

Committee Meeting Minutes

Minutes of the meeting of Devizes Canoe Club Committee Wednesday 8 November 2023

Attendance: Mark Bouch (MB), Nigel Chivers (NC), Sue Colby (SC), Paul Papworth-Smith, James Mahoney (JM), Ellie Humphreys (EH), Lindyanne Ehrnrooth (LE).

Apologies: James Papworth-Smith (JPS), Victoria Cains (VC), Anna Overton (AO), Emma O'Hare (EO).

Circulated to: Committee, Trustees, Coaching Group.

Item	Details	Action
2	Quick roundup Committee members agreed to act on actions identified in the minutes.	All
3	AGM – Wednesday 15 November at The Hourglass RSVPs required by Sunday 12th It has been agreed that the formal business presentation will be shorter so as not to repeat going over in detail what is in the report to Trustees and presentations re club performance will be restricted to the Awards Night. Committee & Coaches will be available Informal Q&A	LE to email membership <i>**completed</i>
4	Junior Update – held over to next meeting	AO not present
	Parking Unauthorised parking at the club during sessions has become a problem again. Effectively only 2 spots and only coach on duty permitted to park (& Blue Badges). Turning circle must remain free at all times for collection/return boats.	LE email all members no parking at club during busy sessions; Sat & Sun 9am-12pm <i>**completed</i>
5	Coaching Update <ul style="list-style-type: none">– Senior winter programme well attended, going very well.– External Training Provision. JM requested authorisation to increase fees paid to coaches by 10% to continue Dauntseys programme. Cost to be passed on. Improved invoicing required.– Do we want to continue with this provision, does it provide an income stream to the club? Better control of planning & delivery required.– To continue provision of midweek programmes we could look at employing a club coach part time which in turn would require an outreach schools programme.– Junior Saturday morning groups other than racing A & B have dwindled as usual.	Trustees present (PPS, SC, MB, LE) authorised. JM to invoice prior to programme commencement PPS to present cost analysis to trustees PPS to include in AGM presentation
6	Fleet review Summary Boats done – report distributed. Next stage is gym equipment review followed by paddles & buoyancy aids.	NC to provide timeframe & put together action group to complete the gym area assessment.

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	<p>SC – we need to implement an equipment check out system to keep track of all offsite club equipment loans. Equipment sign-out book required.</p> <p>Annual equipment safety checks to be carried out annually post stock review.</p>	<p>Equipment storage and usage policy – NC to implement with JM ensuring coaches put into practise LE to include club equipment management on December agenda</p>
7	<p>Volunteer update All DBS information should be recorded on BC portal along with coaching credentials, safeguarding training, first aid certification All DBS certification to be checked & BC portal updated Self Disclosure for all volunteers</p> <p>QC renewal highlighted issues regarding BC portal not being up to date All coaches need to update and register SG training</p>	<p>SC, JM, LE to implement</p> <p>SC, EO to do SC & SC2 DBS SC LE to ensure records on GD LE and EO to manage updates</p> <p>All coaches to update roles, profiles & SG training on BC portal</p>
8	<p>Club Direction & Focus Club strategy last reviewed in 2019 due latest 2025, but post COVID needs to be reviewed. Refresh 2024 - Trustees to lead, input from all members, committee to implement</p>	<p><i>Trustees should oversee LE to arrange informal Trustees meeting early December</i></p>
9	<p>QC Actions Outstanding Renewal highlighted many actions to be completed</p>	<p>All committee members to read report & identify relevant actions & completion dates. LE to put on Dec agenda</p>
10	<p>Succession planning</p>	
11	<p>AOB SG & EDI to be included on future agendas Committee, Trustee & Coaches meeting dates for 2024</p>	<p>LE LE & JM</p>
	<p>Next Meeting – Wednesday 6 December 2024</p>	