



Committee Meeting Minutes

Minutes of the meeting of Devizes Canoe Club Committee Wednesday 22 March 2023

Attendance: James Mahoney (JM), Emma O'Hare (EO), Paul Papworth-Smith (PPS), James Papworth-Smith (JPS), Anna Overton (AO), Nigel Chivers (NC), Mark Bouch (MB), Sue Colby (SC), Chris Jones (CJ), Lindyanne Ehrnrooth (LE).

Apologies: Victoria Cains (VC), Jon Scaplehorn (JS).

Circulated to: Committee, Trustees, Coaching Group.

Item	Details	Lead
2	<p>Round the Room Update</p> <p>AO – Working with JM re girls paddling group. After consultation a plan has been devised. Aim to hold first intro course for new juniors just after Easter. Paddlers will go to Adventure or the Girls group.</p> <p>JM – Succession plans required for advancing more people into coaching since both junior and senior programmes are at or near full capacity. Early evening sessions a real challenge since most coaches have F/T jobs they must work around.</p> <p>JPS – Looking at annual reviews of safety related policies and risk assessments. Going over DBS with JM & SC, reporting the situation within next few weeks.</p> <p>CJ – Progressing Talent Champion Club action plan. Reaching out to other clubs.</p> <p>EO – Quiet on the safeguarding front.</p> <p>SC – Main focus is DW preparation.</p> <p>MB – Contacted by 2 people who had no response from their initial membership enquiry. SC & LE agreed to change the automatic response email to include a time frame to manage expectations and POC for follow-up. Action plan submitted to BC for Champion Club (Talent Development).</p> <p>PPS – Really enjoyed First Aid course. Planning to get accounts in by end May to enable AGM pre-Summer.</p> <p>NC – Running 3 senior training sessions each week (Mon, Tues & Thurs), 2 of which (strength & circuits) will end by Sunday March 26. Pilates will continue every 2nd week. The group of 8 regulars will paddle together.</p> <p>Making the arrangements for our Club Hasler at Chippenham in May & in touch with all concerned groups. MB noted that it is time to advertise for event volunteers.</p> <p>LE – Very busy with membership renewal. Significant workload to compile spreadsheets & lists for the office including Next of Kin, Med Info, Junior Subs & Boat Storage for JS. LE to compile photo permission info for VC.</p>	All
3	<p>Volunteer update</p> <p>Met with VC and sorted out her role & responsibilities</p> <p>Public FB page out of date – AO to facilitate transfer of administration to VC.</p> <p>Calendar coming together – draft ASAP & full publication next committee meeting.</p> <p>Date for awards evening agreed with Braeside – Saturday 3rd June. Committee approved the date.</p>	SC AO



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<p>4</p>	<p>PR/Media</p> <p>written report from VC delivered by MB.</p> <ul style="list-style-type: none"> • Club email has been set up – pr@devizescanooclub.co.uk - Everyone use this going forward. VC will email coaches and committee members explaining her role and request information for updating press, Instagram and Facebook, within the coming weeks. • Gazette and Herald and The Wiltshire Times have been sent press release (with photos) regarding the U14's Geoff Sanders trophy win • VC will manage the Instagram page and the public Facebook and update these regularly. LE to pass access details re Instagram, AO re FB. • Parental agreement and member agreement (or not) for use of their photos before any are posted. LE to compile list from renewals & pass on. • MB & VC have a meeting on Friday with Helen Garside, the Council's conservation officer, to discuss new site options and redevelopment options - general chat and guidance with particular focus on any constraints we need to overcome. <p><i>Post-meeting. Helpful meeting with Helen Garside. Nothing came up that changes the options we have previously identified.</i></p>	<p>LE, AO</p> <p>LE</p>
<p>5&8</p>	<p>Club equipment/resources – Grants and Club Boats</p> <p>A formal request made by Talent Development (2 Racing K2s, ML & L @ approx. £3k each). Supports crew boat talent development. MB to confirm build and required model with TH/BH.</p> <p>NC started a review process with a 'Task & Finish' group last Saturday with the assistance of TH, BH, SC, JS. They identified that we have too many boats we are not using, some of which have been purchased over the past few years.</p> <p><i>After the meeting MB confirmed that recent Sport England grants were obtained for:</i></p> <ul style="list-style-type: none"> • <i>Adult novice boats</i> • <i>Small to mid-sized paddler progression boats (Phoenix fleet)</i> <p><i>This grant-funded programme was deliberate and planned. Trustees are confident that decisions were made with proper input and governance.</i></p> <p>ACTION</p> <p>The Committee agreed we must have a full fleet and equipment review and plan to forecast and budget going forwards.</p> <ul style="list-style-type: none"> • To include requirements across all club programmes. • To include hulls and all paddling equipment (paddles, PFDs and indoor) <p>The committee decided to formally set up a Club Fleet working group based on NC and the Task & Finish group.</p> <ul style="list-style-type: none"> • This group will complete their review and make recommendations to the Trustees using a new club inventory template. 	<p>MB</p> <p>NC</p>



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	<ul style="list-style-type: none"> • CJ will email the template to NC. • The working group will include BH, TH, SC, JS, NC with input from JM. • They will evaluate our current inventory including all paddling & gym equipment/paddles/PFDs etc, recommend future requirements and maintenance/lifecycle planning. <p>The committee agreed that storage is a current challenge, but existing storage must not constrain planning as offsite options could be negotiated.</p> <p>NC to report back on progress at the next meeting.</p> <p><i>Outside the meeting we decided:</i></p> <ul style="list-style-type: none"> • <i>CJ (as a Trustee) will sponsor and support the group on behalf of the Trustees Committee.</i> • <i>JM/MB/CJ are drafting TORs for this working group</i> • <i>Finance and asset disposal are reserved matters for Trustees. PPS will lead on finance and budget.</i> <p><i>After the meeting JS reported that our EDI Stronger Together bid was not successful. Club requirements for extending the range of support we can provide disabled paddlers must now be incorporated into the Club Feet Review.</i></p>	<p>CJ</p> <p>All listed</p> <p>NC</p> <p>JM/MB/CJ</p> <p>JS/NC</p>
6	<p>Shop Update/Back to Paddling</p> <p>SC briefed the group on an alternative system to our current arrangement which uses a single third-party supplier website link from our shop. This extends the range and availability of club stock with transactions directly between supplier and purchaser. DCC will no longer need to hold stock, making the process more efficient. There is a 10% cashback scheme on all orders.</p> <p>There is an initial minimum order for custom-made items (vests & T-shirts). SC to pass costing to PPS to decide on feasibility.</p> <p>The committee requested DCC hold a small stock for sizing and as back up for races.</p> <p>The committee agreed there was no need for consultation with club members before agreeing the switch to new supply arrangements, but SC will need to communicate how the arrangement will work to club members when ready.</p> <p>The Back to Paddling session took place last Sunday. Proactive contact of members to paddle as a group worked really well. Planning for another session in April & maybe even a third in May.</p>	SC
7	<p>Coaching Update</p> <p>Recent First Aid courses – all bar 2 coaches now level 3 & up to date.</p> <p>Discipline specific training is scheduled for 3rd week of June – will be appropriate for both kayak & canoe. Will provide level 2 qualifications for 12 coaches.</p> <p>Several people have completed the online course to deliver BC award system.</p> <p>The recent autism awareness evening – was very well delivered & interesting. Thanks to BH for organising such a good event. Off the back of goodwill from this event we will build our connections with WYCC & BOA.</p>	<p>JM</p> <p>BH</p>



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9	AOB None	
10	Next Meeting – Wednesday 19 April 2023	