

Scarborough and District Canoe Club  
 Committee Meeting  
 MINUTES



<b>Date:</b>	20 September 2023
<b>Present:</b>	Dave Wilkinson (Chair), Martyn Tebb, Mark Lezmore, Susie Green, Oli Haire.
<b>Apologies:</b>	
1. Matters arising from previous meeting/minutes (Not covered on Agenda)	Minutes from the last meeting agreed by the chair. Joy Norton has resigned from the committee.
2.1 Pool Planning	Agreed to hold six sessions 3 either side of Christmas. Booked at Everyone Active with one month's notice  First three sessions on coaching rota and webcollect.  <b>*Action: Advertise on Facebook (Susie)</b>
2.2 Members Survey	14 Members Responded. <ul style="list-style-type: none"> <li>● Demand for sea kayaking and trip planning.</li> <li>● Ideas for publicity and increasing our presence at events and the lake.</li> <li>● Steve Edwards &amp; Rob Fletcher keen to develop coaching skills.</li> <li>● Jon Large is a first aider and keep to develop as a coach.</li> <li>● Carol Geddes has some paddlesport leadership quals, management experience and is keen to develop as a coach, club coach and trip leader</li> <li>● Stephen Lane is keen to get more involved as treasurer or equipment officer.</li> <li>● Sam Hoste &amp; Rob Fletcher interested in funding</li> <li>● Sara Jane Wharton can offer skills in IT &amp; social media.</li> </ul> <p><b>*Action: Contact Stephen Lane &amp; Carol Geddes to invite to committee meeting (Dave)</b></p> <p><b>*Action: Arrange combined social and information evenings at the Forge Inn:</b></p> <ol style="list-style-type: none"> <li>1. Funding (Mark)</li> <li>2. Coaching (Oli)</li> <li>3. Coastal Navigation (Oli)</li> <li>4. Trip Planning (Martyn)</li> </ol>

<p><u>3. Committee Updates</u></p> <p>3a correspondence Updates (Secretary – Martyn)</p>	<p><u>Membership</u> Total membership: 48. Webcollect: now 91.</p> <p><u>Pending Enquiries</u> Slobhan &amp; Dave Plotnec - Explore course - Pending more interest. Tim Moon of Coast and County Radio. I wondered if you would like to do an interview about the club? NOt at the moment. Andy Taylor &amp; Wife - Interested in joining the club. Invited to lake but didnt turn up.</p>
<p>3b. Finance update (Treasurer – Mark)</p>	<p><b>*Action: Prepare a report for the Chair to document meeting with NYWP (Mark).</b></p> <p>Amounts in bank as at 07/09/2023: Barclays £8619.98 PayPal £138.18</p> <p>Monies owing from Kathryn Lazenby are three cheques, one posted to Mark and two with Secretary will be posted to Mark.</p> <p><b>*Action: Prepare a budget forecast based on 50 members (Mark)</b></p> <p><b>*Action: Prepare a draft reserves policy (Mark)</b></p> <p><b>*Action: Write a letter to the lake management stating that we need a 7 day response from them for an invoice or we will issue a cheque for the amount we believe is correct (Mark)</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>Note: Sea Kayak Award and expedition require resources to take over from Dave. Steve Hdgson has agreed to assist Dave on the next sea Kayak award.</p>

3d. Equipment Update (Dave)	One Kayak left to sell. Will need to be disposed of. 2 damaged paddles and one spray skirt disposed of.
3e. Welfare Update - Need to acquire the details from Joy (Dave to chase)	<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)</b> - “Introductory Safeguarding” online 45 mins £10 per person. All committee and coaches are required to take course. Committee completed except Mark and Susie.</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	<p>DBS checks require an authoriser - Susie would be interested.</p> <p>We have used 19 of the 20 lake sessions.</p> <p>*Action: Determine how many members attended the lake sessions (Susie)</p>
Next Meeting	9th October 2023

**NOTE:**

Proposed committee meetings.

09.10.23

20.11.23

8.1.24

12.2.24

18.3.24.

15.4.24 AGM.

Proposed pool sessions -Everyone Active 5pm to 6pm.

Saturday.

2023: 7/10, 4/11, 2/12

2024: 13/1, 10/2, 9/3

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