



# Cuckmere Valley Canoe Club

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

www.cvcc.org.uk

## Minutes of CVCC Committee Meeting – 8<sup>th</sup> Jan 2016

**Location:** Beachy Head Pub, Eastbourne.

**Present:** Nick BC (NBC), Paul V (PV), Catarina G (KG), Steve D (SD), Luke T (LT), Michelle MD (MMD), Justin E (JE), and Dean W (DW).

**1. Apologies for absence:** Colin B (CB) and Jake H (JH).

**2. Agree previous meetings minutes:** - The committee agreed the previous committee meeting minutes and the Minutes for the AGM.

### **3. Matters Arising:**

- **Tapes on Kayaks**

NBC Advised the committee that new Manager has Buzz had re-arranged the kayaks in the Barn so that the club boats are now on one side and Buzz on the other. He also advised that there were plans for each kayak to be numbered and given an allocated slot. The result will be that the different coloured tapes will now be redundant. It was agreed that the tapes could still be fitted as they can be used for pulling kayaks up the beach and banks.

- **Level 1 UKCC coaches**

LT advised that Brighton Canoes would be unable to directly sponsor the cost of new Bib by paying for them. The committee discussed the need for the Bibs being branded and numbered as plain bibs could be sourced much cheaper. It was agreed that the Bibs should be branded with the club name and have numbers on the front.

**Action: DW to explore other potential sponsors for the Bibs.**

- **Course Updates**

*Level 2 Coach Training* - SD confirmed he has been in contact with Anthony Stratham at Active Sussex regarding funding for proposed Level Coach 2 training course to be run at the Barn. MMD raised concern that she felt Level 2 training course has not been well publicised. JE confirmed that all Level 1 coaches were emailed to gauge interest.

*Level 1 Coach Training* - MMD suggested that the club should still look at running Level 1 coach training and it was agreed that at the very least we should email potential candidates to gauge interest in the event an opportunity for training should arise.

**Action: JE to canvas members for potential level 1 coaches.**

*First Aid Course* – NBC advised that Craig (Assistant Manager at Buzz) is able to run first aid courses.

**Action: JE to investigate Craig running first aid course for club.**

- **Safeguarding & Protecting Course**

CG advised that a number of club coaches need to renew their Safeguarding & Protecting Children & Vulnerable Adults course in early 2016. She advised that having been in communication BCU who do not insist that coaches renew every 3 years but that it is considered best practice. It was discussed the committee had previously agreed that the club should adopt best practice.

The committee agreed there was a need for discussion with the manager at Buzz about the splitting the cost of courses needed to maintain the coaches that also works for Buzz. It was also agreed that a committee member who is not employed by Buzz should attend any meetings to avoid any conflict of interest as well relieving those employed by Buzz of asking any difficult questions.

**Action: CG to investigate options & arrange renewal of coaches Safeguarding course prior to start of season.**

- **Policy Review Update**

LT advised that he had heard back from the majority of the committee regarding the club policies they had been assigned to audit.

MMD apologised for the delay in reviewing her documents but had issues opening the documents and as a result had manually reviewed the wrong documents. LT advised MMD of correct documents and advised he would email document if different format if edits were required.

**Action: MMD to complete audit of policy documents assigned.**

LT advised that he had not received confirmation of audit of some policies assigned to the former treasurer AM who has now stepped down. SD advised he would check with AM and if not already completed would do the audit himself as the new treasurer.

**Action: SD to liaise with AM to confirm audit of policy documents complete and if necessary complete for him.**

LT advised he had also not heard back from JH. NBC advised he believed JH had bought documents to previous meeting but would check with him and ask to complete if not done so already.

**Action: NBC to check to JH to confirm audit complete.**

## **5. Treasurers Report**

Account Balance (1st Jan 2016) - £4410.12

Account Balance (Current) - £4154.61

Development Fund Balance - £330-84

LT advised that he had noticed there is currently a large balance in the club PayPal account for payments received for pool session. He suggested the money be moved into the club bank account.

## **6. Emails**

The committee queried if it was possible to change the way the committee mail list works so that all of the committee receive the replies to emails rather than just the original sender. LT advised this was possible but that previous committees requested this be disabled due to high volume of emails that can result. It was agreed that the committee should try enabling it again and see how it goes.

**Action: LT to enable reply to all committee for committee mail list emails.** CG & JE requested that LT email them a reminder of their @cvcc.org.uk emails so then can access them. DW requested if LT could create him a @cvcc.org.uk email to use for club purposes.

**Action: LT to sort emails for committee members.**

## **6. Facebook / Social Media**

The committee discussed the purpose and use of the club Facebook group following a misunderstanding with another local club promoting one of their courses on the clubs Facebook group. DW also made suggestions regarding expanding the club social media presence into other platforms such as Twitter, Instagram, etc which can be managed through single platform Hootsuite.

It was agreed to divulge the matter to a subcommittee to come up with some proposals for the format the club social media presence should take, handle names & what rules & policies should be applied.

**Action: DW, LT & MMD to enable meet as subcommittee to form proposal for club social media use & policy.**

DW also queried the clubs picture & video policy relating to children. It was agreed DW should review the current club policies to see which rules exist and whether we need to look to update this in away.

**Action: DW to review club picture & video policy.**

## **7. AOB**

- **Paddle / Cags In Barn Loft**

NBC advised that whilst having a sort out at the barn for Buzz NBC & CB had found a number of old cags and paddles in the loft. NBC advised CB had suggested selling them and the funds going back into the club.

It was agreed by the committee that we should hold off selling equipment as the cags might be worth using as they are not likely to be worth much. There was further discussion about holding a start of the season kit sale where the paddles can be sold.

- **Changing Room Guidance**

CG highlighted that Canoe England have issued some guidance regarding mixed adult and child changing. Parents should be advised that mixed changing can take place and agree to this. There should also be guidance to members about lone adults being in the changing room with children.

**Action: CG to review current rules and guidelines and to discuss further at next committee meeting.**

- **2016 Programme**

**Action: MMD to come up with draft to be discussed at next committee meeting.**

- **Clean & Tidy Barn**

NBC raised a complaint from Buzz coaches that the Barn is often left untidy after Sunday sessions. It was discussed about appointing a coach to be responsible for cleaning up at end of each session. In the end it was decided this was not workable and that it should be made clear that all coaches and members are responsible for ensuring the facilities are left tidy after use.

### **Date of next Meeting:**

Sunday 28<sup>th</sup> Feb – 19.30 – Beachy Head Pub