

# Minutes of MC meeting 10<sup>th</sup> October 2018

## 1. Matters Arising.

- Progress with turbos and storage at Square 1  
Iain W has been working in the store room to put up new racking – excellent job.  
(Now completed on 11<sup>th</sup> October).  
The new turbos to be ordered in October.
- Feedback from Coaches' meeting (Aaron)  
AR – provided a resume of the meeting & minutes are available.  
Coaching calendar (created by Dan and Kelly 2014) is in use by coaches to input their sessions. Most coaches are doing it, but not all.  
AR to arrange a 2<sup>nd</sup> meeting with Junior and senior coaches before end of November.
- Progress on associate membership of canoe club.  
This has been approved and just needs a system of recording these memberships on Nifty list, where no payment is required.  
**Action : Iain to ask Sean & Dan to arrange.  
Iain to then formally let canoe club know, on behalf of the committee & ideally he & Jean to help introduce them as/when they appear at sessions.**
- Format & number of committee meetings next year- needs to be agreed.  
AR – Need to have more than 1 meeting with events.  
Try to focus meeting on decision making. **Where the purpose is primarily to provide an update, participants should provide this by email before the meeting, so that only queries need to be discussed.**  
Maybe have 1 full meeting that is more a social, without an agenda, with an opportunity to chat.  
**Meeting start to move to 6:30 – 9:00 pm**  
Next MC meeting on 14<sup>th</sup> November not at Hoole. **COH to arrange a curry.  
COH to provide new Secretary with his list of dates for next year.**
- 'wash-up' meeting with all the race directors. Feedback . (Nigel)  
This is coming up soon.  
In global terms : volunteer stats show that 30% of the membership do some kind of volunteering in the course of a year.

## 2. AGM

- General arrangements (Sue)  
21 days notice of meeting = Done  
Proposed amendments to constitution must be received by 31<sup>st</sup> October  
The clause that limits MC members to 3 years in post was discussed, pros & cons, and it was decided to leave it in place. So no amendments to the actual constitution proposed by the MC.  
We are awaiting a reply from Natalie at BTF re removal of Clause 17 in the Complaints & Disciplinary Policy, which was originally raised with them in January .  
**Section reports to the Secretary by 21<sup>st</sup> October.**

Proposed & seconded nominations for elected officers received by 24<sup>th</sup> October  
New nominees provide photo & resume to secretary by 31<sup>st</sup> October

7:15 Sue & 2 others to arrive to help with bringing in food & to set up a sign in for members  
7:30 Members arrive - food & drink  
7:50 all seated  
8:00 Open meeting

COH to chair the meeting i.e. manage the timings & questions etc.

Order of proceedings – Captain to open the meeting & speak

Questions to the Captain

Secretary to speak briefly

Treasurer's report

Questions to the Treasurer

Vote on membership fee

Vote for candidates

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- Finances – preparation of accounts & recommendation for next year's fees. (Ian)  
MC need to have a meeting with Dan to talk about finances of Deva race, and if/how much the race could make in profit. Development plan to look at what the club might want to achieve over & above operating costs.  
IA recommends no change to membership fee. To emphasise that there has been a big investment this year in membership activities & opportunities – provide some examples.

### 3. Winter League

Suggestions – a 3 question poll on Facebook

get verification from Dave Press about what he has planned for bike  
CSS going to be done anyway.

*(Subsequently, a check was done via the MC Whatsapp group, COH spoke to Dave Press, and it was decided to go ahead with Iain's proposal, with a proviso to re-assess at the end of the season to see if it is a format to continue with in the future, or not.*

*In the meantime, a separate Strava segment challenge is being developed by DP, Charlie Price & COH, to provide something for the bike. )*

### 4. Age Group reps

COH – has met with the 6 candidates. Discussed what the role entails.

20 people have written to Chris enquiring about membership this year. AG reps are to act as intro to the club to newcomers.

They plan to re-write the welcome letter.

They propose to alter the number of free sessions & trial sessions , so there are 3 trial swims allowable at £5 per session. Approved.

*(Has now been updated on the 'Just starting out' website page )*

They proposed a £15 flat fee for 3 weeks, to cover as many sessions as they wanted to try.

MC not positive. Difficult to administer and not actually likely to make a difference to whether people go on to join the club or not. i.e. Rejected

5. Club Management System Trial by BTF  
Leigh & Neil – Had a skype call with Club Spark...& Sam from BTF. Mostly a Q&A session. He is building the system for BTF, and talking to 14 clubs to find out what they want. He is going to come back to us with an offer re. cost of taking part. Will wait to see what comes back. 2.8% and 2p per transaction for a session booking system.  
LJ & NT will talk to Dan about it, to see how it could link in with his systems, or if he is in fact thinking of producing something similar.  
In the meantime, LJ is trying session booking via Event Bright, for watt bike & turbo sessions for next 6 months.
  
6. Trimark Bronze – update (Sue)  
No further development, as Charlie has not received his DBS..  
AR has received his, which was sent at the same time.  
**SE to follow up.**
  
7. Introducing a Club Operating Procedures handbook/document (Sue)  
SE suggested that there should be a document – managed by the Secretary, but available to all, which records basic club operating decisions. MC agreed.  
Things which are decided at a committee meeting, which apply over the long term. These so often get forgotten, and are difficult to trace back.  
e.g. The number of free trial sessions for prospective members from point 4 above.  
SE has started to do this, so there will be something in place as a framework, when post is handed on to the next person.

Meeting closed at 10:10 pm – no time for AOB

**Next Meeting is MC on 14<sup>th</sup> November**