



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH
www.cvcc.org.uk

Minutes of CVCC Committee Meeting – Friday 20 January 2017

Location: The John Harvey Tavern, Lewes

Present: Stephen W (SW), Nick BC (NBC), Steve D (SD), Clive C (CC), Michelle MD (MMD), Paula L (PL) and Helen F (HF).

1. Apologies for absence: Dean W (DW), Luke T (LT) and Thomas J (TJ)

2. Agree previous meetings minutes: - The committee confirmed the minutes for the previous meeting were correct and CC will make them available online.

3. Matters Arising:

- Club Bibs

Action: deferred to next meeting as DW absent, but now urgent, due to the start of the season.

- Key register

Action: SW to reduce the list to approximately 18 coaches and supply to Buzz. Agreed that new coaches would not require a key, as not likely to be coaching alone.

- Profiles & photos for website

Ongoing - Action: SD photos – LT and CC website

- Surveys – completed for new boat list

4. Treasurer's Report

Current Bank Balance - £1180.13

Current Development Fund Balance - £1271.48

Current Paypal balance - £325.65

Main expenditure since last meeting:

Webhosting - £15.99

Pool Sessions - £946.35

Equipment parts and repairs - £218.96

Printer ink - £27.48

ESCC rent – problem with the standing order. SD to call to get overpayment returned.

Income

Pool session monies coming in.

3 x membership renewals

5. Manifesto and Targets

Deferred to next meeting, due to lack of time.

6. Boat Stock

Luke sent a detailed written report, as was unable to attend the meeting. Thank you to Luke for excellent work.

Summary of report:

28 people responded to boat survey – all agreed this was a good response from members.

Work already undertaken on a number of club boats, but still a large amount in need of repair.

Suggested and agreed that a 'Repair Day' be added to the club programme, for members to assist Luke where possible – **Action PL**

A list of older and unused boats was given by Luke and suggested they be sold to help fund new equipment - Agreed by all – **Action DW and LT to arrange for sale of boats, but offer to members first.**

Based on survey results, the following boats have been suggested to fulfil members requests and observations by the committee:

- 4x Dagger Axiom
- 4x Wavesport Diesel
- 2x Wavesport Project X
- 1x Hou 13 Solo Canoe
- 4x Master TG Lite

Agreed that the Master TG Lite boats are needed first – **Action SD to see if these can be purchased from club account, without reducing the balance below what is required to operate.**

Action LT to obtain three quotes for the above boats for consideration

Agreed to support Buzz application, but also to agree a percentage of boats in case full amount of fundraising not met. **Action SW**

Agreed that club should also put in their own fundraising application, as more boats needed by the club than first thought. **Action DW**

7. Safeguarding – photography etc

HF advised that coaches need to be DBS checked every three years – agreed by all, **Action HF to check with British Canoeing for clarification.**

HF detailed feedback from British Canoeing with regards to taking junior members on organised club trips – Due Agreed to deal with individual cases as they arise in the season.

Action HF to circulate British Canoeing policy on use of changing rooms, for review by committee.

Agreed that coaches only active coaches if up to date with everything required, otherwise status to be changed to support coach.

Agreed that committee position of 'Club Editor' did not require DBS check.

Action MMD, SD & LT to get coach form out before coaches meeting (date to be confirmed).

8. British Canoeing correspondence

CC shared the correspondence he received from BC about CVCC receiving money for any club member joining the BC for the first time.

Action: CC to advertise this to members on social media and also put the poster up on the club notice board.

Action: CC to put the club insurance policy on the noticeboard at the barn.

9. Buzz – Liaison report

NBC explained changes to the barn with regards to the layout of the boats etc...

Action: NBC to undertake and update risk assessment when the change have been completed.

Buzz have now had the refurbishment of the changing rooms/showers agreed – date of works to be confirmed.

10. Committee – Roles re-distribution of workload/safety officer

Agreed that Nick to assume Safety Officer role, as the Vice Chair role is no longer required.

Agreed that ten on the committee is sufficient, but individuals to look at roles and share workloads.

11. Coaches – Club active coach – induction/updating/first aid refresher

Sub committee to meet before the next committee meeting

12. Membership fees/numbers etc

CC provided a breakdown of membership numbers and raised the question about whether membership fees should be increased or changed in anyway.

Action: CC to review and put together proposals for next committee meeting.

Action: CC to look at contacting non renewing members for feedback as to why they have not renewed and report back to committee with findings.

13. Programme – ideas etc

PL explained her thoughts for the coming year to the committee. New form to complete – more events away from the club etc...

Action: PL to refine ideas in readiness for the coaches evening.

Action: PL to undertake a survey to members to obtain feedback on what they would like to be added to the programme.

14. AOB

Justin Early reported to the committee that work is needed to the bank/steps area.

Action: NBC with Justin Early to liaise with Environment Agency to try and get the necessary work completed.

Knives on display – agreed that all knives carried by coaches, should be out of sight.

Action: SW has tasked himself with producing a database of places to paddle

SW would like an Open Day for all added to the 2017 programme.

Date of next Meeting:

Friday 10 February 2017.

Venue – TBA SD to book venue