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| **MEETINGS RECORD – EGM Committee -Meeting** | Wombourne Kayak Club |

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| Copies to anyone involved by the minutes. | **DATE:** 22/01/22 |

**ATTENDANCE:**

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| **Present:** |  |  | **Apologies:** |  |
| John Teuwen | Zoey Rowe |  |  |  |
| Paul Elkington | Simon Binks |  |  |  |
| Rich Dowen |  |  |  |  |
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**Purpose:** The Chair requested a meeting to check progress of AGM Actions and to update Committee members present.

**AGM Agenda Items:**

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| 1. Boat Insurance |  | 1. AOB:   Update Trip forms and remind members to sigh code of conduct |
| 1. Boat Procedure |  |  |
| 1. Pool Session |  |  |
| 1. Clarification of Peer & Club Activity with Leader & Coach remits. |  |  |
| 1. Disciplinary Procedure |  |  |
| 1. Update of AGM actions |  |  |

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| SUMMARISED MINUTES AND ACTION POINTS | Action by | | For when |
| 1. Boat Insurance   **JT** had made an enquiry with Utility Insurance about Club Boat insurance and will receice a quote next week.   1. Boat Procedure: Edited and sent to check.   ***Definition:***  A **Short -Term Loan** (Up to 21 days, individuals may also “Trial” boats for 21 days each during a period of 3 months total) of a club boat to be used on “Club Night” or arranged day club trip, to be returned either by a committee member or member to the Club’s Equipment storage area at Wombourne Leisure Centre and the relevant documents signed.  Hire Charge: £3.00 per session, £10.00 for 21 days e.g., for the use of Club night or Club trip. There is “No Charge” for pool sessions.  A **Long-Term Loan** (Requires the individual to have Full British Canoeing Membership with Boat insurance cover with the signed agreement to pay Club Insurance Excess for the total period of 3 months, e.g., £100.00 per boat because of accident, loss, or theft)  Loan to be negotiated with Committee member responsible for the “Equipment” and “Chairman, Vice-Chair, Secretary”?  ***Phil Hadley’s definition:***  **“PEER”** = Communicate with paddlers by **PERSONAL** mobile, WhatsApp, email but **NOT** through the **CLUB** social media, such as WhatsApp, Facebook, website, emails etc.  **“CLUB TRIP”** = Communicate through **CLUB** social media, mobiles, **CLUB** emails etc.  3. Pool Session: The Committee felt the members wished to have more variety to the Club Pool Sessions and allow parents to bring and supervise their children during the activity. The purpose was to encourage younger club members as well as have a designated “Rolling”, coaching, rescue techniques or individual self-paddle area as previously organised by the club. In addition, it provides an opportunity for members undertaking further personal develop as leaders and coaches to practice their skills, techniques and implementing their session plans. Furthermore “Web Collect” notification would be closed and the “Pool Session” would be promoted by The Club’s Facebook site through the events section like the Club nights. This would allow club members to record their interest in booking a place on the Pool Session, which “Web collect” was unsatisfactory because not all members had signed up and didn’t have the relevant IT knowledge or were unaware of this booking process. Non-members who expressed to join the “Pool Session”, could access the Thursday prior to the scheduled activity, if the places had not been booked. This would allow transparency within the club to promote “Inclusivity” amongst its members. The Committee members were prepared to provide a scheduled Rota, to manage this activity, particularly as many members participate in the Club Saturday Trips. Additional sessions could be booked to extend the Saturday Pool Session, because they were booked with the Leisure Centre “Party” bookings. Finally, the club contact with the Leisure Centre would be JT, to pay invoices or discuss price rises due after April 2022 or additional sessions with Karen Assistant Manager, which was discussed with Natalie when JT paid the January Invoice. **Action:** RD to discuss with TK the changes in Pool sessions | | JT  JT, SB,  PE  JT  RD | 28/01/22  23/01/22  29/01/22  29/01/22 |

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| SUMMARISED MINUTES AND ACTION POINTS | Action by | | For when |
| 4. Clarification of Peer & Club Activity with Leader & Coach remits. PE sought clarification, which RD stated that ***Club activities*** by Leaders or Coaches must be within the British Canoeing remit stated for specific qualifications, e.g. White water River Leaders would be grade 2-3 such as River Dee, Horseshoe Falls to MEM or the simple route through the 2nd arch at Town Falls and **not “Town Falls”.**  Organised ***Peer*** activities as above, but exceeding the remit the responsibility would be defined in a legal situation by the “Most” experienced paddler withi the group.  5.Disciplinary Procedure: RD checked the following Committee Members required at each stage, which had to be different:  a.Investigation (2 Committee Members)  b.Hearing (2 Committee Members)  c. Appeal (3 Committee Members to include Chair)  6.Update of AGM Actions, see Checklist  7.AOB:  Update Trip forms and remind members to sigh code of conduct.  **Actions:**  Trip Forms – 2022 to be sent to members  Codes of Conduct sent to new members and remind members not returned forms. | | RD, PE  RD, JT | 22/01/22  22/01/22 |

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| **Tasks** | Incomplete | Draft or action requires approval | Complete | Notes |
| AGM Minutes, Committee Minutes |  | **√** |  | To be checked by **RD, PE, SB, ZR** before being sent to members **JT** |
| Club Portal – The Committee |  |  | **√** | Names of Committee in system JT |
| Bank Mandate | **√** | **√** |  | Rang bank behind schedule, ring next week **JT** |
| Boat Insurance |  | **√** |  | Getting a quote, complete by Feb. 1st, 2022, **JT** |
| Boat Lending Policy & form |  | **√** |  | Sent email to work party, to be edited to meet requirements within Boat Insurance.  **JT** checked by **RD, PE, SB,** |
| Disciplinary Policy |  | **√** |  | Edited by **JT** to include **RD** comments |
| Social Media Guidelines | **√** |  |  | Sent an email with attachments to work party. checked by **JT, AZ ,ZR** |
| River Guides | **√** |  |  | Banwy to do.  **JT** |
| Risk Assessment | **√** |  |  | Update Banwy **JT** send example to **SB** |
| Pool Payment |  |  | √ | Informed that I’m the club contact, and decisions to be discussed with me. Renewal April 1st 2022 |
| Code of Conduct Reminder | **√** |  |  | Remind members that the club needs a signed copy returned  **JT** |
| Club Trip Forms Reminder | **√** |  |  | Remind members needs a signed copy & edit dates on received forms.  **JT** |
| White Water Award Checklist | **√** |  |  | **JT** |
| Awards delivered to Leisure Centre |  |  | √ | Leisure Centre to place on noticeboard.  **JT** |
| Club Email set up? | **√** |  |  | Use BC but can’t upload attachments? |
| Welcome Pack | **√** |  |  | Edited and discuss, Values, Aims etc **JT, AZ ,ZR** |
| Operating Statement | **√** |  |  | Edited **JT** checked by **RD, PE, SB,** |
| Website Development,  Facebook  Web collect | **√** | √  √ |  | Upload policy documents and Menu materials **PE, JW**  **Edit Admin.** Use messenger to inform Rich Probert, (set up page group owner) as a result of Committee changes to only include this membership as admin.  Close down use Facebook events for booking pool sessions. |
| GDPR Statement |  |  | **√** | Uploaded on Website, needs editing?  **PE, JW** |
| New Committee |  |  | **√** | Uploaded on Website, contact number **JT** |
| Timescale for Committee Roles when serving. |  | **√** |  | Actioned in minutes, but schedule to be implemented at next AGM **JT, AGM 23** JT to start rota schedule, seek “Shadow” and share work load to plan “Contingency” |
| Near Miss Review Process | **√** |  |  | Develop **RD, JT, SB,** |
| Equality, Diversity & Inclusive Policy | **√** |  |  | A series of webinars like a college programme, BC to implement 2022 **JT, AZ ,ZR** |

**Task Sheet Checklist** –

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| **Tasks** | Incomplete | Draft or action requires approval | Complete | Notes |
| Coaching & Training |  | **√** |  | Notification of members when Club Email is up and running. Spoke to Nick Morrell, Shrewsbury Chair at RDT, maybe able to participate within their schedule. |
| Coaching & Training |  | **√** |  | access scheduled training., WWSR, Bursary applications. May 1st |