

Scarborough and District Canoe Club
 Committee Meeting
 MINUTES



Date:	23 October 2023
Present:	Dave Wilkinson (Chair), Martyn Tebb, Mark Lezomore, Susie Green, Stephen Lane.
Apologies:	Oli Haire.
1. Matters arising from previous meeting/minutes (Not covered on Agenda)	<p>Erata: We have 46 Members not 48 as stated in previous minutes. Minutes of 20th September approved.</p> <p>Stephen Lane was welcomed to the meeting as a potential new member.</p> <p>*Action: Determine how many members attended the lake sessions (Susie). On lake rota (second tab). 177 attendances over 19 sessions with 138 paying. Consider planning activities for second hour for next season.</p>
2.1 Pool Planning	<p>Sessions 2-6 have been cancelled due to lack of demand.</p> <p>Refunds due to Nick Thompson & Stephen Lane this week.</p> <p>The one session cost £40.</p>
2.2 Social Evenings	<p>Arrange combined social and information evenings at the Forge Inn:</p> <ol style="list-style-type: none"> 1. Funding (Mark) - 19:30 Tues 14th November 2. Coaching (Oli) 3. Coastal Navigation (Oli) 4. Trip Planning (Martyn - Proposed for February to plan spring/summer paddles)
2.3 Succession Planning	<p>Dave wants to stand down as chair in April. Mark is willing to take this position.</p> <p>Treasurer position - potentially Stephen would take this position.</p> <p>Equipment officer is still open.</p>
3. Committee Updates	<p><u>Membership</u> Total membership: 46. Webcollect: now 91.</p> <p><u>Pending Enquiries</u> Slobhan & Dave Plotnec - Explore course - Pending more interest. Sarah Ashfield- Kayked in Inflatable wants to learn to Kayak.</p> <p>BC have requested a copy of our risk assessment. *Action: Send current (2018) assessment (Martyn)</p>
3a correspondence Updates (Secretary – Martyn)	

	<p>UK2 service renewal is due £22.78 for the club web domain. BC Affiliation is due 18th Dec. Have asked if we want a meeting with Phil Scowcroft. Not at the moment.</p>
<p>3b. Finance update (Treasurer – Mark)</p>	<p>Amounts in bank as at 23/10/2023: Barclays £ 8,882.98 PayPal £ 152.03</p> <p>Income Queries: Andrew Knight £30 - Equipment Hire Nick Thompson £15 - ? Susie £8 - Lake.</p> <p>Monies owing from Kathryn Lazenby are three cheques, one posted to Mark and two with Secretary will be posted to Mark (Cheque 000450 £12.00 and Cheque 000449 £40.00).</p> <p>*Action: Prepare a budget forecast based on 50 members (Mark)</p> <p>*Action: Prepare a draft reserves policy (Mark)</p> <p>*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)</p>
<p>3c. Coaching update (Oli/Susie)</p>	<p>*Action: Ask Steve Hodgson to submit proposed session plans for Surf and SUP awards (Oli).</p> <p>*Action: List out the qualification with renewal dates for club coaches (Oli).</p> <p>Note: Sea Kayak Award and expedition require resources to take over from Dave. Steve Hodgson has agreed to assist Dave on the next sea Kayak award.</p>
<p>3d. Equipment Update (Dave)</p>	<p>Some minor repairs.</p> <p>*Action: email to members regarding need to keep Dave informed of any issues with boats (Martyn)</p>
<p>3e. Welfare Update - Need to acquire the details from Joy (Dave to chase)</p>	<p>* ACTION: DBS status to be arranged for all coaches and committee members before start of 2023 lake session (TBA)</p> <p>DBS checks require an authoriser - Susie would be interested.</p> <p>* 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.</p>

	*Action: add a list of people with DBS, Safeguarding & first aid requirements including renewal dates to minutes (TBA)
AOB	None.
Next Meeting	22nd November 2023

NOTE:

Proposed committee meetings.

22.11.23

8.1.24

12.2.24

18.3.24.

15.4.24 AGM.

Monthly Training Paddles for Members:

October. 15th 2023 - Open Boats at North Yorkshire Water Park.

November. 19th 2023

December. 17th 2023

January. 21st 2024

February. 25th 2024

March. 17th 2024

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