

BBC Annual General Meeting 2020
30th October 2020 – 7:30pm

Zoom virtual meeting

Agenda:

Key: **Black text:** **Information**
 Blue text: **Discussion / Proposal**
 Purple text: **Update**
 Red Text: **Decision Point**

1. **Opening Devotions:** Phil Richardson (1st Roby).
2. **Chair for meeting:** Dave Barnes (9th Southport).
3. **Secretary for meeting:** Keith Traverse (1st Ormskirk).
4. **Attendance List:** to be taken from registration for/at meeting.
5. **Apologies received:**
6. **Executive Board Status:**

6.1. Chair:	Dave Barnes	9 th Southport	Election due 2020
6.2. Secretary	Keith Traverse	1 st Ormskirk	Until AGM 2021
6.3. Treasurer	Chris Chester	2 nd Consett	Until AGM 2022
6.4. Exec 1	Ian Gornall	1 st Roby	Until AGM 2022 (H&S incl. Events)
6.5. Exec 2	Vacant		
6.6. Exec 3	Vacant		
6.7. Non Exec	Phil Richardson	1 st Roby	Election due 2020 - Welfare Officer
7. **Affiliated Member Companies (22) - 1 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 Votes.**
 - 8.1. **Requests for proxy / postal votes received (by 25th October 2020):**
9. **Minutes of AGM 2019.**
 - 9.1. **Agreed as a correct record / amendments?**
 - 9.2. **Matters arising from minutes of AGM 2019:**

10. Minutes of Executive Board: February 2020.

10.1. Agreed as a correct record / amendments?

10.2. Matters arising from minutes of Executive Board: February 2020:

11. Updates on outstanding Items from AGMs / Exec Meetings:

<p>2017/09 (13)</p>	<p>AOB</p> <p>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.</p>	<p>Keith Traverse</p>	<p>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.</p> <p>Exec: 21/02/2020 No progress as yet</p> <p>AGM 2020 update: Discussions have been held with BBHQ and British Canoeing. BBHQ are keen to discuss with British Canoeing options for the badge work programme; safeguarding for coaches; and minimum paddling qualifications. Meeting with British Canoeing: Head of Participation & Club Services has been set for 2nd November 2020.</p>	<p>On-going</p>
<p>2018/10 (10.2)</p>	<p>PayPal logo: Will need to be added to website</p>	<p>Keith Traverse</p>	<p>Raised with Jack Andrews</p> <p>Exec: 21/02/2020 Likely to form part of new web development later in the year.</p> <p>AGM 2020 update: Hosting services for the new website</p>	<p>Ongoing</p>

			provided by BBHQ went live early October 2020. Paypal will be looked at as part of the new site ongoing development.	
2018/10 (10.6)	Operating Procedures: Appointment of Executive Board Members x3 with specific roles.	Keith Traverse	<p>The appointment of these roles is tied to the discussions with British Canoeing about Club Affiliation. [see 2017/09:(13)].</p> <p>Exec: 21/02/2020 Follows item 2017/09(13) Event Management (Exec 1): Ian Gornall appointed AGM 2019. (Two exec roles remain not tied to BC affiliation). [See also non-exec role of Welfare Officer (2019/10 13.4a)].</p> <p>AGM 2020 update: Exec roles 2 & 3: Process recommended September 2020. Nominations received for appointment at October AGM 2020 (Agenda Item 14.1.2 & 14.1.3).</p>	Open
2019/10 (13.1b)	Catering at Events Volunteers requested to cook some of the meals at events	Exec / DB	<p>Cooking arrangements to be considered for Chirk.</p> <p>Exec: 21/02/2020 Nobody has offered yet. If no volunteers, will approach P Janney to see if she would be able to assist. Exec board to consider a rota if necessary. This would involve getting back earlier to initiate evening meal. D Barnes will still cover breakfast.</p> <p>AGM 2020 update: Due to Covid19 this event was cancelled. Issue to be put ON HOLD and be reconsidered for next residential event.</p>	On Hold

<p>2019/10 (13.3b)</p>	<p>Brigade Council 2020 Promotional stand, video, & leaflet at event. (plus any other ideas)</p>	<p>Exec / KT</p>	<p>Volunteers to help run a stand at the event were Rob Williams, Nev Keating, Matt Wilcox.</p> <p>Exec: 21/02/2020 D Barnes to approach C Lawless to see if he is willing to create a video.</p> <p>AGM 2020 update: Due to Covid19 this event was held as a virtual event so no stand required. Issue to be closed and raised on agenda as Council 2021 (Agenda Item 15.3)</p>	<p>Closed</p>
<p>2019/10 (13.4a)</p>	<p>Welfare Officer Appointment of non- executive position.</p>	<p>Keith Traverse</p>	<p>Phil Richardson has volunteered. Appointment process will follow 2018(10.6) outcomes on British Canoeing affiliation.</p> <p>Exec: 21/02/2020 As above – Required for British Canoeing affiliation although appointment would be best practice regardless.</p> <p>AGM 2020 update: Process re-commenced September 2020. Nominations received for appointment at October AGM 2020 (Agenda Item 14.1.4).</p>	<p>Open</p>
<p>2019/10 (13.5a)</p>	<p>Appointment of Chair 2020</p>	<p>Keith Traverse</p>	<p>Process for nominations and appointment to commence August 2020</p> <p>Exec: 21/02/2020 To be actioned August 2020</p> <p>AGM 2020 update: Process commenced September 2020. Nominations received for appointment at October</p>	<p>Open</p>

			AGM 2020 (Agenda Items 14.1.1).	
2019/10 (13.5b)	Shadowing request Opportunities for shadowing / taking responsibility from the exec.	Exec	Not progressed yet Exec: 21/02/2020 Nobody has requested shadowing yet. Suggested that anyone interested in a specific role would be able to be assigned to shadow that Exec member and undertake nominated tasks. AGM 2020 update: No requests received to date.	Ongoing
2018/10 (12) & 2019/10 (15) 2020/02 (11.1) 2020/02 (11.2)	Paddlefest (50th Celebration) Options: <ul style="list-style-type: none"> • Holding event with other non-water based activities • Last year juniors included? • Locations? - Underbank: Sheffield, Arthog: Telford, CMS Wales. 	Exec	Not significantly progressed yet. Exec: 21/02/2020 <ul style="list-style-type: none"> • Approaching a number of outdoor activity providers for costing. • Preferred times would be weekends 16th or 23rd October 2020. • Event would include non-water based activities subject to cost. • Last year juniors would be invited. AGM 2020 update: Due to Covid19 this event is cancelled.	Closed

<p>2020/02</p> <p>(6.1)</p> <p>(6.2)</p>	<p>Chair Updates:</p> <p>November 2020 weekend - Dave Barnes looking at booking hostel in North East.</p> <p>Canoe instructor request: Nev Hounsoms to co-ordinate with Nev Keating/Chris Tarling over request by Vauxhall Farm Christian Trust</p>	<p>Dave Barnes</p> <p>Dave Barnes</p>	<p>AGM 2020 update: Due to Covid19 this event is cancelled.</p> <p>AGM 2020 update: Supported event for VFCT arranged for May 2020. Due to Covid19 this event was cancelled.</p>	<p>Closed</p> <p>Closed</p>
<p>2020/02</p> <p>(6.2)</p>	<p>Secretary Updates:</p> <p>Co-ordination with BBHQ over articles in e-bulletins and gazette</p>	<p>Keith Traverse</p>	<p>AGM 2020 update: BBHQ have offered to put information out via e-news however this has not been used by us to date. An article to celebrate the 50th Year of the Club is in preparation for the Gazette.</p>	<p>Ongoing</p>
<p>2020/02</p> <p>(8.1)</p> <p>8.2.1</p> <p>8.2.5</p> <p>8.2.2</p> <p>8.2.3</p> <p>8.2.4</p>	<p>Events / Requests / Bookings</p> <p>Coaches required for:</p> <p>Kirkham: 03/05/20 (Halifax BB)</p> <p>Sheffield: 09/05/20 (Battalion)</p> <p>Felden: 22-25/05/20 (Unite)</p> <p>Lakes: 25/08/20 (54th Sheffield)</p> <p>Kirkham: 05/09/20 (NW Dist.)</p>	<p>EXEC</p>	<p>AGM 2020 update: Due to Covid19 all of these events were cancelled.</p>	<p>Closed</p>
<p>2020/02</p> <p>(8.2)</p>	<p>Website:</p> <p>Request that the BBCC website hosting is moved to BBHQ platform</p>	<p>Keith Traverse</p>	<p>AGM 2020 update: Hosting services for the new website provided by BBHQ went live early October 2020. Canoe Club email address provided as well.</p>	<p>Closed</p>
<p>2020/02</p> <p>(9.1)a</p>	<p>Exec Member Update</p> <p>Area on website to be made available for H&S.</p>	<p>Exec</p>	<p>AGM 2020 update: Hosting services for the new website provided by BBHQ went live early October 2020. This will be looked at as part of the new site development</p>	<p>Ongoing</p>

2020/02 (9.1)b	Risk Assessment copies be forwarded to IG	Keith Traverse	AGM 2020 update: Current risk assessments are with the Event & Safety Manager.	Closed
2020/02 (10.1)	Purchase additional Stand Up Paddleboard	Dave Barnes	AGM 2020 update: Additional Paddleboard purchased	Closed
2020/02 (12.1)	50th Celebration Costings for minimum quantities of possible Items to be part of Paddlefest 2020.	Exec	<p>Agreed:</p> <ul style="list-style-type: none"> ○ Water bottles ○ Car Stickers ○ Whistles ○ T Shirts ○ Sweatshirts ○ Polo shirts ○ Hats ○ Caps ○ Butterfly Banners <p>Rejected:</p> <ul style="list-style-type: none"> ○ Buffs <p>AGM 2020 update: Although event cancelled due to Covid19; possibility of still using them as for sale or promotional items at future events. Items to be costed:</p>	Ongoing
2020/02 (13.3).a	AOB Decision to be requested from BBHQ on minimum qualifications (if any).	Keith Traverse	AGM 2020 update: BBHQ advised minimum qualification will be British Canoeing Paddlesport Leader This is on the AGM agenda item 15.1 and updated in the Secretary's report. BBHQ are communicating this.	Open
(13.3).b	Subject to above – Review of BBCC coaches/ leaders on website following above.	Exec	AGM 2020 update: The list of coach/leader/regional contacts will be reviewed as the new website is populated.	Ongoing

11.1. Matters arising from updates of AGMs / Executive Board Meetings:

12. Secretary's Report 2019-2020 (Keith Traverse).

12.1. Matters arising from Secretary's report:

13. Treasurers Report 2019-2020 (Chris Chester).

13.1. Matters arising from Treasurer's report:

14. Appointment of officers:

14.1. Nominations for each office received as at 11th October 2020:

14.1.1. Chair nominations received: **Dave Barnes (9th Southport).**

14.1.1.1. Chair appointed:

14.1.2. Exec. Member 2 nominations received: **Rob Langdon (1st Ormskirk) - 'Web presence'**

14.1.2.1. Executive Board Member 2 appointed:

14.1.3. **See Item 15.1 prior to next item.**

14.1.4. Exec. Member 3 nominations received: **Nev Hounsome (BBCC) – Constitution; Funding.**

14.1.4.1. Executive Board Member 3 appointed:

14.1.5. Welfare Officer nominations received: **Phil Richardson (1st Roby).**

14.1.5.1. Welfare Officer appointed:

15. Agenda Items (received by 11/10/2020):

15.1. **Proposals (Keith Traverse) – Amendment to BBCC Membership document.**

It is not clear in the BBCC Membership Document as to whether an Associate Member (non-voting) can hold a position on the Executive Board. BBHQ have clarified that whilst they will support Associate Members on the Executive Board, the Board should consist mainly of company registered leaders.

15.1.1. The meeting endorse that Associate Members can be nominated and voted for against vacant Executive Board positions, and if successful have equal Executive Board rights.

15.1.1.1. Decision:

15.1.2. The meeting consider the total number / proportion of Associate Members eligible to be part of the Executive Board at any given time (suggestion maximum of 2 / 33%).

15.1.2.1. Decision:

15.2. Minimum paddling qualifications update (Keith Traverse).

15.3. BBCC 50th year Anniversary update (Keith Traverse).

15.4. British Canoeing: Safeguarding Update for Coaches (Keith Traverse).

Please see update from British Canoeing [LINK HERE](#)

15.5. Brigade Council 2021 (Keith Traverse).

Promotional stand, video, & leaflet at event (plus any other ideas).

15.6. Severn Challenge (Michael Jakins)

16. Future events

16.1. Proposals (David Barnes): Due to the current Covid19 situation:

16.1.1. The meeting endorse the Executive to cancel / rearrange the currently booked events in 2021 as necessary to preserve BBCC funds.

16.1.1.1. Decision:

16.1.2. The meeting endorse the Executive to arrange events during 2021 as the opportunity arises rather than as a pre-formed event list thus allowing greater flexibility. Any events held must comply with current (and future) guidelines from BBHQ and British Canoeing with regards to Covid 19.

16.1.2.1. Decision:

16.1.3. If events are able to be held during 2021, the meeting endorse the Executive to set appropriate costs and charges to run those events.

16.1.3.1. Decision:

17. Paddlefest 2021

17.1. Proposal (David Barnes): Due to the current Covid19 situation:

17.1.1. Subject to 16.1 being supported, Paddlefest 2021 will be reviewed by the Executive as part of 'Future Events'

17.1.1.1. Decision:

18. Closing Devotions: Dave Barnes (9th Southport)