



CUCKMERE VALLEY CANOE CLUB

CVCC Committee Meeting Minutes

8 January – 7pm @ John Harvey Tavern, Lewes

Attending:

- Bonnie Ashley
- Darren Ashely
- Justin Early
- Nicola Hern
- Pat Oakley
- Helen Richardson
- Karen Sutton
- Kate Waite

Apologies

- Megan Early
- Paula Leighton

Item	Details	Action
1. Minutes/ actions from AGM	Syllabus for Explore – PO has met with Justin E, Steve D. We can do Start from the beginning of the Season – we just need a list of skills NB. Discover & Explore certificates are sent out electronically. Coaches need to collect the email address of anyone doing the award. NH can then order the certificate to be sent out to them.	PO/ JE – Confirm skills list for Start PO/ JE – Meet with sub-group to confirm syllabus with Explore to run this Season NH – Print out Start certificates for April
2. Meeting with Buzz	PO meet with Richard Wilson 6/12/19: Insurance has covered the repairs to the Barn – like for like. The structure of the building is secure. The astroturf will be replaced with rubber matting. Buzz are going to pay £1500 for a flood resilience survey. Possibly put in a flood gate across the step leading to the kitchen / cloakroom area. Aim is to apply for a grant from the John Jackson Trust to cover this. Buzz are also putting in a bid to Sports England. Would CVCC contribute to this survey cost? We would consider this but it is their business. No further dredging planned for the moment.	



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	<p>There was a query about a piece of tied wood in the valve on the sluice; Environment Agency will investigate.</p> <p>The refurbishment should be finished by mid-March. If there is a delay, Buzz will get in a portacabin and portaloo.</p> <p>25 BAs have to be condemned and replaced. The floods have had a financial impact on Buzz, so RW has asked for a review of the lease: Buzz can operate on a Sunday for any casual, walk-up hires. This could cause us problems. Could they only offer this from 10am? The locks have been changed so Buzz would need to be down to open up at 8.30am. The business would be hire of SUPs and sit-on-tops. We want to build good relationships with Buzz so this should be acceptable.</p> <p>We would want to negotiate having at least one key.</p> <p>We might need to stop our evening GoCanoe sessions. This would have a financial cost to CVCC as we get about £1k across the season. We could do GoCanoe on every other Sunday. This would give more opportunities to show the Club off in action. But it could cause problems with coach cover on Sunday. Could CVCC extend its season?</p> <p>Buzz have asked for CVCC to replace lost bungs 25 @ £2.</p> <p>Coach cover is challenge on pool sessions.</p> <p>We need to do some work on the boats we want to sell. We will look at them</p> <p>Palm AP2000 helmets are being recalled.</p>	<p>PO – Find out why the BAs have been condemned to see if any recycling can be done.</p> <p>PO – Pass on the notes of the discussion to RW. Then share any draft lease with the committee.</p> <p>DA - Send precise link to HR to purchase.</p> <p>DA – To look at boats as part of beginning of season equipment check.</p> <p>DA – Check with Kevin G if we have any.</p>
<p>3. Roles</p>	<p>Chair – as on website but the website enquiries are shared amongst the committee.</p> <p>Coaching Coordinator – okay</p> <p>Secretary – okay</p>	



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	<p>Treasurer – Add ‘renewing insurance for boats’ to be done in liaison with the Equipment Officer.</p> <p>Equipment officer – Add in coordinating loans.</p> <p>Safeguarding officer – okay</p> <p>Safety – This is to be covered across the committee.</p> <p>Comms officer: NH to take on Throwline.</p> <p>Junior officer: Okay. BA to focus on 8-11 year olds, ME to focus on 12-16 year olds. Main role is to feedback to committee on things that could make the Club better for Juniors. Also to be friendly to Junior members on Sundays.</p>	<p>NH – Update online role descriptions.</p> <p>KW – Meet with Helen F</p> <p>KW – Process DBS for new Instructors</p>
Coaches’ dinner:	<p>20 - £600. Order 7 bottles of wine.</p> <p>PO – Could we reward coaches with paying for the trip to Gower or to Dart? HR – This could cost £1,800. Create a reward list: once coaches have done 6 sessions they can select a reward. Each time they do 6, they can select a new reward.</p>	<p>NH – Send out reminder email to all booked.</p> <p>DA – Put together a list of items, max. £25.</p> <p>KS – To manage the list and coaches ordering rewards.</p>
Coaches’ evening	<p>Date: 7 March</p> <p>Agenda to focus on syllabus for the awards to present.</p>	<p>PL – Book the RNLI and confirm.</p>
Website	<p>£430 for three years</p> <p>Offer Matt family membership.</p> <p>DA and BA also to get free family membership.</p> <p>NH will lead on web development</p> <p>GDPR – KW is the designated lead. CVCC needs to register with ICO</p>	<p>NH - respond to Matt’s email</p> <p>HR – Register with ICO</p>
AoB	<p>We need to label Jake’s boat. “Jake”. We need to by a lightweight paddle, a spry deck that fits the boat.</p> <p>KS – Wants to create a few walks. These can be advertised through the CVCC channels but not as CVCC events due to insurance. It is a ‘peer walk’</p> <p>HR – Needs to check coaches’ qualifications – JE has these.</p>	<p>DA – Order a design and find equipment.</p> <p>HR – process payment</p> <p>KS – Promote walks through FB</p>



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	HR – We need to promote Cardington event so we can confirm the booking. PO – Will send out a New Year message via FB.	NH – Add to CVCC FB page. KS – Send out email with Cardington, PO's New Year message and Wye
Next meeting	26 February 7pm in Lewes	