

Scarborough and District Canoe Club  
 Committee Meeting  
 MINUTES



<b>Date:</b>	17 July 2023
<b>Present:</b>	Dave Wilkinson (Chair), Martyn Tebb, Mark Lezemore, Susie Green, Oli Haire.
<b>Apologies:</b>	Joy Norton.
1. Matters arising from previous meeting/minutes (Not covered on Agenda)	<p><b>*Action: Oli to set up a call with Scarborough TEC</b> - 16 students for a BC qualification pencilled in for 8th June at £80/session subject to lake management approval. NYWP only confirmed 5th June, too late for TEC to arrange. New Date TBA Potential for Summer 2024</p> <p><b>*Action: Cost effective options for First aid course to be investigated (Dave)</b> - <i>East Barnby run Assorted courses. Prices depends on course duration GBP 60-80/person suggested booking is made individually and cub wi reimburse</i></p>
2.1 Pool Planning	<p>Agreed to hold six sessions 3 either side of Christmas. Booked at Everyone Active with one month's notice</p> <p><b>*Action: Set up Pool rota (Susie)</b></p> <p>See pricing proposal from Dave - Feedback to Dave</p>
<u>3. Committee Updates</u>  3a correspondence Updates (Secretary – Martyn)	<p><u>Membership</u>          Total membership: 43.          Webcollect: now 87.</p> <p><u>Pending Enquiries</u>          Carolyn Mathews - Discover course.          Anya Barlett - Discover course          Paul Hope - Discover course          Kathryn Lazenby - Booked on Discover 2          Michelle Large - Discover course          Eye Blommerrst - Booked in Discover          Sarah Hillier - Promised to book on Discover</p> <p><b>* Action Disabled Padder - Martyn to contact to establish if carer will be in boat</b></p>

<p>3b. Finance update (Treasurer – Mark)</p>	<p><b>*ACTION: Paypal % Fees charges are variable. Reconcile charges (Oli) - 3% and 10p/transaction on webcollect we charge 35% and 20p per transaction</b></p> <p><b>*Action: Prepare a report for the Chair to document meeting with NYWP (Mark).</b></p> <p><b>*Action: Ask members about preference for using paypal (Martyn) - 23 responded 12 prefer paypal, bank transfer and 1 cash</b></p> <p><b>*Action: Funding - CASC. Review potential to enable gift aid claims and VAT. (Mark) - put on hold for now as gift aid is not applicable</b></p> <p><b>Cash at bank GBP 8400 liabilities owing are ake fees and creditors of GBP 32</b></p> <p><b>*Action: Put ut survey to encourage members to participate including caching, equipment, funding, trips and first aid (Martyn)</b></p>
<p>3c. Coaching update (Oli/Susie)</p>	<p><b>*Action: Ask Steve Hodgson to submit proposed session plans for Surf and SUP awards (Oli).</b></p> <p><b>*Action: Develop routemap for coach development with costs (BD) (oli) - GBP 414</b></p> <p><b>*Action: List out the qualification with renewal dates for club coaches (Oli).</b></p>
<p>3d. Equipment Update (Dave)</p>	<p>Session arranged at the lake for 21st July</p>
<p>3e. Welfare Update (Joy)</p>	<p><b>* ACTION: DBS status to be arranged for all coaches and committee members before start of 2023 lake session (Joy)</b></p> <p><b>* ACTION: BC safeguarding online course (30 minutes) – Confirm costs (Joy) - “Introductory Safeguarding” online 45 mins £10 per person. All committee and coaches are required to take course. Committee completed except Mark and Susie.</b></p> <p><b>*Action: add a list of people with DBS, Safeguarding &amp; first aid requirements including renewal dates to minutes (Joy/Martyn)</b></p>

AOB	16th August will be a sea session for the next Discover course and can be opened up to other members with additional coaches
Next Meeting	11th September 2023

**NOTE:**

Proposed committee meetings.

- 11.9.23
- 09.10.23
- 20.11.23
- 8.1.24
- 12.2.24
- 18.3.24.
- 15.4.24 AGM.

Proposed pool sessions - if we decide to go ahead 5-6pm Saturdays.

- 1.10.23 5.11.23 3.12.23
- 7.1.24 4.2.24 3.3.24

Name	First Aid	Expiry	DBS	Expiry	Safeguarding	Expiry
Martyn Tebb	No		Yes		Yes (BC eLearning)	