

Committee Meeting Minutes

Minutes of the meeting of Devizes Canoe Club Committee Wednesday 14 June 2023

Attendance: Mark Bouch (MB), Sue Colby (SC), Nigel Chivers (NC), James Papworth-Smith (JPS), Victoria Cains (VC), Lindyanne Ehrnrooth (LE).

Apologies: James Mahoney (JM), Jon Scaplehorn (JS), Anna Overton (AO), Emma O'Hare (EO), PPS, CJ.

Circulated to: Committee, Trustees, Coaching Group.

Item	Details	Action
3, 4 & 9	Carried over to July 2023 meeting as relevant committee members not available	AO
4	<p>Junior Programme Update</p> <p>MB – keep junior update on agenda going forward.</p> <p>The racing group has four coaches currently and they are covering more sessions than they are comfortable with. Racing Group B is growing and the Adventure Group needs additional support.</p> <p>Unless the programme is to be reduced in scope, additional coaching support is required for the junior programme. Coach capacity depends on three factors:</p> <ol style="list-style-type: none"> 1. Training 2. Availability 3. Willingness <p>Training - 10 coaches attended the flatwater racing training last weekend. With other training delivered over the last six months this should improve overall trained capacity.</p> <p>Availability - discussion highlighted the difficulty for coaches with F/T jobs to be able available to support 5 pm weekday sessions. More flexibility re training session times (e.g. a 6 pm start time) could ensure more coaches are available. Spreading junior sessions throughout the weekend days should be examined.</p> <p>Willingness – JM to look at reasons why existing coaches are inactive, and JM/SC have committed to an Intro to Coaching event to recruit willing volunteers from existing membership and the community in late July 2023.</p> <p>Retention of girls – attrition amongst junior girls is a challenge. The committee agreed to rebuild the girls' group and focus on girls in the racing and adventure group as a priority.</p> <p><i>Afternote:</i> LE has forwarded non-renewal list to SC and MB to establish reasons for non-renewal. MB has provided text for a follow up email. LE will tailor an email to girls who have quit explaining our focus and plans going forward.</p>	<p>LE to implement</p> <p>JM & coaches to review session times, coach availability</p> <p>JM/SC to provide date to LE & VC for PR</p> <p>SC & LE to implement All. Focus for July meeting</p>
5	<p>South Cerney Junior Regatta</p> <ul style="list-style-type: none"> – 8th July at South Cerney Lake – LE to do flyer for BH, put on website, email juniors and forward to Vicky for FB page. 	BH to provide info for distribution

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	<ul style="list-style-type: none"> - Volunteer requirements to be provided by BH - LE to create volunteer table for event and an event checklist with BH, NC, SC - PPS needs to see/approve a budget for this event with all forecast income & expenditure. - JPS to check RA with Craig at Marsport. We must hold a copy on file and share the RA with anyone representing other clubs. 	<p>MB to discuss budgeting for events</p> <p>BH to get budget approved by PPS</p> <p>JPS</p>
	<p>Awards Evening – Saturday 15th July</p> <ul style="list-style-type: none"> - Nominations to be forwarded to SC ASAP incl. special mentions. - MB to issue formal invitation for BC representative (Dee Paterson) to present Champion Club (Talent Development) award <p><i>Afternote: MB sent invite and details but no reply yet received</i></p> <ul style="list-style-type: none"> - Catering assistance offers 	<p>SC to ask for volunteers</p>
7	<p>Update on the brewery development</p> <ul style="list-style-type: none"> - Backhouse Housing Planning Application is submitted. Comments are required by 6th July. - Members should get involved and make comments prior to the club response. MB sent members an email on 14th June with key issues. <p><i>Afternote: MB has raised club's issues with the ward Councillor who will call in the application to a full planning meeting.</i></p> <p><i>We need to arrange a visit by local unitary councillors to DCC as soon as possible. 1st July is the most suitable date before the consultation closes.</i></p>	<p>Committee & coaches to encourage members to get involved please!</p>
8	<p>Safety & Complaint Procedure</p> <p>Recent complaints from members re safety issues, in particular an aggressive swan, has highlighted the need for a more streamlined reporting procedure.</p> <p>All incidents/near misses MUST be reported when they occur</p> <p>The incident report form in a folder in the clubhouse is not being utilised, we need a response/acknowledgement action and records of action taken, with Safety Officer coordinating.</p> <p>Note: A member reported the swan to the RSPB who confirmed no action will be taken. Swan aggression is covered in our club RA. The advice, if you are not confident to make a safe passage past the swan, is to portage past them during the nesting season or to turn before reaching the nest. Due to RSPB advice the club intends to take no further action.</p> <p><i>Afternote:</i></p> <p><i>JPS has devised a system whereby the reporting form will be located on our website and a sign will be displayed at club with QR code for form that can be completed online (on mobile devices), submission recorded, and notification sent to JPS.</i></p>	<p>JPS to create a system & circulate.</p> <p>JPS to provide details to LE to implement</p>
9	<p>Payments for Race Entries</p> <ul style="list-style-type: none"> - A risk exists that team coordinators or the club can be out of pocket if we are not reclaiming entry fees from paddlers. - The committee agreed that SumUp must be fully integrated into our race entry process. PPS to lead with AO/NC <p>Questions to resolve:</p> <ul style="list-style-type: none"> - Can we streamline and digitise the process to eliminate cash? 	<p>MB to discuss with PPS</p> <p>PPS</p>

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	<ul style="list-style-type: none"> - Can we get club bank payment cards to make payments rather than individuals making them and claiming? - The current club banking arrangements have proved inflexible to the extent that only PPS, MB and AS can make payments. Can we adopt more flexible banking arrangements? <p>Paid junior crew boat entries were aimed at driving participation in SW region Hasler and sprint racing. Is this policy still valid and achieving its purpose? MB to lead policy review.</p>	<p>PPS</p> <p>PPS</p> <p>MB to co-ord and report to July meeting.</p>
8	<p>Club Boats – Fleet Equipment Review</p> <p>NC previously raised the issue of the club’s grant funded Phoenix boats.</p> <p>MB reminded the committee that approvals for disposal and acquisitions were matters reserved by Trustees. MB has asked CJ, as the trustees sponsoring the fleet review, to ensure the team coordinate actions and keep him informed.</p> <p>The relevant people were not present, so no further discussion took place.</p> <p>The chair reminded the committee that the fleet review would drive future club boat requirements, so it was unlikely additional boats will be bought until these conclusions are available.</p> <p>The last grant funded boat acquisitions indicated a need for closer attention to the detail of the club’s specification for boats, improved scrutiny of the requirement and proper inspection on receipt of the boat.</p> <p><i>Afternotes:</i></p> <p><i>MB has confirmed that the club may dispose of grant-funded Phoenix K1s if they are surplus to requirements as they are +2 years old now.</i></p> <p><i>Four out of seven Phoenix K1s have sliding adjustable foottracks. These boats should be retained. No grant funded boats are to be sold without approval from CJ and DCC stickers must be removed.</i></p> <p><i>Trustees decided to acquire a lightweight multi-purpose boat trailer for the club. This trailer was exceptionally good value for its age and condition and will provide mobile offsite storage for boats plus additional flexibility for transport. MB to look at storage options.</i></p>	<p>MB to get report from CJ</p> <p>SC to ask for recommendations from coaching team</p>
9	<p>AOB</p> <p>Wansbrough’s Car Park may only be used outside business hours (0830-1730). LE to remind members of hours and suggest alternatives. SC to look at how we say thank you to Wansborough’s for their support.</p> <p>The committee supported VC’s proposal for an MS support group intro session.</p>	<p>LE</p> <p>SC</p> <p>VC to discuss with JS</p>
	<p>Next Meeting – Wednesday 12 July 2023</p>	