

## Boys Brigade Canoe Club: AGM Minutes 2018

(Minutes linked here: <http://www.boysbrigadecanoeclub.co.uk/wp-content/uploads/2019/09/BBCC-AGM-Minutes-2018.pdf> )

- 1. Opening Devotions:**  
Thanks to Phil Richardson for leading the opening devotions.
- 2. Chairman for Meeting:**  
Dave Barnes
- 3. Secretary for meeting:**  
Keith Traverse
- 4. Attendance:**  
1<sup>st</sup> Ormskirk- Rob Langdon, Keith Traverse; 9<sup>th</sup> Southport- Dave Barnes, Matt Wilcox; 2<sup>nd</sup> Consett- Chris Chester; 2<sup>nd</sup> Bath- Rob Williams, Dan Baber, Beckie Cruse; 5<sup>th</sup> West Bromwich- Matthew Clive; 1<sup>st</sup> Roby- Ian Gornall, Phil Richardson; Other –Janet Chester
- 5. Apologies received:**  
John & Sue Cowie, Sammy Deans (1<sup>st</sup> Ashford), Iain McClean (Sheffield), Nev Hounsome (BBCC), Paul Peters, Mike Jakins (2<sup>nd</sup> Bath), Pete Robus (3<sup>rd</sup> Maidstone) Bill Janney (9<sup>th</sup> Southport) Phil Tarr (BBMC).
- 6. Minutes of AGM 2017:**

### 6.1 Correct Record / Amendments

Agreed as correct record (D Baber). One alteration – in ‘Members Present’ correct D Barber to D Baber. Apologies to Dan.

### 6.2 Outstanding Items from AGM 2017:

<b>2017/09</b>	<b>Treasurer Report:</b> Remove Malcolm from bank mandate and add Keith Traverse; Rob Langdon to be left on as emergency signature.	<b>Chris Chester</b>	Lloyds business account now opened with C Chester, D Barnes, K Traverse as holders for BBCC.	<b>Complete</b>
<b>2017/13</b>	<b>AOB</b> i) Mike asked if we would consider a South Wales trip that he would find funding for. The meeting agreed to look into it when the funding was made available.  ii) Keith asked if we could look again at BCU affiliation to see if we can get any benefit from it now. The meeting agreed for the executive to look into this and granted them authority to make the decision.	<b>Michael Jakins</b>  <b>Keith Traverse</b>	By email (4/10/18) – still perceived need to run a course in the area. If event can be scheduled into calendar MJ will try to secure funding but may take 6 months for fund approval.  Discussions held via BC NW Devt Group. BC to consider how we could affiliate.	<b>On-going</b>  <b>On-going</b>

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**6.3 Matters arising from 2017 Minute Update:**

None

**7. Secretary's Report 2017-2018:**

The secretary drew the meetings attention to the statistics on event attendance and to consider BBCC aims going forward. The report was noted with no other comments.

**8. Treasurer's Report 2017-2018:**

Error correction on Page 1 – change £22808.83 to £2808.83. The treasurer observed that overall our bank balance had decreased although a substantial amount had been spent on equipment. The report was noted with no other comments.

**9. Appointment of Officers:****9.1 Nominations for Office**

Three nomination received by deadline: Chair – D Barnes; Secretary – K Traverse; Treasurer – C Chester – all proposed by Rob Langdon.

**9.2 Chair Appointed:** Dave Barnes**9.3 Secretary Appointed:** Keith Traverse**9.4 Treasurer Appointed:** Chris Chester**10. Proposed Agenda items:****10.1 Weekend course costs** (Proposed - C Chester; Seconded R Langdon):

Following the proposals in the Treasurer's report, the meeting agreed to raise the price of basic course costs from £55 to £60 commencing 1<sup>st</sup> January 2019, and a further increase to £65 commencing 1<sup>st</sup> January 2020.

**10.2 On-line Payments:** (Proposed - C Chester; Seconded D Barnes):

The meeting debated: the merits of adding PayPal to the website and associated costs; concern about sending out bank details by email; the potential for young people to book onto courses without the knowledge of their officers; providing a more professional image to parents etc.; The meeting agreed to:

- Offer PayPal as a link which can be provided by the Treasurer, avoiding sending out bank details.
- Costs of PayPal would be carried by the payee.
- Contact BBHQ to clarify attendance by young people who wish to attend without officers.

**10.3 New BC award Structure** (Information item - D Barnes):

Dave Barnes circulated a breakdown of the new BC award structure for information and outlined the main changes to Star, leadership and coaching awards. No syllabus exists at this point other than for the Leadership strand.

**10.4 Operating Guides** (Proposed: Keith Traverse):

See 10.6

**10.5 Constitution** (Proposed: Keith Traverse):

See 10.6

**10.6 Voting Structure** (Proposed: Keith Traverse; seconded Rob Langdon):

Keith Traverse provided an outline document on operating structure, membership, and voting. The document was intended to provide a basis on which the club could form a more in depth set of documents once the basic principles had been established and agreed. N Hounsome had commented via email. The meeting debated various points in the document and voted on each point in isolation. The document is below with the decisions of the meeting highlighted.

**11. Future Events:**

Dave Barnes provided a list of possible dates and events for discussion. The list was accepted as a basis for booking events but the following points were raised:

- Request to avoid 1<sup>st</sup> Sunday of month and / or spread dates over month if possible to avoid Church Parade clashes (I Gornall) – Chair noted comment and would look at dates when bookings made.

**12. Paddlefest 2019/2020**

Meeting considered options for 2019 - Chair noted comment and would look at dates.

- 2020 is 50<sup>th</sup> Anniversary of BBCC (C Chester) – meeting considered putting on a fun / Paddlefest event? Possibility of looking at Tees area where club originated - Chair noted comment and would look at feasibility /dates.

**13. Closing Devotions:**

The meeting was closed in fellowship lead by Phil Richardson.

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(From 10.4 to 10.6)

The meeting agreed as follows: marked in Red, Bold and Underlined:

The BBCC is defined as:

**1. Executive Board**

Elected to and holding a specific post on the BBCC executive board (Chair, Treasurer, Secretary, and Three Board Members). It is expected that Executive Members will have specific roles.

The positions of specific posts will be held for 3 years.

The positions for Executive Members will be held for 3 years.

**2. Affiliated Member**

An individual company/battalion where the contact(s) for those organisations will be classed as affiliated members. These contacts will be adults who must be BBHQ registered leaders. The Company / Battalion will have had an active part in the BBCC within the last 2 years (e.g. attended an event).

**3. Associate Member**

An individual with a specific qualification who is not a BB leaders but provides support to the BBCC (e.g. a British Canoeing coach) will be classed as an Associate Members. They will not have a vote at meetings but may contribute to debate and put forward motions. They must be registered as a leader in the BBCC 'Battalion' with BBHQ.

4. The Executive Board will oversee the general day to day running, finance and decision making for the BBCC. The Executive will:
  - Meet up to 3 times a year
  - Meeting / decisions can be virtual.
  - Voting will be 1 vote per Executive Member.
  - A Corum of 3 - consisting of 2 from Chairman / Secretary / Treasurer plus one other.
  - Chair has casting vote.
  - Treasurer will act as Chair in the absence of Chair.
5. Decisions taken throughout the year will be documented and provided as part of the Secretary's report.
6. No individual capital financial decisions over £1000 will be made without reference to the membership. (This excludes temporary revenue expenditure e.g. course booking fees to be recuperated).
7. The executive will be elected at the annual AGM by the 'affiliated' members present at the meeting. Provision will be made available to anyone wishing to nominate or vote via email. Executive Board votes will not be allowed at the AGM for nominations unless voting as an 'Affiliated Member'. Positions will be taken up after the AGM. Any outgoing secretary will be responsible for that AGM minutes.
8. The AGM voting on all other items will be:
  - a. Current Chair (1 vote)
  - b. Treasurer (1 vote)
  - c. Secretary (1 vote)
  - d. Exec board members x3 (1 vote each)
  - e. Each affiliated member (1 vote) – but none of a to d above i.e. not 2 votes
9. The BBCC contact list will be any interested BB Leader who has agreed to sign up to the list under Data Protection guidelines
10. The above will form the basis of the operating guidelines and constitution.