

## Minutes of Committee Meeting 2<sup>nd</sup> October 2023

**Present:** Tony, Kay, Andrew, Alan, Sue, Dave, John, Mark

**Apologies:** Rob

**Minutes read and agreed.**

**Matters arising:**

**Update re club accreditation.** Quality club report is now at 81%. We have produced a Standard Operating Procedure. Dave views this as a live document rather than a policy document so we can add to it as the club develops. I have put the procedure on the website.

We have produced a Club Anti-bullying Policy. This policy will need to be adopted by the club, hopefully at the next AGM, unless BC insist the we call an EGM before they view it as an official club policy. I have put the policy on the website.

We have produced a Club Data Privacy Policy. This policy will have to be treated the same as the Anti-bullying policy.

We have produced Committee Members Terms of Reference. These were already written within the Club Constitution, so we just extracted them and put them in a new document. They have also been put on the website.

We have strengthened up the disclaimer area on the membership form, ensuring members are aware of the risks associated with canoeing. This will mean that we will need old members renewing their membership next year to complete the new form.

We looked at the Hereford and Herefordshire demographics in order to understand how that may affect our membership. There is more work to be done in this area.

The Club Risk Register has been produced and was discussed at the last meeting.

**Website:** John has been looking at creating a members only area on the website. He can set this up but needs to spend a little more time researching this. Sue thanked John for his work on this.

**Club Development Plan:** Dave, Tony and Kay have produced the first draft of a Club Development Plan. Within the plan they have firstly looked at the club which we have today, our aims, our vision and our objectives. We then looked at our qualifications, equipment, boat shed and membership. The next stage is to look at what improvements we want to make.

This is only the first draft and Dave believes it will need to be reviewed as the year goes on and certainly after every AGM when a new committee may be appointed.

Next Step.

You may have seen that after every section within the Assessment Results, there is an area for suggested improvements. We need to review each of those areas as they are now currently out of date, as many of the improvements have been actioned.

We also need to arrange a meeting with BC to talk through our report and see if they agree with what we have stated / produced and establish the next step.

Andrew thanked Dave for all his work.

Andrew queried whether we should downgrade some of the descriptions re condition of club kit. Eg buoyancy aids – good, but used. The club tors are in good condition, but not very good. This will be looked at.

John asked if we should ask rowing club if there is any chance of more storage for boats as tight at the moment.

### **Financial report.**

Finances stable. Kay has asked about opening savings account but Santandar says it can only have one 'signature'. They want to see a constitution that allows only one signature. Ours says 2, as this, as we understand it, is a requirement of BC. Kay and Dave will talk to Phil re this. John and Kay can both authorise payments but independently. Dave will e-mail Phil tonight after meeting as we need a zoom call before club accreditation is due on approx. 13<sup>th</sup> Oct.

Re accreditation Kay said we have more non BC members at the moment which does increase cost of accreditation. Andrew said BC used to always backdate membership to when last one ran out. Now they don't. He now tends to leave it until he is going to race again as that gives him another couple of months.

### **AOB**

Tony – need to set up winter programme. Agreed that we should run Sunday time trial. When here Andrew will time. Last fishing competition is on 29<sup>th</sup> Oct so will be Sunday after this. Sat morning club paddle will continue.

We will be running 2 race offs, this week and next, on the wed night. Curry evening and prize giving on 11<sup>th</sup> October.

Dave – we need incident/accident review every committee meeting – Sue to make sure this is on agenda.

One incident last month – Incident Dated 6th Sept 2023.

A member who was paddling in the time trial encountered fishermen just above the pump house, as a result the paddler ended up with a fishing hook in his back. The paddler returned to the boat shed where the hook was removed from his clothing and body. The paddler returned to the water in order to complete the time trial. Concluded that there no action for the club to take at this time. However, it was agreed that once the contact point at the local angling club was established, the chair would advise the appointed contact of the incident.

John has been looking at prizes for our next hasler race but needs to know how many we need. Tony said 20 of each (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). If all divisions run could be 24 ( K1 and K2 for each race) + junior race but not all divs run. Wouldn't matter getting extra if not dated. Kay thought there might be enough glasses left for 1<sup>st</sup> place next year. She will check on the number of each type left.

Andrew: we have problem with date of next year's race. Burton had problem so they moved their race to the day before ours – likely to seriously affect our entries. Rob working away at moment so, with his agreement, Andrew is looking at shifting date of our race. Rowing club + marathon committee happy, just waiting for confirmation from sea cadets.

Andrew: coaches group needs to be formed so they can discuss what to do with the new people we had this year.

Next meeting 4<sup>th</sup> Dec at 7pm

Meeting closed 8.41.