

Boys Brigade Canoe Club: AGM Minutes 2019

Held: 19th October 2019 – 8.00pm

Yr Hen Felin Cynwyd Activity and Mountain Centre,
The Old Mill, Cynwyd, Denbighshire. LL21 0LW

1. Opening Devotions:

Phil Richardson (1st Roby) lead the opening devotions.

2. Chairman for Meeting:

Dave Barnes (9th Southport)

3. Secretary for meeting:

Keith Traverse (1st Ormskirk)

4. Attendance:

2nd Bath – Rob Williams, Dan Baber; **2nd Consett** – Chris Chester; **1st Ormskirk** – Rob Langdon, Keith Traverse; **1st Roby** – Ian Gornall, Phil Richardson; **9th Southport** – Dave Barnes, Matt Wilcox, Paula Janney; **1st Tewkesbury** – Andy Baldwin, Sam Gilchrist; **1st Wallingford** – Nev Keating, Chris Tarling; **5th West Bromwich** – Matt Clive.

5. Apologies received:

1st Ashford – Sammy Deans; **2nd Bath** - Mike Jakins; **BBCC** – Nev Hounsome; **3rd Maidstone** – Pete Robus; **Sheffield** - John & Sue Cowie.

6. Executive Board Status:

Chair – Dave Barnes; **Secretary** – Keith Traverse; **Treasurer** – Chris Chester (all completed 1 of 3 year term).
Please also see item 13.5 on minutes.

7. Affiliated Member Companies (22)

Entitled to vote:

2nd Bath, 9th Southport, 1st Roby, 2nd Consett, 5th West Bromwich, 1st Ormskirk, 3rd Maidstone, 1st Ashford, 1st Wallingford, 54th Sheffield, 10th South Shields, 3rd Harrogate, 5th Halifax, 19th Motherwell, 1st Tewkesbury, 1st Oswaldtwistle, 5th Manchester, 2nd Rochdale, 4th Southport, 46th Liverpool, 1st Leyland, 19th Wigan.

8. Proxy / Postal Votes

There were no requests for proxy or postal votes.

9. Minutes of AGM 2018:

9.1 Correct Record / Amendments

Agreed as correct record (R Langdon).

9.2 Outstanding items 2018 (and 2017) AGM

2017 (13)	AOB <i>Mike asked if we would consider a South Wales trip that he would find funding for.</i>	Michael Jakins	<i>Meeting agreed to CLOSE and if MJ wished to organise and sort funding for a course in</i>	Close
----------------------	---	-----------------------	--	--------------

	<i>The meeting agreed to look into it when the funding was made available.</i>		<i>that area in the future, the Club would look favourably at providing a date and coaches.</i>	
	Keith asked if we could look again at British Canoeing 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.	Keith Traverse	Discussions with BC around membership numbers and how this fits with BC registration. BC is looking favourably at affiliating as a youth based club. This requires us to have our own insurance, but we do have to comply with a number of governance roles.	On-going
2018 (10.2)	PayPal: 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.	Chris Chester	A PayPal account is now available for payment of monies to BBCC. Payments can be made to user treasurer@boysbrigadecanoecub.co.uk directly using PayPal and the Treasurer will receive a notification it has been received. PayPal fees will be added as a booking fee to the cost of the event.	Completed
	PayPal logo: Will need to be added to website	Keith Traverse	To be raised with Jack Andrews	Ongoing
	YP Lone Attendance: Contact BBHQ to clarify attendance by young people who wish to attend without officers.	Keith Traverse	Discussed as agenda item with BBHQ 09/10/2019. There is no issue with a lone person attending a BBCC course provided: <ul style="list-style-type: none"> • Event Organiser has Holiday Leadership. • Event Organiser will be the responsible contact. • Captain of the Company is notified for info and advice. Item COMPLETED	Completed
2018 (10.6)	Operating Procedures: Appointment of Executive Board Members x3 with specific roles.	Keith Traverse	The appointment of these roles is tied to the discussions with British Canoeing about Club Affiliation. (See above)	Ongoing

2018 (11)	Future Events: Request to avoid 1 st Sunday of month and / or spread dates over month to avoid Church Parade clashes.	Dave Barnes	Dates have been booked and spread as much as possible over the month during the year. Limitations have been venue availability.	Completed
2018 (12)	Paddlefest 2019 Book Southport for fun weekend	Dave Barnes	Venue (Southport) not available. Time ran out on alternatives. Decided not to run this year.	Closed
	Paddlefest 2020 Options to be reviewed for 50 th Anniversary	Dave Barnes	On agenda 2019	Open

9.3 Matters arising from 2018 Minute Update:

None

10. Secretary's Report 2018-2019:

The secretary highlighted that this was the first year of the new structure, and significant progress had been made with alignment to BBHQ and British Canoeing. Attention was drawn to the statistics on event attendance and whilst static in overall numbers, qualifications for Officers had increased which was one of the aims. A question was raised with regards to the significant number of events run in September 2019; these will appear in the year 2019-2020 report and will significantly increase the fun / taster numbers. Purchases by the Executive under delegation were listed. The report was accepted with no other comments.

11. Treasurer's Report 2018-2019:

The treasurer observed that overall our bank balance had decreased slightly. A request was made for information on a replacement source for BBCC hoodies/t-shirts due to increased costs. A reminder that some bursaries are still available for training. Equipment purchases made during the year were highlighted together with the approval for replacing all canoe paddles in the near future. The report was accepted with no other comments.

12. Appointment of Officers:

12.1 Nominations for Office (received by 23/09/19 deadline)

12.1.a Executive Board Member 1: Ian Gornall: Proposed Event Audit, Equipment Audit, Health & Safety

12.1.b Executive Board Member 2: Non received

12.1.c Executive Board Member 3: Non received

12.2 Decision

12.2.a Ian Gornall was appointed following a unanimous vote and is welcomed onto the Executive Board with effect after the AGM.

13. Agenda items (received by 23/09/19 deadline):

13.1 Catering at events (Dave Barnes)

13.1.a Dave has asked for volunteers to cook some of the meals as it is difficult for him to coach on the water as well as return to base ahead of the group to start meals.

- Dave's request was noted by the meeting. There have been no volunteers yet. Cooking arrangements to be considered for next meeting at Chirk in March 2020.

13.2 BC Qualification Structure: Information Item (Keith Traverse)

- 13.2.a** Dave Barnes provided an update of the proposed qualification structure (AGM 2018) based on best knowledge from information releases by British Canoeing. British Canoeing has since undertaken a number of road-shows to clarify the qualification paths. This item is for update purposes.
- Keith Traverse provided an overview of the categories for Personal Performance; as well as Coaching and Leadership and their relationship to the water environment and recommended group ratios. Handouts provided will be available on the website under Secretary Updates.

13.3 Attendance at Brigade Council 2020 (Keith Traverse)

13.3.a Proposal: that subject to BBHQ endorsing the current operational workings of BBCC – that BBCC put on a promotional stand at the 2020 Council.

- Keith Traverse stated that he is unlikely to be available for this event in 2020. The meeting agreed unanimously to provide a presence and stand at the event particularly as this was the Club's 50th year. It was envisaged that the stand could be video, exhibition and leaflet based.

13.3.b Proposal: that if the above is approved nominations are sought to attend, run, and organise the event.

- Rob Williams (2nd Bath), Nev Keating (1st Wallingford) and Matt Wilcox (9th Southport) offered to be part of the event preparation and/or attendance.

13.4. Non-Executive Position: Child Welfare Officer (Keith Traverse)

13.4.a Proposal: That subject to British Canoeing approving club affiliation for BBCC, a Child Welfare Officer is appointed as direct contact for complaints and advice. The appointee will not be an executive position nor should they be a lead coach responsible for programme planning.

- Phil Richardson (1st Roby) offered to be considered for this position which was unanimously supported by the meeting. This will be circulated as a nomination following the AGM and post discussions with British Canoeing and BBHQ.

13.5. Rolling Executive Board Appointments (Keith Traverse)

13.5.a Proposal: That (as Executive Board positions will terminate in the same year) Executive positions whilst remaining effective for 3 years will be re-elected as follows: Chair 2020; Secretary 2021; Treasurer 2022 – thereafter on a 3 year rolling basis. This would reduce the risk of the whole Board being replaced at once.

- The proposal was unanimously accepted with the Chair being up for election in 2020 and Secretary in 2021.

13.5.b Proposal: if the above is accepted that the Treasurer position be extended in the current term to 4 years.

- The proposal was unanimously accepted and the position of Treasurer will next be up for full term re-election of three years in 2022.
- Phil Richardson (1st Roby) requested that the opportunity be made available for shadowing of Exec Board positions so that succession or support could be made more effective. The meeting endorsed this view. Exec Board to consider options for this.

14. Future Events:

14.1 Ambleside 22/11/19: This has been changed from Troutbeck at the request of YHA. There may be some difficulty with regards to parking at this YHA but there is locally free overnight parking but becomes chargeable in the morning. The event is nearly fully booked (1 Adult Female and 2 Male Young People places available at time of AGM).

14.2 Chirk 20/03/20: This is now on the website and bookings are being taken.

14.3 Event Information: Dave Barnes drew attention to event details that are fully listed on the website. Please ensure you read these fully to reduce the number of questions being asked. Also ensure that any special dietary information and equipment requirements are provided well in advance of the event. Forms should be the ones published with the event – do not reuse previous versions as they are constantly being revised in alignment with BBHQ.

15. Paddlefest 2019/2020

- Options are being considered as it's the Club's 50th Anniversary. Possibility of holding the event with additional activities as well as water based activities.
- Suggestion that the possibility of Junior Section should be considered. Last year of Juniors recommended.
- Requested that as many Companies as possible supported the event.
- Current locations being costed include activity centres in Sheffield and Harlech, – other suggestions welcome.
- Suggestion of looking at Arthog – Telford.
- Suggestion to consider option for day visits rather than residential.

16. Notes of thanks / gratitude:

Many Officers give up their time as coaches for the benefit of the Club and the Executive Board would like to take this opportunity to express their thanks on behalf of everyone as your support is very much appreciated. Also particular thanks also go to Paula Janney (9th Southport) for bankside and event support; Dave Barnes (9th Southport) for catering; Rob Williams (2nd Bath) for DofE representation; Keith Traverse (1st Ormskirk) for work with the various organisations to move the Club forward.

17. Closing Devotions:

The Chair closed the meeting in fellowship with the Boys' Brigade prayer.