want. AF has emailed the coaches asking for feedback and we can ask them at the Coaches Evening. We want to thank the coaches. The Committee held a vote for putting some money behind the bar on the evening – this was not upheld; the Committee held a vote to keep things as they are – there were no votes for this. It was agreed to discuss this further at the Coaches Evening.
Action: AF will find out what the coaches want and how they want to be rewarded. Remind coaches of the Development Fund available to them.
- We need to decide / confirm what counts as a 'contribution' to the club. We also need to consider how we confirm that the coaches have completed six contributions to be eligible for re-imburement of courses. AF keeps a log of these.
Action: All to consider what counts as a 'contribution' and how this should be logged.

8. Programme Update

- PL has been unable to finish the programme. She sent emails to 35 coaches and had six replies. It was agreed that the Sunday morning sessions will be signed up by coaches gradually through the season, but that PL needed commitment from coaches to run the different activities / trips before advertising them to members.
Action: PL will add all of the dates in to the calendar on the website for the events she has dates for so far.
Action: AF will ask coaches to commit to sessions / events at the coaches evening.

Start of Season – Easter Egg Hunt

- The season will start on 01/04/18 with an Easter egg hunt. Thomas J is happy to supervise the event and ML can run the Easter egg hunt.
Action: HF will get the ducks / eggs.
Action: NH will advertise the event on Facebook.

Eastbourne Extreme

- CVCC have been offered a stand at the event for free in exchange for providing an activity on the sea. CVCC are unable to provide coach cover on the sea.
Action: HR will contact the Eastbourne Extreme organisers again and see if there is anything else we can do in order to be able to attend.

9. Welfare

- We need to make sure we get the new forms filled in for when juniors join the club.
Action: HF will put some forms on the notice board.
- NH and HR will now receive emails when members join the club or renew their membership.
Action: NH / HR will let coaches know when new members join the club.

10. Buzz

Winter Use of Barn

- Richard did not agree that we had use of the barn during the winter. We will have to wait and see what is in the new lease.

11. AOB

- LT confirmed we need a data protection policy and that we could look at the BCU form for guidance on this. We must keep data secure in a safe place and we also need to think about the sign-up sheets as they shouldn't be left on the side on a Sunday morning.
Action: LT / HF will look in to data protection and how to manage the sign-up sheets.
- We need to organise a coaches training day / refresher course.
Action: AF will arrange this for May.
- Alison L used to be a special needs teacher and SW has asked her to speak to the coaches about different peoples needs. LT and HF have updated the website and this information is now requested when new members join the club.

Date of next Meeting: Tuesday 15th May 2018 at the John Harvey Tavern (TBC)

Outstanding Actions (from previous meetings)

- The committee roles document on the website needs updating – **LT** will do this.
- SD will chase up Pete Harmer about the play boating. **Now pending for Junior Reps input.**
- **LT** will add the code of conduct to emails sent to new members.
- The coaches' policies need to be looked at to remind coaches of the procedures to be followed – **LT, AF.**
- Children must be signed in by a parent, not a coach. **AF** will discuss this at the next coaches evening and also send an email to remind everyone.
- The signatories on the account are currently SD, SW and CC. **SD** will remove CC and add HR to the list of signatories.
- 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 AF/SW/NH.**
- **NH** will refresh the CVCC flier.
- **SW** will look in to interaction with other clubs. **Ongoing.**
- **AF** will remind the coaches about the requirement to complete the safeguarding training.
- Emily C needs to complete her DBS – **AF** will contact her.
- **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 days to raise money for the club, including races, skills, challenges, a BBQ open to the club and general public. **ALL.**