



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 30th January 2018

Location: Plough and Harrow

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), Morgan Lamberth (ML)

1. Apologies for absence: Luke Tarrant (LT), Alan Filtner (AF)

SW welcomed everyone.

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

3. Matters Arising:

- Please see the separate attachment listing all outstanding actions from the previous meeting.
Action: Everyone to report to HR with updates on the outstanding actions.

4. Treasurers Report

Last Statement Balance - £6,340.88

Last Development Fund Statement Balance - £711.73

Current Balance - £4,857.47

Current Paypal Balance - £644.08

Current Development Fund Balance - £711.80

- The Paypal balance is from the payments for the pool sessions and will be transferred to the main account.
- The pool sessions have covered costs and have made a £220.97 profit so far.

Club Mark

- CVCC's Club Mark status runs out on 08/02/18. It is a long process in providing evidence to show the club meets the criteria in order to achieve the status. We last completed it five years ago. Without Club Mark we are less likely to be successful in securing funding.
Action: SD will send the criteria to the committee so everyone can see where they can assist in getting it completed.

Cask

- Cask is possibly not the best route to go, it might be better to look in to setting CVCC up as a charity.
Action: Brighton Canoe Club are a charity. SD will contact Brighton Canoe Club.
Action: HF will look in to how to set CVCC up as a charity

Funding / Development Plan

- The criteria for the Rampion Windfarm funding is on their website. There are four different deadlines over the year in which to put in an application for funding. We have missed the 12/01/18 deadline, so will aim to get an application in before the May 2018 deadline. We need to decide what to put in an

application for, suggestions included: to increase the stock of boats; to replace old boats; to run safeguarding courses; funding for juniors.

Action: SW will circulate the previous development plan for everyone to consider for ideas for a funding bid.

5. Website

- SW is concerned that not all of the committee are receiving the CVCC emails.
Action: SW will send a test email.
- SW receives all general enquiries, it would be good to get the details from the common queries on to the website. It would also be good to include a summary about CVCC and also about Buzz
Action: NH is going to lead on reviewing the website one page at a time.
- HR has passed the liability insurance paperwork to SD.
Action: SD will scan the liability insurance paperwork so that LT can put it on the website.
- SD has had to refund some members who were unable to log in to the website and had to book pool sessions as non-members.
- Membership on the website has been suspended until March / April due to the problems with the website. There was concern expressed over the potential loss of income. This is affecting new memberships as well as renewals.
Action: NH will ask LT to change the website to ask people to email for an application form for membership. NH will also ask LT to add an explanation about why we are currently unable to accept memberships.

6. Juniors

- There was a lot of discussion over suitable meeting places for the committee meetings in order to make it easier for the junior representatives to attend. There were discussions over using the Barn, or meeting in Seaford, Newhaven or Lewes. For ease it needs to be somewhere with good public transport links. From next year we need to properly consider how we accommodate juniors at the committee meetings. A solution might be for the juniors to provide a report to the committee, rather than attending the meetings in person.
Action: ML and FJ will work with HF to find somewhere suitable, or to think of a plan for future meetings.
- Action: FJ requested that NH include a request in the next edition of Throwline for Junior's to contact FJ / ML with any ideas they have for the club.

7. Programme

- PL requested confirmation of the date for the start of the season. It was agreed that the season would start on 01/04/18 (Easter Sunday) with an Easter Egg Hunt. The season will end mid October.
Action: PL will put the club programme together and will include any dates already known (eg. PRTP).
Action: PL will speak to AF about asking the coaches what trips or events they would like to do, for example, Medway, Normans Bay, etc. We need the coaches to take on and run these trips to make sure they go ahead. PL will put a skeleton programme together to be sent to the coaches for them to feedback what they would like to do and when.
Action: PL will speak to AF about a date for the coaches evening. This needs to happen before the season starts.
- HR asked whether CVCC would like to put a team together for the Cancer Research Relay for Life.
Action: This could be run as a non-official event. HR will put a post of Facebook to see if there is any interest.
- Action: KG will give PL the date for the barn tidy and equipment audit. This will need to be before the season starts. KG needs a copy of last years inventory from LT.
- Liz has already provided PL with the dates of the trips she is running.
- Hannah at Bewl Canoe Club has emailed about an SESA course they are running on 23/06/18, if anyone wants to attend.
- Action: SW will give PL the dates of the coaches training sessions.

8. Welfare

- HF has put together a consent form for Junior's for one off events. The form includes contact numbers and confirmation that parents have given their permission.
- Children must be 8 years old or older and under 12's must be accompanied by an adult (the adult does not have to be on the water with them, but must wait at the Barn).
Action: As this is a change in the rules, HF will give these details to NH to include in Throwline.
Action: We need to establish how many members are affected by these rules. HR will get the information from LT. SW will contact these members.
Action: HF will add a bullet point to the form regarding photographs of Juniors, to request consent for the website as well as for Facebook.
Action: HF will speak to NH and LT about the possibility of this form being added to the application form for new members.
- It was agreed that HF must approve anything to do with welfare that goes on the website.

9. Coaching

- There are currently three juniors who are interested in doing the Level 1 coaches course. There is also a request from Gary W to complete the course. Gary has completed his 2* with Buzz and his scout group would pay for the coaches course. Southwater run the course for £250 each. AF contacted Graham Moss and for three people from CVCC and one from Buzz it would cost £375 each (we could put in a bid for funding). Alternatively two coaches can take twelve people for £1,500 if CVCC decide to run the course commercially.
Action: PL will contact Bewl Canoe Club to see if they are running the course, or have anyone wanting to do it.
Action: NH will add an article to Throwline to see if anyone is interested in doing the coaches course.
- To qualify for the coaches course, members need to have completed the following: 2*; FSRT course; first aid course; and be DBS checked. SD can run the FSRT course for up to six people.
- The dates for the 2* course are not known yet.
Action: PL will add the 2* course to the list to be discussed at the coaches evening.
- Ian P would like to mentor new coaches at the club. This was agreed.
- Colin S is running a SUP course and has posted it on the Facebook page.
Action: SW will check whether Colin is running this privately or if it is being run by the club.
- **Action: A benchmarking exercise is needed for the coaches evening (AF?).**

10. Buzz

- SW and SD visited Buzz. It was agreed that CVCC will pay VAT on the rent going forwards. This will be an extra £280 per year. We need to consider how to fund this. The committee were reluctant to increase membership costs. Fundraising suggestions included: quiz night; barn dance; charging for club boats to be used for trips; CVCC t-shirts and hoody's.
Action: Everyone to provide suggestions on covering additional rent costs.
- Buzz are keen to engage with CVCC regarding funding.
- **Action: SW and SD will arrange a working party to organise tidying the attic / clearing the roof, on the same day as the barn tidy.**
- Tony L emailed LT as he had been to the barn on a Sunday morning and found that a Duke of Edinburgh group were using the barn. CVCC has exclusive use of the barn on Sunday mornings all year round. There will be a new lease issued due to the VAT being chargeable and we will need to check that the access is not changed to April to October.
Action: SW will raise this with Richard at Buzz.

11. Communications

- Throwline is going out next week. NH is not going to fix regular articles, it can evolve and change each time.

- LT has set up the brochure page for Facebook.
Action: NH will promote the club on free social networking sites on Facebook.
- **Action: NH will work with LT on the website and on the new members pack.**
- PL will run all future trips through Event Brite which will be on Facebook, the website and emails. There will still be an option to phone or email to book a place, or to sign up at the Barn.

12. Secretary

- LT received an email from someone saying that she joined the club but that we are never open. The website is not clear that we are only open on Sunday mornings.
Action: NH will make sure this is clear on the website.

13. AOB

- Discussed fundraiser – duck race from Alfriston?
- Discussed Level 1 site specific training. Colin is running this as a Buzz employee on a Saturday. SD has been asked to assist, but as he is not employed by Buzz he won't get paid. SD could run this on a Sunday for CVCC members and coaches.
Action: SD needs to add HR to the CVCC bank details. SD will contact HR to get the forms filled in.
- HF has tried to update the forms on the website (Rules and Guidelines), but needs access to Google Docs.
Action: HF will contact LT about access to Google Docs.
- ML suggested an annual competition day to raise money for the club. This could include races, skills challenges, a BBQ. This could be open to the club and the general public.
Action: Consider this idea further at the next committee meeting. It was noted that the Safety Officer needs to be included in discussions.
- HR queried the decision by Seaford Head Pool not to allow snorkel masks at the pool sessions. If this is the case we need to make sure members are aware of the rule.
Action: HF will check with Thomas (as he is a lifeguard) to see if he knows what the rules are.
- LT passed a message on to SD to say that someone at Plumpton College is arranging an Ouse clean up and they will be getting in touch with us.
Action: PL will add the Ouse clean up to the club programme for this year.
- We discussed a clean-up for the meanders and the Cuckmere towards the river mouth. This could be an event in the summer, we could use Open Canoes and include Buzz.
Action: Consider this further at the next committee meeting.
- Discussed the costs for 2* courses. The commercial price is £150-£200. CVCC charges £40-£50. Members may take it more seriously with a commercial fee, but we don't want to make it inaccessible. There is no cost to the club, but charging nothing may mean members do not take it seriously and people will join the club just to do the course for free. It was agreed to keep the costs as they are now.
- We need to consider what to spend some money on. There is £4,000 in the bank. What equipment should we buy?
Action: Consider this further at the next committee meeting.

Date of next Meeting: Plough and Harrow, Littlington / TBC – Tuesday 27th February at 7.30pm