

# Boys Brigade Canoe Club: AGM Minutes 2020

Held: 30<sup>th</sup> October 2020 – 7.30pm  
Virtual (Zoom) Meeting

## 1. Opening Devotions:

Phil Richardson (1<sup>st</sup> Roby) lead the opening devotions. Prayers were offered for the life of founder Mike Todd who passed away earlier in the year.

## 2. Chairman for Meeting:

Dave Barnes (9<sup>th</sup> Southport).

## 3. Secretary for meeting:

Keith Traverse (1<sup>st</sup> Ormskirk).

## 4. Attendance:

### Executive Members present:

Dave Barnes (Chair); Keith Traverse (Secretary); Chris Chester (Treasurer); Ian Gornall (Health & Safety).

### Groups present:

2<sup>nd</sup> Bath: Rob Williams; Michael Jakins

2<sup>nd</sup> Consett: Chris Chester

3<sup>rd</sup> Maidstone: Pete Robus

1<sup>st</sup> Ormskirk: Rob Langdon; Keith Traverse

1<sup>st</sup> Roby: Phil Richardson; Ian Gornall

2<sup>nd</sup> Sawston: Paul Whitmell

9<sup>th</sup> Southport: Matt Wilcox; Dave Barnes

5<sup>th</sup> West Bromwich: Matt Clive

Sheffield District: John Cowie

BB Canoe Club: Nev Hounsome

BB Mountaineering Club: Phil Tarr

## 5. Apologies received:

1<sup>st</sup> Ashford: Sammy Deans

1<sup>st</sup> Dronfield: Tony Drury-Smith

1<sup>st</sup> Wallingford: Nev Keating

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## 6. Executive Board Status:

**Chair:** Dave Barnes (Position up for election 2020: AGM Item 14.1.1).

**Secretary:** Keith Traverse (Position up for election 2021).

**Treasurer:** Chris Chester (Position up for election 2022).

**Executive Member: Health & Safety:** Ian Gornall (Position up for election 2022).

**Executive Member 2:** Vacant (Position up for election 2020 - AGM Item 14.1.2.).

**Executive Member 3:** Vacant (Position up for election 2020 - AGM Item 14.1.4.).

**Welfare Officer (Non-exec):** Phil Richardson (Position up for election 2020: AGM 2020 Item 14.1.5).

## 7. Affiliated Member Companies / Districts(25):

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, 2<sup>nd</sup> Sawston, Sheffield District, North West District.

8. Requests for Proxy / Postal Votes:

None received.

9. Minutes of AGM 2019:

9.1 Agreed as a correct record / amendments:

Agreed as a correct record.

9.2 Matters arising from minutes of AGM 2019:

None.

10. Minutes of Executive Board - February 2020:

10.1 Agreed as a correct record / amendments:

Agreed as correct record.

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

None.

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

2017/09 (13)	<b>AOB</b>  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.	<b>Keith Traverse</b>	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.  <b>Exec: 21/02/2020</b> No progress as yet.  <b>AGM 2020 update:</b> 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 12 <sup>nd</sup> November 2020.	<b>On-going</b>
2018/10 (10.2)	<b>PayPal logo:</b> Will need to be added to website	<b>Keith Traverse</b>	Raised with Jack Andrews.  <b>Exec: 21/02/2020</b> Likely to form part of new web development later in the year.	<b>Ongoing</b>

			<b>AGM 2020 update:</b> Hosting services for the new website provided by BBHQ went live early October 2020. Paypal will be looked at as part of the new site ongoing development.	
<b>2018/10 (10.6)</b>	<b>Operating Procedures:</b> Appointment of Executive Board Members x3 with specific roles.	<b>Keith Traverse</b>	<p>The appointment of these roles is tied to the discussions with British Canoeing about Club Affiliation. [see 2017/09:(13)].</p> <p><b>Exec: 21/02/2020</b> 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><b>AGM 2020 update:</b> Exec roles 2 &amp; 3: Process re-commenced September 2020. Nominations received for appointment at October AGM 2020 (Agenda Item 14.1.2 &amp; 14.1.4).</p> <p>Appointments made at AGM 2020</p>	<b>Completed</b>
<b>2019/10 (13.1b)</b>	<b>Catering at Events:</b> Volunteers requested to cook some of the meals at events.	<b>Exec / DB</b>	<p>Cooking arrangements to be considered for Chirk.</p> <p><b>Exec: 21/02/2020</b> 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><b>AGM 2020 update:</b> Due to Covid19 this event was cancelled. Issue to be put ON HOLD and be reconsidered for next residential event.</p>	<b>On Hold</b>
<b>2019/10 (13.3b)</b>	<b>Brigade Council 2020:</b> Promotional stand, video, & leaflet	<b>Exec / KT</b>	Volunteers to help run a stand at the event were Rob Williams,	<b>Closed</b>

	at event. (plus any other ideas).		<p>Nev Keating, Matt Wilcox.</p> <p><b>Exec: 21/02/2020</b> D Barnes to approach C Lawless to see if he is willing to create a video.</p> <p><b>AGM 2020 update:</b> 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>	
<b>2019/10 (13.4a)</b>	<b>Welfare Officer:</b> Appointment of non- executive position.	<b>Keith Traverse</b>	<p>Phil Richardson has volunteered. Appointment process will follow 2018(10.6) outcomes on British Canoeing affiliation.</p> <p><b>Exec: 21/02/2020</b> As above – Required for British Canoeing affiliation although appointment would be best practice regardless.</p> <p><b>AGM 2020 update:</b> Process recommended September 2020. Nominations received for appointment at October AGM 2020 (Agenda Item 14.1.5).</p> <p>Appointment made at AGM 2020.</p>	<b>Completed</b>
<b>2019/10 (13.5a)</b>	<b>Appointment of Chair 2020:</b>	<b>Keith Traverse</b>	<p>Process for nominations and appointment to commence August 2020</p> <p><b>Exec: 21/02/2020</b> To be actioned August 2020</p> <p><b>AGM 2020 update:</b> Process commenced September 2020. Nominations received for appointment at October AGM 2020 (Agenda Items 14.1.1).</p> <p>Appointment made at AGM 2020.</p>	<b>Completed</b>
<b>2019/10 (13.5b)</b>	<b>Shadowing request:</b> Opportunities for shadowing / taking responsibility from the exec.	<b>Exec</b>	<p>Not progressed yet.</p> <p><b>Exec: 21/02/2020</b> Nobody has requested shadowing yet. Suggested that</p>	<b>Ongoing</b>

			<p>anyone interested in a specific role would be able to be assigned to shadow that Exec member and undertake nominated tasks.</p> <p><b>AGM 2020 update:</b> No requests received to date.</p>	
<p>2018/10 (12) &amp; 2019/10 (15)</p> <p>2020/02 (11.1)</p> <p>2020/02 (11.2)</p>	<p><b>Paddlefest (50<sup>th</sup> Celebration)</b> Options:</p> <ul style="list-style-type: none"> <li>• Holding event with other non-water based activities</li> <li>• Last year juniors included?</li> <li>• Locations? - Underbank: Sheffield, Arthog: Telford, CMS Wales.</li> </ul>	Exec	<p>Not significantly progressed yet.</p> <p><b>Exec: 21/02/2020</b></p> <ul style="list-style-type: none"> <li>• Approaching a number of outdoor activity providers for costing. <ul style="list-style-type: none"> <li>• Preferred times would be weekends 16<sup>th</sup> or 23<sup>rd</sup> October 2020.</li> <li>• Event would include non-water based activities subject to cost.</li> <li>• Last year juniors would be invited.</li> </ul> </li> </ul> <p><b>AGM 2020 update:</b> Due to Covid19 this event is cancelled.</p>	Closed
<p>2020/02 (6.1)</p> <p>2020/02 (6.2)</p>	<p><b>Chair Updates:</b></p> <p>November 2020 weekend - Dave Barnes looking at booking hostel in North East.</p> <p>Canoe instructor request: Nev Hounsome 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><b>AGM 2020 update:</b> Due to Covid19 this event is cancelled.</p> <p><b>AGM 2020 update:</b> 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 (6.2)</p>	<p><b>Secretary Updates:</b></p> <p>Co-ordination with BBHQ over articles in e-bulletins and gazette</p>	Keith Traverse	<p><b>AGM 2020 update:</b> 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 50<sup>th</sup> Year of the Club is to be prepared for</p>	Ongoing

			the Gazette.	
<b>2020/02 (8.1)</b>	<b>Events / Requests / Bookings:</b>  Coaches required for: Kirkham: 03/05/20 (Halifax BB) Sheffield: 09/05/20 (Battalion) Felden: 22-25/05/20 (Unite) Lakes: 25/08/20 (54 <sup>th</sup> Sheffield) Kirkham: 05/09/20 (NW Dist.)	<b>EXEC</b>	<b>AGM 2020 update:</b> Due to Covid19 all of these events were cancelled.	<b>Closed</b>
<b>8.2.1</b>				
<b>8.2.5</b>				
<b>8.2.2</b>				
<b>8.2.3</b>				
<b>8.2.4</b>				
<b>2020/02 (8.2)</b>	<b>Website:</b> Request that the BBCC website hosting is moved to BBHQ platform	<b>Keith Traverse</b>	<b>AGM 2020 update:</b> Hosting services for the new website provided by BBHQ went live early October 2020. Canoe Club email address provided as well.	<b>Completed</b>
<b>2020/02 (9.1)a</b>	<b>Exec Member Update:</b>  Area on website to be made available for H&S.	<b>Exec</b>	<b>AGM 2020 update:</b> 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	<b>Ongoing</b>
<b>2020/02 (9.1)b</b>	Risk Assessment copies be forwarded to IG	<b>Keith Traverse</b>	<b>AGM 2020 update:</b> Current risk assessments are with the Event & Safety Manager.	<b>Completed</b>
<b>2020/02 (10.1)</b>	<b>Purchase additional Stand Up Paddleboard:</b>	<b>Dave Barnes</b>	<b>AGM 2020 update:</b> Additional Paddleboard purchased.	<b>Completed</b>
<b>2020/02 (12.1)</b>	<b>50<sup>th</sup> Celebration:</b> Costings for minimum quantities of possible Items to be part of Paddlefest 2020.	<b>Exec</b>	<b>Agreed:</b> <ul style="list-style-type: none"> <li>○ Water bottles</li> <li>○ Car Stickers</li> <li>○ Whistles</li> <li>○ T Shirts</li> <li>○ Sweatshirts</li> <li>○ Polo shirts</li> <li>○ Hats</li> <li>○ Caps</li> <li>○ Butterfly Banners</li> </ul> <b>Rejected:</b> <ul style="list-style-type: none"> <li>○ Buffs</li> </ul> <b>AGM 2020 update:</b> Although event cancelled due to Covid19; possibility of still using them as for sale or promotional items at future events. Items to be costed.	<b>Ongoing</b>

<b>2020/02 (13.3).a</b>	<b>AOB</b> Decision to be requested from BBHQ on minimum qualifications (if any).	<b>Keith Traverse</b>	<b>AGM 2020 update:</b> BBHQ advised minimum qualification will be British Canoeing Paddlesport Leader This is on the AGM agenda item 15.2 and updated in the Secretary's report. BBHQ are communicating this.	<b>Open</b>
<b>(13.3).b</b>	Subject to above – Review of BBCC coaches/ leaders on website following above.	<b>Exec</b>	<b>AGM 2020 update:</b> The list of coach/leader/regional contacts will be reviewed as the new website is populated.	<b>Ongoing</b>

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

Nev Hounsome requested an overview of the meeting that was to take place with British Canoeing early November. This was picked up under the Secretary's report.

### 12. Secretary's Report 2019-2020:

The Secretary highlighted the work being undertaken with:

- BBHQ including constitution, website hosting, paddling qualifications (AGM item 15.2).
- British Canoeing with regards club affiliation, safeguarding (AGM item 15.4), and BB badge work integration.

Following the request under item 11.1 - the areas for discussion with British Canoeing are:

- Badge Work Integration: The Club has been asked by BBHQ to engage with British Canoeing to explore the integration of paddle sport into BB badge work activities. This meeting will be an initial step.
- Safeguarding: The meeting will serve as the pre-cursor for future discussions between the Brigade's safeguarding officer and British Canoeing about the possibility of accepting the Brigade's safeguarding training (three-hour face-to-face course) as an approved alternative to British Canoeing's own safeguarding training.
- British Canoeing Affiliation: We will be paying particular attention to the areas of our club structure that differs from British Canoeing's affiliation criteria.

#### 12.1. Matters arising from Secretary's report:

None – other than those covered above.

### 13. Treasurer's Report 2019-2020:

The Treasurer explained that although the balance was lower than normal, two residential events had been paid for which did not take place. This money has been rolled over to the next year or to whenever we are able to take advantage of it.

#### 13.1. Matters arising from Treasurer's report:

Rob Williams highlighted that the report states a 'loss' on the Lake District weekend, whilst the balance sheet reports a small 'gain'. The balance sheet is correct and the Treasurer will amend the report.

### 14. Appointment of Officers:

#### 14.1 Nominations for Office (received by 11<sup>th</sup> October 2020 deadline)

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

**14.1.1.1. Chair unanimously appointed: Dave Barnes (9<sup>th</sup> Southport)** for a term of three years (until AGM 2023).

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

- Chris Chester enquired as to the scope of the 'Web Presence' role. It was confirmed that it covered the website(s), social media (currently Facebook, Twitter) and generally would be the lead for agreeing content and format.

**14.1.2.1. Exec. Board Member 2 unanimously appointed: Rob Langdon (1<sup>st</sup> Ormskirk)** with the primary responsibility of 'Web Presence' for a period of three years (until AGM 2023).

**14.1.3.** Item 15.1 was considered and unanimously agreed prior to discussing Item 14.1.4.1.

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

**14.1.4.1. Exec. Board Member 3 unanimously appointed: Nev Hounsome (BBCC)** with primary responsibilities of 'Constitution' and 'Funding' for a period of three years (until AGM 2023).

**14.1.5 Welfare Officer nominations received: Phil Richardson (1<sup>st</sup> Roby).**

**14.1.5.1. Welfare Officer unanimously appointed: Phil Richardson (1<sup>st</sup> Roby)** was appointed for a period of three years (until AGM 2023). This non-executive position provides an independent point of contact for young people, parents and vulnerable adults

- Chris Chester asked how many of any one Company can be on the Executive. This is not defined in the 'Membership'. This will be reviewed by the Executive prior to membership consultation / agreement.

**15. Agenda items** (received by 11<sup>th</sup> October 2020 deadline):

**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: The meeting agreed unanimously that Associate Members can be nominated and voted for against vacant Executive Board positions, and if successful have equal Executive Board rights.**

**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: The meeting agreed unanimously to a maximum of two 'Associate Members' on the Executive Board.**

## 15.2 Minimum paddling qualifications update (Keith Traverse).

BBHQ has outlined their intention to make Paddlesport Leader the minimum qualification for taking groups on the water. This will be communicated by BBHQ. It is a likely expectation that the leader/coach will be endorsed as current by British Canoeing and have undertaken any necessary update requirements.

Following discussion the following general points were raised. They will be communicated to BBHQ as comments made by the membership but not as BBCC Executive endorsed views.

- Covid19 was preventing some British Canoeing courses running.
- Would coaches / leaders be able to get time extensions given the current climate?
- If holding a coaching certificate, why does it need to be validated with British Canoeing?
- For the protection of those being supervised a leader/coach should be fully up-to-date and the only way to validate that is through the sports lead body (British Canoeing).
- A leader / coach who hasn't undertaken CPD may be very out of touch with current best practice / safety.
- British Canoeing are introducing a new points based CPD scheme

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

The 50<sup>th</sup> celebratory Paddlefest was cancelled due to Covid19 restrictions. Given the current circumstances, it is intended to celebrate the anniversary in the BB Gazette with a pictorial article and BBHQ have agreed to support this. To assist with the article:

- Request photographs of recent events covering as wider range of BB paddle sports as possible e.g. canoeing, kayaking, SUPs, touring, canoe sailing, DofE, surfing, water games etc.
- The meeting requested that Mike Todd was covered in the article. Photo required.

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

British canoeing have announced that all coaches/leaders who work with children / vulnerable adults must have undertaken a three-hour face-to-face safeguarding course. ([LINK HERE](#)) The Brigade's safeguarding officer and British Canoeing will consider the possibility of accepting the Brigade's safeguarding training (three-hour face-to-face course) as an approved alternative to British Canoeing's own safeguarding training.

The meeting discussed, commented, and noted that:

- some members have already had their BB safeguarding recognised by British Canoeing
- there should be a requirement for BB Leaders to repeat the course at a regular interval
- the British Canoeing course was considered very good by those who have undertaken it

## 15.5 Brigade Council 2021 (Keith Traverse).

BBCC was intending to go to Council 2020 with a stand and publicity material, but as the event was held 'virtually' due to Covid19 nothing was prepared by the Club. Early indications are that Brigade Council 2021 will also be a virtual meeting. A suggestion is that the Club produce a promotional video for display at the 2021 event. The Club is looking for ideas, material and in particular anyone with the skills who would be willing to lead on the project.

## 15.6 Severn Challenge (Michael Jakins)

The event will not be running at Easter 2021 due to Covid19 restrictions on residential activities recently released by BBHQ. A rescheduling to the summer is hoped for but this is dependent on coach / leader availability, as well as accommodation availability at that time. Updates will be provided as the situation becomes clearer.

## **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: The meeting agreed unanimously for the Executive to cancel / rearrange the currently booked events in 2021 as necessary to preserve BBCC funds.**

- 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: The meeting agreed unanimously for 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.**

- 16.1.3** 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: The meeting agreed unanimously for the Executive to set appropriate costs and charges to run those events.**

## **17. Paddlefest 2021**

- 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: The meeting agreed unanimously for the Executive to review Paddlefest as part of future events.**

## **18 Meeting Closure and Closing Devotions:**

- 18.1** The Chair requested that we all continue to promote that BBCC can still run day events particularly for any companies that may want to put on a paddling and/or a training day (leaders or young people).
- 18.2** A request was made by Paul Whitmell for BBCC to consider a trophy or memorabilia in the name of Mike Todd. Dave Barnes agreed to discuss with Paul separately and follow up with the Executive.
- 18.3** Rob Langdon asked that people review the new website and provide feedback and suggestions.
- 18.4** Phil Richardson thanked the Executive members on behalf of the membership for their work and dedication in taking the club forward.

### **Closing Devotions: Dave Barnes (9th Southport)**

The Chair closed the meeting with prayers for guidance.

*(Note: Any actions from these minutes will be added to the outstanding items list)*