

# Committee Meeting Minutes

## Minutes of the meeting of Devizes Canoe Club Committee Wednesday 11 October 2023

**Attendance:** Sue Colby (SC), Paul Papworth-Smith, James Mahoney (JM), Ellie Humphreys (EH), Lindyanne Ehrnrooth (LE).

**Apologies:** Mark Bouch (MB), Nigel Chivers (NC), James Papworth-Smith (JPS), Victoria Cains (VC), Anna Overton (AO), Emma O'Hare (EO).

**Circulated to:** Committee, Trustees, Coaching Group.

Item	Details	Action
2	<b>Quick roundup</b> All policies updated & reviewed except those below in item 8 QC actions to be dealt with out of committee – not enough members present	LE
3	<b>AGM – Wednesday 15 November</b> at The Hourglass	
4	<b>EDI Lead</b> Welcome to Ellie Humphreys (EH), SC has been through volunteer induction. LE to send QC EDI sections for EH review LE to add DCC email for EH & arrange access to GD DCC needs to have a position re non binary members and hence EH to look into. Do we need to create an inclusivity policy or are the clauses in the existing changing room, safeguarding & anti bullying policies adequate?	SC  LE completed  EH
5	<b>Junior Update</b> – held over to next meeting	AO not present
6	<b>Coaching Update</b> <ul style="list-style-type: none"> <li>– Dauntsey's on again, thank you to Juliet for covering.</li> <li>– Wiltshire College in the pipeline but we don't currently have the coaching resources to cover midweek sessions</li> <li>– theoretically school groups could provide an income stream for the club but realistically we cannot provide the coaches</li> <li>– PPS Pointed out that membership fees &amp; boat storage covers basics, but that we need grants for boat sources</li> <li>– Saturday mornings (adventure &amp; girls groups) are currently being covered by NC and JJ with SC filling in when either unavailable but SC would prefer not to because of Sunday training commitments. We need other coaches to provide the ad hoc cover.</li> <li>– BC has notified JM that safeguarding training is due. Hopefully can be delivered online</li> <li>– Succession plan for racing coaches TH to mentor parent coaches? LE to support by collating training plans.</li> </ul>	JM to encourage younger coaches we have trained & given free mship to, to volunteer to help cover junior Saturday sessions JM to investigate with BC & organise delivery to coaches JM, TH & BH LE
	<b>Fleet review</b> Needs to be finalised so we can clear some space in our boat store	NC to talk to PPS re C2 & K2

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	Meeting proposed for Sunday 5 <sup>th</sup> November, 11am after seniors training including NC, SC, DC, PPS, JM & all coaches-BH, TH, MB, RE, JPS etc. so that NC can forward a proposal to CJ for approval.	LE to ask NC to arrange NC
<b>7</b>	<p><b>QC actions</b></p> <ul style="list-style-type: none"> <li>- all present reminded to forward their sections to MB asap.</li> <li>- PPS sections in hand</li> <li>- Annual Safety Audit – JPS to organise</li> <li>- EDI sections to EH</li> <li>- We require a club register to record all training &amp; expiry dates including:               <ul style="list-style-type: none"> <li>- SG training</li> <li>- First Aid</li> <li>- coaching qualifications</li> <li>- DBS checks</li> <li>- CPD hours</li> </ul> </li> </ul>	LE to request progress update from MB SC to email JPS LE to send SC & JM to collect & pass information to LE
<b>8</b>	<p><b>Policies – outstanding?</b></p> <ul style="list-style-type: none"> <li>• DCC Support to Disadvantaged People. PPS approved review-no change</li> <li>• DCC Fees for Schools and Colleges. JM/PPS approved review-no change</li> <li>• DCC Facilities Management. SC2/JPS</li> </ul>	LE to update doc headers, redate & upload - <i>done 12/10/23</i> LE to place on word doc with progress header & fwd to SC2 & JPS for update approval <i>** completed 13/10</i>
<b>9</b>	<p><b>DBS checks</b></p> <p>SC has taken over processing. LE to keep register. PPS noted that coaches can enroll in the auto update service for minimal cost – club could cover?</p>	SC / LE
<b>10</b>	<p><b>Succession planning</b></p> <p>– only 2 relevant members present. PPS has a couple of successors in mind to approach. LE end of term date 2029.</p>	
<b>11</b>	<p><b>AOB</b></p> <p><b>Defacement of club signage in the male changing room</b></p> <p>This behaviour is a contravention of DCC values, hence we need to implement a zero tolerance policy and make all members aware that this behaviour will result in immediate suspension from the club, and likely severe sanctions under the club’s disciplinary policy.</p> <p><b>Club Direction &amp; Focus</b></p> <p>PPS –we need a meeting to discuss the club's direction, identify priorities. Main focus for next committee meeting? Head coaches and trustees to be invited.</p> <p><b>Clubhouse Notice Board</b></p> <p>So chaotic, no longer fit for purpose. Needs an overhaul.</p>	LE to draft an email to be approved by committee before being sent to all members MB to address at AGM  Consult MB --> LE - put on agenda and invite relevant people  SC & LE to meet at club and sort out.
	<b>Next Meeting – Wednesday 8 November 2023</b>	