



Cuckmere Valley Canoe Club

Minutes of CVCC Committee Meeting – 15th May 2018

Location: The Plough and Harrow

Present: Stephen Wright (SW), Steve Douch (SD), Helen Richardson (HR), Paula Leighton (PL), Helen Frost (HF), Nicola Hern (NH), Kevin Galway (KG), Luke Tarrant (LT), Ian Powis (IP)

1. Apologies for absence: Francis Jones (FJ), 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

- A new junior member has joined the club, could FJ / ML introduce themselves and make him feel welcome. FJ and Thomas spoke to him last week.
FJ / ML will speak to new junior members and make them feel welcome.
- Andy N is running Paddle Power this year. LT has the books from last year, but new books are needed. We use Paddle Power Start and Paddle Power Passport.
IP will confirm what is needed and then SD will order new books.
NH will publicise Paddle Power.

5. Treasurers Report

Last Statement Balance - £5,152.25

Last Paypal Balance - £0.00

Last Development Fund Statement Balance - £711.84

Current Balance - £6,465.91

Current Paypal Balance - £629.06

Current Development Fund Balance - £711.96

- ESCC said we had only made three payments last year, but we had paid all four and ESCC have now accepted the error.

Club Mark / Development Plan

- We now have another year to complete this, but it needs to be started before-hand.
HR will add this to a list for next year's Committee.

Rampion Windfarm Funding

- LT, SD and NH prepared the application for the Rampion Windfarm Funding for equipment for an annual Juniors Day, Womans Day and Big Splash, with the Family Day at the end of May being the pilot for this. As part of the bid we said we would hope to get 450 people engaging across these events. LT prepared the list of equipment consisting of 6 boats, helmets, paddles, etc. The decision date from Rampion is 13/07/18. If we are successful we would need to feedback numbers attending the events, numbers of new members as a result of the events, etc.
- SD thanked NH for all of her hard work with the application.

Development Fund

- Now that the coaches are no longer receiving reimbursement for costs, we need to decide what the money is being spent on. We need to invest in coaches and in equipment. We discussed whether we should wait for the results of the Rampion funding application, but as the decision will not be known until July and then it would take time to receive the funds and order equipment, it was agreed we should continue with an order now. The Committee agreed the following from club funds:
 - £1,000 to the Development Fund
 - £1,000 on boats (1 x small and 1 x medium Axiom)
 - £1,000 to be spent on coaches

Kit Sale

- PL put the proceeds of the kit sale in the safe
IP will check the safe and collect the kit sale money.

6. Equipment

- Is there any work required to equipment following the barn tidy / inventory?
KG will review the list and feedback at the next meeting.
- The Hou has got damp in the shed and it needs varnishing.
IP offered to take the Hou home, dry it out, rub it down, and varnish it.

7. Website / Communications

GDPR / Data Protection

- We need to list what data we hold and put together a policy on how long we will keep it. HF has started a list.
- We must not pass on contact details outside of the Committee. If coaches want to communicate with members, we will need to send the email on their behalf.
NH will lead on GDPR.
HF will email NH the list she has started.
NH will email the Committee to ask us to confirm what data we hold and put together a policy and guidance.
NH will email all members to ask if we can contact them.
LT will update the membership form with a tick box option for members to agree to us contacting them by email.

May Throwline

- Colin is writing an article about the Spey.
- Chris B has written an article about the restoration of his boat.
NH will include an advert to report any boat problems to KG via the email address equipment@cvcc.org.uk.
LT will set up an email address for KG – equipment@cvcc.org.uk.
NH will advertise 'Bring a Friend'.
SD will write an article to promote the Development Fund.

Booking for 'Bring a Friend' and 'Come and Try It' sessions

- 'Bring a Friend' is available every Sunday, it is a maximum of two people per week and the cost is £10 each. These people need to be signed in the visitors book.
- Pat, Justin, Emily and Ashley are happy to help with the 'Come and Try It' sessions. There will be 8 evening sessions every Tuesday (6pm – 8pm) from mid June until August and 4 Sunday sessions (10.30 – 12.30) once per month June to September. We will need 2 coaches for 12 people.
HR will confirm the dates for the 'Come and Try It' sessions and will email IP to organise coach cover, NH for promoting the sessions and LT for adding to the website.
NH and LT will add the dates for 'Bring a Friend' to the website for booking.

8. Coaching

Level 1 Coaching Course

- There are 6 people from CVCC, 1 or 2 from Buzz and 1 from Bewl interested in the course. There are 12 places in total and we will break even at 8. The remaining places will be advertised.
SW will send the details (and pre-requisites of doing the course) to NH to advertise the remaining places.

Rolling Course

- IP spoke to Justin and Alan about whether they would be interested in a rolling course, but they do not wish to do this at this time.

Coaches Day

- Coaches Day will be held on 22/07/18. CVCC will arrange a BBQ or pub food for the Coaches.
SW will check this date with Buzz.

Coaches Feedback / Survey

- HF collated the feedback and sent it to the committee. There was lots of good points raised, for example training and support, reducing individual pressure with a more even spread of workload, more recognition and to feel valued.
- A point was raised about keys. Colin and Liz both have a key and will give one to SW to put in the safe. Ashley and Emily need a key
IP will speak to Alan about his key.
- We need to feedback to the coaches with a 'you said / we did' type reply.
HF and IP will send details to NH so that she can produce this.
- It has already been agreed we will increase the money available in the Development Fund.
- We need to think about what we can do to help and mentor less confident coaches. Perhaps more confident coaches could be mentors and coaches could pair up. We could rename a column on the coaches rota to be 'assistant coach' for less confident coaches so they know they won't be responsible for running the session.
IP will have a think about what we can do.
- We agreed we need to get the committee meeting minutes on to the website.
HR will go through the minutes and take out any full names of members and will then ask LT to put them on the website.

Coach Recognition Award

- We received 6 nominations for the Coach Recognition Award and it was agreed that it should go to Justin.
NH will announce this in Throwline and also mention the other nominees. NH will produce the certificate and buy a box of biscuits.
IP will present Justin with his certificate and biscuits at the next Sunday club session.

Coaches Spreadsheet

- HF has a spreadsheet which details all of the information we have about courses that Coaches have attended, qualifications (and when they expire, eg. first aid, safeguarding, etc.). We discussed that it would be good to send the details to the individual coaches and ask them to update the information. HF will manage the spreadsheet and HR offered to work with HF to send out the letters to the coaches for next year.
IP will pass the coaches folder to HF.
HF will take any personal details out of the spreadsheet as these are not needed.

9. Programme Update

Christmas Meal

- PL suggested a Christmas meal in a hotel in Eastbourne on one of their party nights to try and offer something different to just a meal. This was agreed.

PL will reserve 30 places and then advertise these to members on a first come first served basis.

Thames Trip with Bewl Canoe Club

- There are two trips:
 - 17/06/18 Bottle Paddle (peer paddling).
 - 09/09/18 Paddle from Hampton Wick which would need CVCC coaches to attend with CVCC members.
SW will contact Bewl Canoe Club for more details.

Family Splash / National Canoeing Week

- There are 58 people confirmed to be attending (40 had to be cancelled).
- Liz, HF, FJ and HR will meet and greet people and give an introduction to the club.
- There are 8 coaches which will cover the Family Day and the normal Sunday session.
- KG offered to run a SUP session. The SUPs can only be used by a Buzz employee (which KG is) – Richard will be clarifying this.
- People have been promised 20 minutes on the water but we should be able to do more than this.
- The times are staggered starting at 10am arrival, for 10.30 on the water.
- Children must be over 8 years old and under 12's must be accompanied on the water. We must make sure we have parental consent.
- It must be coaches and CVCC members only in the barn car park.
- Buzz will be in the building at 2pm, our last session is 1pm on the water, we must have cleaned the barn and be out of the building by 2pm.
NH and **PL** will organise the refreshments.
LT will do the consent forms.

Wye Valley

- The campsite is reserved. Members will need to book directly with the campsite.
- We are using Hereford Canoes who are based at the campsite. 8 canoes have been reserved. The canoe booking will be via NH.
- The paddle in open canoes on the Saturday will need coach cover. SD will be going. The Sunday paddling at Symonds Yat will be a peer paddle with own boats, or SD can take 4 people under his supervision.
NH will advertise the Wye trip in Throwline.

10. Any Other Business

- Buzz have some new sit-on-tops, helmets, paddles, etc. (LT)
- When we purchase boats we need to consider space and where we are going to keep the boats. When CVCC sell boats, the space gets used up by Buzz's boats, we only have about 1/3 of the space now.
SW will raise this with Buzz.
- When can people peer paddle? There is a feeling that it seems to be about who you know, rather than based on ability and the middle ability members can get lost. (LT)
For the next agenda – what do we think about the peer paddling sea group. Should they be at least 2* unless they are using their own kit?
- Shropshire Canoe Club have visited and have offered a reciprocal trip. A small group could visit this September as a scoping visit for a full club trip next year. (SW)
SW will circulate the details to the committee.

Date of next Meeting: 10th June 2018 at the Barn – 9am.

Outstanding Actions (from previous meetings)

- The committee roles document on the website needs updating. **LT**
- SD will chase up Pete Harmer about the play boating. **Now pending for Junior Reps input**
- 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.
- **SW** will look in to interaction with other clubs. **Ongoing**

- **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**
- We discussed where we should be holding the committee meetings to make it easier for the junior representatives to attend. **ALL**
- The pages on the website need reviewing and updating. **NH, ALL**
- 4 star leadership course – Nick C is interested. **IP**
- **HR** will revise the minutes to take out members names and will then speak to LT about getting them on the website.

For future committee (2019):

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