

Minutes: Club Meeting, 10th May 2013, 7:00pm

Location: Washington Arts Centre / The Biddick Inn

1	Welcome & Chair's Opening Remarks	Actions
	<ol style="list-style-type: none"> 1. Members present: Arthur Cornell, Chris Parker, John Redman, Mike Jenkins 2. Apologies received: 	
2	Previous Minutes	Actions
	<ol style="list-style-type: none"> 1. It was agreed that there were no official minutes from the last meeting 	
3	Membership	Actions
	<ol style="list-style-type: none"> 1. Current membership 8 – it is believed that Gabor and Andy haven't actually paid the £5. 2. Agreed that new annual membership fee is to be £7.50 for a junior, £15 for an adult and £25 for a family. There is no limit on the number of children that constitute a family. Club membership year to run 1st June to 31st May. Arthur is to be in charge of making sure members pay when they should. 3. We have a large quantity of membership cards and we will continue to use them. 	<ol style="list-style-type: none"> 1. Arthur to make sure there are completed membership forms for all members and fees are paid. 2. Mike to make sure Arthur has copies of the current membership form 3. Mike to make the new membership form available for download from the club website
4	Treasurer's Update	Actions
	<ol style="list-style-type: none"> 1. Believed that club has funds of £347.80 (£476.60 - £143.80 owed to Mike Jenkins for BCU affiliation), but this is to be confirmed once club has access to the HSBC bank account. 2. Change of signatories is still not completed. 3. Hand over of cheque book etc. to take place after change of signatories. 	<ol style="list-style-type: none"> 1. Mike to speak to Lisa and assist with getting change to signatories.
5	Qualifications & Training Updates	Actions
	<ol style="list-style-type: none"> 1. Agreed to try and get 5 members to Level 1 on the next available training course. Mike to apply for NE Sports Bursary on behalf of other members. Discussed the funding requirements and application process for the upcoming coaching course. 2. Agreed to carry forward discussion of Level 2 until Level 1 obtained. 3. Mike advised that there were other courses available in the region in the near future but we didn't go into details. 	<ol style="list-style-type: none"> 1. Mike to confirm whether or not First Aid is a pre-requisite for Level 1. 2. Mike to apply for NE Sports Bursary funding on behalf of other 4 coaching candidates. 3. Arthur & John to get 2 Star Award validated by BCU 4. Chris, Lisa, Arthur & John to apply to register as coaches subject to pre-requisites being obtained.

6	Beginners / Training Sessions	Actions
	<p>1. Agreed that we need to start the sessions as soon as possible after obtaining Level 1 Coach qualification. Need to discuss arrangements with Fergus but suggested £5 per session if this includes kit hire from AS. After 2 sessions paddlers to join Club or pay an increased fee. Advertising of sessions to be discussed once we know the start date.</p>	<p>1. Mike to discuss with Fergus the best day to run sessions. 2. Mike to discuss with Fergus the costs for hiring kit & the centre. 3. Mike to discuss with Fergus the insurance aspects. Do we need to sign people as members at first?</p>
7	Club Re-launch	Actions
	<p>1. Discussed the need to 're-launch' the club</p>	
8	Trips (Meetings act only to allow discussion – the trips are not official Roker Canoe Club trips.)	Actions
	<p>Washburn trip pencilled in for 18th May Tummel trip 6-7th July Fort William – Easter 2014 Discussion took place on paddling abroad but no decisions were made.</p>	
9	Website / Marketing	Actions
	<p>Mike asked for comments on the website.</p>	<p>1. Mike to make sure that the Club membership form is available on the website.</p>
10	Any Other Business	Actions
	<p>Agreed that the priority is to get the long-awaited beginners / training sessions established. Agreed that it would be a good idea to be able to run pool sessions following on from the AS sessions mentioned above. Agreed that it would be nice to have our own equipment but that this does bring certain issues with it such as storage, responsibility etc. Mike advised that there are possibilities of obtaining a grant from Sport England that would allow the purchase of equipment but that it must be through a project that means the Club is offering something that it would be unable to do without the support of the grant. The grant may be used for qualifications.</p>	<p>1. Mike to look into the grant application procedure and perhaps come up with a provisional project outline.</p>
11	Next Meeting	Actions
	<p>A date and time for the next meeting was not agreed but it will probably need to take place before the beginner / training sessions commence.</p>	

Summary of Actions:

Actions remaining open.....

No.	Action	Action Raised	Duty	Status
1	Arthur to make sure there are completed membership forms for all members and fees are paid.	10/05/13	Arthur	
2	Mike to make sure Arthur has copies of the current membership form	10/05/13	Mike	
3	Mike to make the new membership form available for download from the club website	10/05/13	Mike	
4	Mike to speak to Lisa and assist with getting change to signatories.	10/05/13	Mike	
5	Mike to confirm whether or not First Aid is a pre-requisite for Level 1.	10/05/13	Mike	
6	Mike to apply for NE Sports Bursary funding on behalf of other 4 coaching candidates.	10/05/13	Mike	
7	Arthur & John to get 2 Star Award validated by BCU	10/05/13	Arthur, John	
8	Chris, Lisa, Arthur & John to apply to register as coaches subject to pre-requisites being obtained	10/05/13	Chris, Lisa, Arthur, John	
9	Mike to discuss with Fergus the best day to run sessions.	10/05/13	Mike	
10	Mike to discuss with Fergus the costs for hiring kit & the centre.	10/05/13	Mike	
11	Mike to discuss with Fergus the insurance aspects. Do we need to sign people as members at first?	10/05/13	Mike	
12	Mike to make sure that the Club membership form is available on the website.	10/05/13	Mike	
13	Mike to look into the grant application procedure and perhaps come up with a provisional project outline.	10/05/13	Mike	