



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH

www.cvcc.org.uk

Minutes of CVCC Committee Meeting – 22nd May 2015

Location: Colin Beard's Residence, Eastbourne.

Present: Nick BC (NBC), Paul V (PV), Steve D (SD), Andy M (AM), Justin E (JE), and Jake H (JH), Colin B (CB) and Luke T (LT).

Apologies for absence : Catarina G (CG), Michele MD (MMD),

Agree previous meetings minutes: - Agreed as correct

Matters Arising:

- Thanks to Nick BC – Colin B thanked Nick for filling in for him whilst Colin was away.
- Level 2 Coach Training and Assessment – JE reported no real progress on finding candidates for level 2 coach training. Pat O interested but wants to investigate before committing. Some of the committee suggested that Craig Coupe from Buzz Eastbourne (Spray Water Sports) is interested in doing his level 2. NBC advised that he was looking into possible funding from ESCC to fund his level 2 coach as he works for them.
- Level 1 coach training & funding for JH – JH advised he had spoken to Bewl Canoe Club regarding a level 1 course but there were no clear dates at present and that he is now exploring options with commercial providers.
- Go Canoeing Sessions – Go canoeing sessions going well, JE reported that booking system was working well.
- Most improved award – Lars award still not presented as AM has not been at the club for a while. AM passed award to CB to hand out at the club at the weekend.
- Safeguarding Course/DBS checks – CG confirmed she had now attended the safeguarding and protection course. Most existing club coaches have already been CRB/DBS checked but they have expired. However, under club policy they don't need to be rechecked. New club members (who are already coaches) or existing members who become coaches need to be checked once. It was identified that club coach Nick Clutton needs to be checked, he is ok to continue coaching in the meantime as long as he is with another club coach who has been checked.
- Equipment & roof repairs – PV advised there had been no complaints regarding the state of the equipment as a result of roof repairs at the Barn. NBC to pass on last year's equipment order list to PV. AM confirmed new tape for fitting to boats is in cupboard at club. **Action: NBC to collect tape and cut to length and fit to kayaks.**
- 1 & 2 Star course – MMD absent from meeting but the following info was passed on via CB on her behalf: MMD asked if it would be feasible to run an additional 1 & 2 star course this season. The

committee agreed that if there was space in the programme a 2nd 1 star would be a good idea but to defer a 2nd 2 star course until next season.

- CVCC Hoodies – MMD absent enquiries ongoing. Top Trends in Newhaven who we have previously used now closed.
- First Aid Scenario Sessions- SD to approach club member Dean Walker to see if his partner a paramedic could assist.
- Coach Refresher Course - Went well, well attended – 12 people. Poor state of repair of steps into the main river was raised. CB has approached Iain P (Centre Manager) and he will be getting them repaired on behalf of the centre.
- Bibs- **Action: SD still exploring options to email Brighton Canoes with details regarding sponsorship**

CVCC Action Plan:

The committee reviewed the current action plan as follows:

1. Acquire 2 new L2 Coaches – ongoing
2. Acquire 1 new 4* leader - **Action: LT to check with Stephen W if he is still working towards his 4* leader**
3. Revisit CVCC coaching policies and practices – to be discussed as next item on agenda
4. Practice rescue skills – trouble finding the right tide to coincide with club sessions. Hoped that this can be arranged later in the season.
5. Establish link with a local club – Day arranged with Seaford Sailing Club, this ran but was not well attended by our club members probably due to poor weather. Will try to arrange again with hopefully better weather and open to all members not just juniors.
6. Organise Lee Valley 'coaches away day' – already being arranged by Piers RM. To be open to all to ensure self funding.

Updating CVCC policies & practices

CB presented a document assigning each CVCC committee member 3 – 4 documents each to review and if necessary update. Committee to share drafts of updated documents via email prior to being finalised and adopted by the club. **Action: LT – Email out editable copies of policies to the appropriate committee members. Action: All – Email finalised editable copies to be adopted by the club back to the club secretary (LT) as holder of master copies of club policy.**

Website Admin Functions Demo:

LT did a quick run through of the website admin area showing the committee how to edit pages, update download documents, view go canoeing session bookings and unlock locked pages. **Action: LT – update contact us committee page**

Treasurers report:

- Current Balance £4,213.04
- Last Statement Balance £3,432.41
- AM advised that so far this season we had taken £2,625 in membership which is good for this early in the season. £180 for Go Canoeing sessions. AM advised that the club accounts still need to be independently audited and that he was arranging this.

Canoe Centre Rebranding Launch:

CB advised the committee that the existing Seven Sisters Canoe Centre where the club is based is being rebranded and relaunched under the new brand Buzz Active and will be known as Buzz Active Cuckmere and further linked with its partner Spray Water Sports in Eastbourne to be known as Buzz Active Eastbourne. Relaunch promotional morning will be held at the club on Thursday 4th June from 10 onwards.

Action: LT – to attend and represent club at relaunch

Any other Business:

- SD advised Throwline newsletter is ready to be printed and posted out. The committee discussed this and agreed that the Throwline should be emailed as a pdf for members to print to avoid the cost of print and mailing. **Action: AM & SD – to send MailChimp email campaign to promote newsletter download link.**
- Re categorisation of Junior membership – the issue was raised that some of our junior members aged 16 and 17 are arriving/departing without parents/guardians, so have no one to sign them in or out as the committee has previously stated is required of juniors. It was suggested that we could re categorise junior members as 16 or under. **Action: CB to investigate and report back to the committee.**
- Barn Tidy – due to the reroofing of the Barn, no tidy took place at the start of the season so it was agreed that we should schedule a Barn Tidy on the programme at the end of the season and review the need for any new kit. **Action: PV – liaise with MMD to add Barn Tidy to CVCC programme.**
- NBC suggested the club look at using radios for added safety and communication in the event of an incident. SD advised the club had previously purchased walkie talkies for this purpose but they hadn't been used for a number of years. Others raised concern regarding the range of walkie talkies and that perhaps VHF radios such as those used at Spray might be better although a lot more expensive. **Action: SD – Arrange testing of walkie talkies the club already owns.**

Date of next Meeting: Thursday 13th August, 7.30pm at Plough & Harrow, Littleington