

Roker Canoe Club Meeting Minutes

Date: 2nd July 2014

Location: Biddick Inn, Washington 19:30

1. Apologies – none
2. Minutes of the last meeting: agreed as accepted.
3. **Membership:**
 - 3.1. Currently have completed and marked paid forms for 6 members – Arthur, Lisa, Fraser, Mike, Chris, Luke
 - 3.2. Have unpaid forms for 6 people who have attended sessions – Anthony Black, Colin Ayers, John Davison, Ken Gardner, Matthew Haggerty, Nicola Humble, Colin Laidler.
 - 3.3. – NB no John Redman, Shaun Smith, Gabor, Jason, Harry Smith, Gabor's daughter...
 - 3.4. Best way to control? Lisa provided up to date list of paid members. Agreed that we would co-ordinate effectively at club sessions to ensure that when membership is paid a form is completed and marked as paid. Forms to be kept in file with session attendance stuff.
4. **Insurance:**
 - 4.1. Currently not insured for kit loss – do we do it? Cost approx. £300. Chris is to get quote for insurance via scouts. Mike to confirm Canoe England quote and also ask if John Pooley knows who Springboard insure through. JP advises that the insurance is a blanket insurance not specific to kit.
5. **Kit Purchase:**
 - 5.1. Have we got what we expected to get? Yes
 - 5.2. Canoe buoyancy & kneeling thwart? Wasn't included in the final version of requirements given to NE K&P
 - 5.3. Airbags? No need to buy at present when using at Hetton. Perhaps in future.
 - 5.4. Marking of kit – is all marked if possible? Long johns, paddles? Chris may be able to get hold of white marker. Need to organize marking boats with Dremmel. Mike to ask JP if possible to visit one day and have access to power.
 - 5.5. Control of kit – i.e. do we know where everything is! Agreed that only committee members should have club kit in their possession and this should be made known to other members. This is to cover issues such as drying wet kit etc. when it cannot be left in containers or would deteriorate. Or if storage in container not possible e.g. canoes. Lisa will take wet kit unless there is a lot in which case it will need to be shared out.
6. **Sport England Grant:**
 - 6.1. Participation Targets: 0/11 for males 14-25, 6/11 for males 26+, 1/10 for females 14-25, 0/10 for females 26+ Discussed figures and agreed that whilst adults 26+ is good, other figures aren't. Discussed promotion tactics as part of next agenda item.
7. **Sessions at Hetton:**
 - 7.1. Comments? Agreed that sessions are running okay at moment.
 - 7.2. Structure? Structure okay for newcomers, just need more!
 - 7.3. Charging? Charging will start at next session.

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7.4. Etc.....?

7.5. Dates over the summer holidays? Agreed that the dates sessions run over the holidays are dependent upon Mike as he is the Level 1 coach.

7.6. Promotion:

7.6.1. Echo feature – no particular response. Mike advised that there had been no response from this

7.6.2. Echo – “What’s On” section – have asked for inclusion. Mike advised that club sessions should appear in the “What’s On” section of the Echo and that hopefully this would generate interest.

7.6.3. WOW247 – have added. Session details now on WOW247 site

7.6.4. Facebook etc....? Any possibilities here? Discussed promotion using Facebook but no particular ideas were suggested.

7.6.5. Other suggestions – promotional material, Scouts....? Chris advised that if scouts 14 + came along we would benefit for attendance requirements – he is in contact with scouts.

7.6.6. Canoe England Starter Sessions. Agreed to promote using the Canoe England Starter Sessions facility. JP ok with this.

7.6.7. Active Sunderland – have asked..... Mike advised have asked for promotion ideas.

8. Level 1 Coach Training:

8.1. Candidates – looks like we have 6. Our 3 plus Shaun & scout colleague plus Naomi. Mike advised that on target to be able to run Level 1 course.

8.2. Tom Thomas will work with us to get candidates up to standard before course. This includes 2 Star if required + FSRT, canoe etc. Need to organize days & times – possibilities are Thursdays (Wansbeck Club night), Wednesdays (Tom can arrange) or weekends or a mixture. Mike to id the people who have specific needs (2 Star & FSRT) and their availability & arrange sessions for them through Tom Thomas. Lisa okay most times.

8.3. Level 1 Course Dates – good if we could establish availability now. Mike to advise Tom that any time after the 1st 3 weekends in August should be okay.

8.4. Application for BCU membership & Coach Registration from grant.

9. Level 2 Coach Training:

9.1. Course at Adventure Sunderland 6-7th & 20-21st Sept – should Mike book on? – run by Tom & Fergus, but that may change..... Agreed that Mike should book on to the course.

10. Finances

10.1. Current situation? Lisa advised of the funds available in the club account. Agreed that all seems in order but will need to be aware of upcoming expenses insurance and BCU affiliation. NB a/c balance withheld from this document for confidentiality, but available to members on request

10.2. Accounts – will need to produce annual accounts – use online offerings e.g. Brightbook? Lisa to look further into using online accounting systems to make producing club accounts easier.

11. Pool Sessions:

11.1. Tyne Wear Sport will fund NPLG course to 75% - max £300 Mike advised that TWS will support application for NPLG course.

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- 11.2. Will consider more than 1 application per club due to need for contingency planning. [Mike advised](#)
- 11.3. Cost is approx. £250 [Mike advised](#)
- 11.4. Bursary now open for applications [Mike advised](#)
- 12. Club Welfare Officer / DBS Verifier**
 - 12.1. Mike applied for DBS verifier, but this should really be the CWO – Lisa. Need to get this sorted in particular if under 18's or vulnerable adults come to sessions. [Mike advised that Lisa as CWO needs to register as the DBS verifier. Lisa to look into this. Mike to re-send link to site for registering.](#)
- 13. Future Trips:**
 - 13.1. Trewryn [Possible but Chris advised that there are now high charges for river access](#)
 - 13.2. Touring type river trips [Mike suggested that consideration be given to running gentler trips to suit other club members who may not fancy whitewater.](#)
 - 13.3. Great Glen Canoe Trail [Members are keen to do this but equipment and logistics are hurdles that need to be overcome. Chris wants to do on a self sufficient basis – Mike agrees.](#)
- 14. NE Clubs Bursary** - funds have been paid into a/c (Lisa to confirm) so Chris can be paid. [Cheque issued to Chris](#)
- 15. AOB**
16. To Carry Forward:
 - 16.1. New forum – closed to members only? Mike to consider changing the forum on the club website to one that allows it to be restricted to club members only.
 - 16.2. Rachel Hudspith – assist with participation, development and growth, meeting to discuss. Mike to invite Rachel to the a meeting
 - 16.3. Policies, Risk assessments etc. – Mike to further investigate what documentation the Club should have and try and produce for next meeting. Also discussed procedures for getting rid of members. Mike to investigate further.
 - 16.4.
17. Next Meeting – 6th August – gets us back into 1st Wednesday of month.
18. Close