



# Cuckmere Valley Canoe Club

## Minutes for CVCC Committee Meeting – 19 April 2019

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

**Present**

- Helen Frost
- Kevin Galway
- Nicola Hern
- Frances Jones
- Paula Leighton
- Pat Oakley

- Helen Richardson

**Apologies**

- Justin Early
- Megan Early
- Ian Powis
- Kate Waite

Item	Details	Actions
<b>Minutes &amp; Actions</b>  1. Coaches on sea trips  2. Hooks	<p>Clarification on paddlers to the sea that the coach/ designated person should remain on the beach. This will need to be communicated and embedded with coaches. Every sea trip is different so it needs to be assessed by the group leader (e.g. flat water). The person on the beach does not need to be a coach (but it must be agreed with the coach who will be on duty on the beach); they need to have a whistle to alert the coach.</p> <p>KG has put up more hooks for bibs.</p>	<p><b>Action Pat to post in FB Coaches Group</b></p>
<b>Coaches</b>	<p>New people need to be trained.</p> <p>Coach rota – so far this season there has only been one Sunday when Ian has had to do a call out.</p> <p>Trips – Coach cover. The coach leading the trip needs to recruit the cover needed.</p>	<p>IP – sort out dates</p> <p>HR – Contact David M</p>

	<p>Lee Valley – So far only 2 people have paid. Is there a cancellation policy? Has he got coach cover? Was it opened to Adur and Bewl?</p> <p>Beginners/ Juniors sessions. It is hard to coach both juniors and adult beginners in the same group. Ideally, we need to split the juniors and adult beginners.</p> <p>The nature of the club is that members don't have to book in advance so Sundays have to be managed on the day.</p> <p>Can we measure what members want? Send out a questionnaire to new members at the end of July/ beginning of August.</p> <p>BCU – The awards officer wants a Skype call with us to discuss the new awards: NH, IP and PO</p>	<p>Lead coach needs to make a call on the Sunday and if there are enough coaches to split the group. Or make sure group is supported by a competent paddler.</p> <p><b>NH</b> – pull off list of new members and draft questionnaire</p> <p>NH – Organise a date for end of July</p>
<p><b>Events</b></p> <p>1. Women's Day</p> <p>2. Trips</p> <p>3. Peer paddle</p> <p>4. BBQ</p>	<p>Women's Day – Members and non-members will both need to pre-book. It should be members bringing their friends rather than members of the public. Keep Women's Day as an annual event. Men's Day? There is no need for one.</p> <p>Have welcome desk outside for big events.</p> <p>There is a challenge to get members to sign up to trips. Emails are sent out, they are all listed on the calendar. Sign-up sheets can be put out each Sunday on the white board. Events need to be mentioned on the Sunday morning briefing.</p> <p>The meet &amp; greet person needs to take the sheets from the safe and stick them up. Lead coach needs to mention on briefing.</p> <p>Remind new members of the Whats App group.</p> <p>We need a minimum of 20 people booking. Set a cut off date for booking – 5 July. Need promote the raffle.</p>	<p>NH re-post link on FB.</p> <p>NH add to website the book by date and the raffle.</p>

5. Xmas party	Do a buffet at the Lifeboat station. Open to family and juniors. 6.30pm on 14 Dec. Propose Gordon as Santa!	HR confirm numbers with PL.  PL to check date with RNLI.
Comms	Add a note on the home page of the website with link to Buzz for hiring kayaks.	NH add note to website.
Juniors	Juniors Day 14 July We still have lollipop, biscuits, squash. Justin, Andy, Charlotte signed up to coach. Members' children aged 6+ and children's friends aged 8+. Normal adult paddle session as well. Ask members to book their children and friends on. Adult members do not need to book.	PL to set up Eventbrite page
<b>Documentation</b>	Safeguarding update – not compulsory for coaches but they can if they want. Need to update coaches.  Disclaimer form: Have agreeing to photo as a standard part of the form. If a group shot is taken on the slipway give people the option to step away.  We need to update the contacts on the documentation.  Request equipment forms from members to be sent to <a href="mailto:cvcc@cvcc.org.uk">cvcc@cvcc.org.uk</a>  Junior consent forms. Where do we store them? To be kept in the safe.	NH – send out email to coaches        HF – Create an envelope and put in the safe
<b>Environment</b>	We need a working group to sort the steps out. The tide is an issue.  The new sign about not using the bank: FB post from Richard saying we need to lobby the Rangers.  PO has sent a list of key holders to Richard. The Barn door does need to be locked the right way so that the fire exit is still operational but it is locked.	JE – Sort out group.   PO – to contact Richard to progress.  Coaches need to check that the Barn is secure at the front door before heading onto the water.
Barn Keys		
Replacement of little used boats		

	<p>e.g. we have 4 RPMs one of which has been customised by Paul Voss. We need to decide which ones we want to buy. Request for CVCC to buy some back rests for the sit-on-tops. They need to be clearly labelled and stored upstairs at the end of use.</p> <p>Buzz has organised the Barn so that boats need to be put them back in the specific, labelled place.</p>	<p>KG – Bring list of boats that are non-useable to next committee meeting. KG – Look at costs for back rests</p>
<b>Accounts</b>	<p>Income: £440 from PayPal £2,200 membership £300 Go Canoe £37 Bring a friend</p> <p>Current funds: £85021.22 There is still £1k+ in PayPal £1469.68 Development Fund. We need more coaches to be L2 so this should be spent on training.</p> <p>Still need the £50 deposit back from the Xmas Party.</p> <p>Buzz still owes CVCC from training course.</p> <p>Still need a receipt for Nick BC's skeg.</p> <p>We have now had the increase of rent bill.</p>	<p>NH – add to coaches' email a reminder of the development fund.</p> <p>HR to contact KW</p> <p>HR to contact Richard.</p> <p>HR to email Nick and Steve D.</p>
<b>AOB</b>	<p>HR – Slipway is a public access so we need to be aware of leaving some space for others to use.</p> <p>HR – Can we borrow paddles for Paddle Round The Pier on 7 July, pick up on 6 July.</p> <p>PL – This Sunday we have the offer of to meet a guy who runs workshop. to make your own lightweight kayak. Go after paddle: PO, PL, CF</p> <p>PL – Coach Recognition Award – are we continuing it? There is a concern that this excludes those that don't win. Plan to offer a thank you to coaches at the end of the season.</p>	<p>KG – To ask Beth if we can borrow 10 paddles.</p>

	HF – We have had a lot of new members in a short period of time and people need more support when they are new. Could/should we put a limit on the number of new members we take on at a time? After discussion the committee felt this would be difficult to do and that people asked to wait before joining would be put off and likely not to take up membership when we offered it.	
Date of next meeting	End of July – Tuesday: 23 <sup>rd</sup> or 30 <sup>th</sup> July	