

Boys Brigade Canoe Club: Executive Minutes

Held: 21st February 2020

Formby

Minutes:

1. **Chair for meeting:** D Barnes
2. **Secretary for meeting:** K Traverse
3. **Attendance:** **Chair:** Dave Barnes; **Treasurer:** Chris Chester; **Secretary:** Keith Traverse
Exec.1: Ian Gornall
4. **Apologies received:** None – All present
5. **Outstanding items from AGMs:**

<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>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>Ongoing</p>
<p>2018/10 (10.6)</p>	<p>Operating Procedures: Appointment of Executive Board Members x3 with specific roles.</p>	<p>Keith Traverse</p>	<p>The appointment of these roles is tied to the discussions with British Canoeing about Club Affiliation. (See above) Ian Gornall appointed to look at Event Audit & H&S. Two vacancies remain.</p> <p>Exec: 21/02/2020 Follows item 2017/09(13)</p>	<p>Ongoing</p>

<p>2019/10 (13.1b)</p>	<p>Catering at Events Volunteers requested to cook some of the meals at events</p>	<p>Exec / DB</p>	<p>Cooking arrangements to be considered for Chirk.</p> <p>Exec: 21/02/2020 Nobody has offered yet. If no volunteers will approach Paula 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. Dave will still cover breakfast.</p>	<p>Open</p>
<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 Dave to approach Clark Lawless to see if he is willing to create a video.</p>	<p>Open</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.</p> <p>Exec: 21/02/2020 As above</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>Open</p>
<p>2019/10 (13.5b)</p>	<p>Shadowing request Opportunities for shadowing / taking responsibility from the exec.</p>	<p>Exec</p>	<p>Not progressed yet</p> <p>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.</p>	<p>Open</p>

2018/10 (12) & 2019/10 (15)	Paddlefest (50th Celebration) Options: <ul style="list-style-type: none"> • Holding event with other non-water based activities • Last year juniors included? • Loc- Underbank: Sheffield, Arthog: Telford, CMS Wales. 	Exec	Not significantly progressed yet. Exec: 21/02/2020 Approaching a number of outdoor activity providers for costing: <ul style="list-style-type: none"> • 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. 	Open
--	---	-------------	---	-------------

6. Updates from Chair:

- 6.1. November 2020 weekend: Looking at Youth Hostels for weekend of 20th or 27th November 2020. Currently looking to move away from the Lakes and towards the North East area (Tees?). Options are to book whole venue but numbers will be required. **ACTION: DB**
- 6.2. Canoe Instructor request: Vauxhall Farm Christian Trust have made a support request via Facebook for Colchester. Nev Hounsome to co-ordinate as lead coach with support which we believe has been offered by Nev Keating & Chris Tarling. **ACTION: DB**

7. Updates from Treasurer:

- 7.1. Finance Update: No issues reported. The club continues to be in a stable position.

8. Updates from Secretary:

BBHQ update: Following the meeting in Manchester, discussions have continued to be very positive with BBHQ. Agreed support for course advertising through e-bulletins and also an article in the gazette at some point in future. This could be best used to celebrate the 50 year anniversary. **ACTION: KT**

8.1. Events / Requests / bookings

- 8.2.1. Kirkham - 3rd May 2020 (Halifax BB) – coaches required. **ACTION: EXEC**
- 8.2.2. Felden – 22nd-25th May 2020 (UNITE) – coaches required for 4 days. **ACTION: EXEC**
- 8.2.3. Lakes - 25th August 2020 (54th Sheffield) – coaches required. **ACTION: EXEC**
- 8.2.4. Kirkham - 5th September 2020 (NW Dist.) – coaches required for 2 days. **ACTION: EXEC**

8.2.5. Sheffield – Battalion requested a ‘Come and try it’ day during May 2020 – coaches required. **ACTION: EXEC**

8.2. Website

8.3.1. Looking to BBHQ to provide hosting opportunity for website. This will also reduce our hosting fees. **ACTION: KT**

9. Executive Member Updates

9.1. Event Management – Ian Gornall requested that an area be available on the website to develop H&S, as well as our Risk Assessments. This was agreed and will be part of the new website. In the meantime copies of existing RAs to be provided to Ian. **ACTION: KT/IG**

10. Request to purchase additional SUP

10.1. Dave Barnes explained that an additional SUP would be beneficial at our events but particularly for FSRT training. Exec agreed the purchase. Dave Barnes to procure. **ACTION: DB**

11. Paddlefest 2020

11.1. Approaching a number of outdoor activity providers for costings. **ACTION: DB/IG/KT**

11.2. Agreed:

- Preferred dates would be 16th or 23rd October 2020
- Events would ideally include non-water based activities (subject to cost)
- Last year juniors would be invited

12. 50th Celebration – possible suggested items

12.1 Costings to be obtained for minimum quantities of the following: **ACTION: EXEC**

- Water bottles - Agreed
- Car Stickers - Agreed
- Whistles - Agreed
- T Shirts / Sweatshirts / Polo shirts - Agreed
- Hats / Caps - Agreed
- Buffs – Rejected
- Butterfly banners – Agreed

13. AOB

13.1. For information (DB) - Chirk Weekend – March 2020 for information numbers are currently: 7 Boys; 1 Girl; 6 Adult Male; 1 Adult Female.

13.2. For Information (DB) - Deposit for May Training Weekend in Sheffield paid.

13.3 Discussion around coach qualification and current status. BBHQ have been presented with British Canoeing update. as part of Outdoor Club Meeting.

- BBHQ asked again for qualification decision / clarity. **ACTION: KT**
- Review of BBCC coaches/ leaders on website following above. **ACTION: EXEC**