

## CVCC Minutes

17 September 2019 – 7.30pm @ John Harvey Tavern, Lewes

### Attending:

- Justin Early
- Megan Early
- Helen Frost
- Kevin Galway
- Nicola Hern
- Frances Jones
- Paula Leighton
- Pat Oakley
- Ian Powis
- Helen Richardson
- Kate Waite

### Items

Item	Details	Actions
<b>1. Minutes &amp; actions</b>	People have to be 16 to get a DBS and do First Aid so Ben won't need one but will need to always coach with an adult. PO posted on Facebook Coaches Group and the need for someone to be on the beach has been acted on.	
<b>2. Coaches:</b>		
a. Development fund	Sarah D – requested funding for First Aid in advance of doing the Leadership Award Megan E – for training	<b>HR</b> – Confirm funding with SD & ME and liaise with Carly re. splitting payment with Bewl.
b. Refunds	Aedan, Morgan, John, Gary, James, Charlotte	<b>HR</b> – To refund Morgan, John R, Charlotte F out of main account
c. Delivering awards for members	KW – Is doing it in a day with Kayak Coach PO – Has agreed with senior coaches: for Discover, use old 1 Star; for Explorer, we need to still agree the agenda. There is also the need to agree the process for participants paying for the award and registering.	<b>IP</b> – To lead on the development of the agenda so we are ready for April 2020
d. Go Canoe sessions	Keep them on Wednesday and add them in to Sunday for 2020. Ideally, do the Sundays later in the season.	
<b>3. Events</b>		

<p>a. Eventbrite bookings</p>	<p>PL – Can set up Eventbrite events but the lead coach cannot then access the people who booked. We need to keep the options for booking on paper down at the club and online. These sign in sheets need to be part of the Meet &amp; Greet role. This is a role that could be opened up to all members. Get them a member to volunteer as they arrive. We need an easel and a noticeboard to put the signs up. In the future, we need to be able book events behind the log-in area on the website.</p>	<p><b>KW</b> – Add a piece in Throwline about doing the Meet &amp; Greet role. <b>NH</b> – Do an A4 briefing sheet to go on the desk for Meet and Greet role <b>IP</b> – To ask any members who arrive early if they will do Meet &amp; Greet</p>
<p>b. Christmas</p>	<p>Karen Sutton has offered to host the Christmas Party. She can accommodate about 40 people. Bring your own drink and pay a £10 ticket for food. 16+ for members and guest</p>	<p><b>PL</b> – Add details to calendar <b>NH</b> – Add booking to CVCC website <b>KW</b> - Add to Throwline and website</p>
<p>c. Trip cancellation/ coach cover</p>	<p>Cancellations due to unforeseen circumstances. As long as everyone booked on is informed. Can we change the criteria for our trips so they can be led by L1 coach?</p>	<p><b>PO</b> – Contact Chris at Martlets canoe club to find out what they do</p>
<p>d. Big Splash review and funds</p>	<p>All donations from Big Splash to go to RNLI and combine with BBQ. £223.73 + £162.62 = £386.35</p>	<p><b>HR</b> – To write cheque for RNLI <b>PL</b> – Arrange a Sunday for visit and cheque handover <b>PL</b> – To reserve dates for AGM (9<sup>th</sup> or 16<sup>th</sup> Nov) and Summer BBQ 2020</p>
<p><b>4. Juniors</b></p>	<p>We have a good number of junior members. IP to run a day for juniors to do Star Award. We need to give them a certificate on the day as well as register them online with British Canoeing</p>	<p><b>IP</b> – Set date and tell Committee</p>
<p><b>5. Documentation</b></p>		<p><b>NH</b> – Upload new documents from HF</p>

<b>6. Equipment/ environment</b>		
a. Sale of boats	Put signs with details on the Barn noticeboard	<b>HJ</b> – To post on CVCC Facebook groups and stick notices up
b. Purchase	HR has renewed the insurance policy. For next year it needs to be checked that we are insuring the right boats. Do we need to purchase more back rests? Do we need thigh straps? HR still has not received an invoice from Brighton Canoes. KG has asked Brighton Canoes if it is possible to get replacement bolts. We do need more small boats for kids.	<b>KG</b> – To purchase 2 more back rests and thigh straps  <b>PO</b> – Add to the agenda for the AGM
<b>7. Members</b>		
a. Update on numbers	Send out a leaving email to members who have not renewed this summer.	<b>NH</b> – Create email and send out
<b>8. Finance</b>		
a. Treasurer update	Still about £8k in main account, £3k in PayPal, £1.5k in Development Fund. The Gower trip has been paid back. 15 people booked for Lee Valley.  We still have an outstanding invoice due to be paid by Buzz. HR has chased Richard Wilson.	<b>HR</b> – Confirm number of bookings <b>KW</b> – To promote date for Lee Valley
<b>9. Comms</b>		
a. Website	KW has spoken to Matt so will work on it off-season	
b. Throwline	All to send KW details of what they keep in their boats.	<b>NH</b> – Send articles on Thames & Wye trips and coaches to KW <b>KW</b> – Interview JE
<b>10. Radios / Mobiles</b>	Tony and Carol are VHF trained. Radios are only really needed if the weather is really bad. Ask at the AGM what people would prefer.	<b>PO</b> – Add to AGM agenda
<b>11. AoB</b>		
a. Pool sessions	These need to be booked	<b>HR</b> – To contact SD to find out booking details
b. Steps	JE – We can now access an extra step so we can now organise a repair party.	<b>JE</b> – Send receipts to HR

c. Email responses	PL – Someone else needs to take on email responses	<b>NH</b> – Take on emails for the time being
d. 40 <sup>th</sup> anniversary	Get coverage in the local media for National Old People’s Day.	<b>PO</b> – To let NH know date for radio programme. <b>NH</b> – To draft press release. <b>HR/ PL</b> – Source contacts in local media
e. New committee	We need to send out a call for new committee members.	
<b>12.</b> Next meeting	15 October 2019, 7.30pm John Harvey Tavern	<b>NH</b> – Put finance near the top of the agenda