



Norwich Canoe Club Committee Meeting Wednesday 7th February 24

Attendees:

Sarah Walker- Chair (SW)
Megan Broadey- Secretary (MB)
Matt Parkes- Vice Chair (MP)
Alex Booth- Social Rep (AB)
Jo Davis- Welfare Rep (JD)
Anna Carrington- Publicity (AC)
Aaron Widdows- Treasurer (AW)
Adam Want- Sprint Rep (AWT)
Matt Lodge- Helping with Hasler (ML)

Apologies:

Dyson Pendle
Julie Bie
Shaun Cook
John Frankland
Steve Mableson
Josh Forster

Matters of accuracy:

Previous meeting minutes agreed.

No matters arising from previous minutes.

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Action log

Date of Meeting	Action Raised	With Who	Open/Closed
03/01	Clarify what trustees want NCC budget to include	Sarah Walker	Done will update at next committee meeting/ Close
03/01	Ask Alex if she is happy to research other options for awards night. To include smart or black tie event	Committee	Alex to look into for March meeting
03/01	Edit job descriptions for Sprint/Marathon Rep to include collecting and engraving awards night trophies.	Sarah Walker	Done send to committee for review at the February meeting/ Closed
03/01	Send expectations to those interest in the coaching qualifications	Megan Broadey	Closed
03/01	Contact Suzanne about changing layout of taster sessions	Sarah Walker	Contacted- no response from Suzanne.
03/01	Send reminder/details on what website content is needed and when.	Matt Parkes	Carry forward
03/01	Write policy on how members data is used, how long it is stored etc.		Carry forward
03/01	Send communications out to members regarding closed FB page, members only and parents of members who are under 18.		Carry forward
03/01	Tammy to be made admin of closed FB to support removal of non-members.	Matt Parkes	Carry forward

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03/01	Email Jackie about how many photos she wants for the board in the main room to promote the sport/successes of the club	Anna Carrington	Carry forward
03/01	Can Aaron provide a forecast budget for the March committee meeting to enable the committee to closely monitor the deficit with a view to reaching a nil position	Aaron Widd...	

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MINUTES FEB 2024:

Finance

- Showing a £13K Deficit as at the end of January 25 this has been made worse by depreciation £6.8K cost. But it is better than previous years, has been helped by the reduction in coaching costs. Working towards a nil position, LTK courses will reduce the deficit as will any other income that is not membership fees. For example Hasler income. Additional para income will also reduce this. It is possible that a small loss will be made in 23/24 financial year.
 - January is a quiet month for expenses.
 - Income is low, but for annual paying members payment is split for each month of the year.
 - Some income is deferred, *Creditors: amounts falling within one year*= £10913. This splits into paracanoe BC (£2000), lottery grant (£4667) and annual subs (£4246).
 - BC paracanoe funding will be transferred to the deposit account so it doesn't get spent.
 - Lottery grant is partially coaching costs (Tim), and also for marketing courses.
 - Portugal trip payments (£7762.79) are currently being held on behalf of members- will be paid to the hotel.
 - End of year balances= £70867.75, £7k is portugal money, £2k is for the Vaa.
 - TE, 41 people haven't made payments this year. 30 of those paid annually last year, so should increase slightly.
- Does this include additional income from Para.
- It doesn't.
- When is our year end?
- 31st July.
- Currently we're set to make a loss of £13k?
- Yes, but figures are always worse over winter as there is no/less income from courses and schools.
- Also got BUCS, Hasler and Assessment race coming up.
- Due £3600 for BUCS, we'll only make £100.
- Will make more than that.
- Need to try and find a way to break even, be smarter on our spending.
- Para income will help.

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- Lots of unused K2's in the clubhouse, xxxl Nelos in particular. They were won and worth at least 2k each. Could be sold?

- Put to coaches if selling these is an option. **Action MB- pass onto Grace.**

- Still boats in the clubhouse from old members, who haven't been part of the club for years.

- Can you pick that up, review the boats and see who's have been left?

- At minimum we should move them out the boathouse and put them in outside storage.

Action AW and MP, follow up with DP about removing boats.

- Can I have forecasts?

- Yes.

- Are there any training camps coming up that we're hosting?

- Yes, JDD but it falls in next year's accounts.

Authorising Stock Kit

- Ali, wants to order more kit around £1500, we do get decent money from the clubkit.

Committees thoughts?

- Is it better to ask for 1k?

- Looking to get it from Spain, need to see what it is she wants to order and costs.

- Max 1500 seems reasonable.

- May need to order a certain amount to make it viable.

Committee agree £1500 max.

- AW have you looked at quotes for spraydecks. For the poolbats 6/7 at Norwich high school they need new decks.

- About £260?

Committee agree.

- Still need proper boat bags ahead of April regatta. Maybe AB could embroider them- black zip canvas material. Need 3 K1's and 3 K2's?

- Are they universal for every boat brand?

- Yes. Also need to find more boat stands for K4's.

- Could use camping stools.

- Need decent ones for the K4.

P- Ivan does sell stands, £60 per stand.

- Can we work a slush fund for boat bags/stands into the forecast £1000?

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Not sure if AW agreed- confirm with him.

Hasler Events

- For sprint races the club has previously borrowed a member's van to pull the trailer. Would it be possible for me to be insured to do the same for marathon races? Hopefully would encourage more people to attend.
- What about insurance? Would rather see how much it would cost to rent a van not comfortable asking to borrow as there are many Haslers creates an expectation..
- When Tim drives, he collects the trailer fees and gives them to the club- wouldn't be able to do this to the same extent with a hire.
- There's 4 sprint races a year, but there are more hasler's. It would be good for members to have visibility on the costs.
- Get a quote as a charity- might be cheaper. Try Enterprise.

Action MB to ask Jackie about fleet insurance documents

People on the ranking list who are no longer members, can they be removed?

- Yes.
- With any post's I do on FB for marathon races etc can they be sent out via email too.
- Yes, just let me know when and what you want to send.
- Going to run a Q&A session, on what a hasler is and what it's about.

All - Agreed that was a good idea

Action - ML

- Can we create FB events for upcoming races?
- We can do that. Include entry links, and create conversation on who's going etc.

Action Anna to create events for upcoming marathon races.

Norwich Hasler

- Race fees for Norwich Hasler, are we happy to keep them at £12 for both juniors and seniors?
 - What do other people charge?
 - Chelmsford Hasler- £12 for senior, £10 for junior.
 - We always charge more than other clubs.
 - Important to keep us in line with others dont want to be more or less expensive.
 - AB can you look into medals.
 - Similar to last year would be good, up to £300.
 - Can Geoff Sanders get proper medals not only certificates. 1st, 2nd, 3rd need a medal.
- Committee- Yes.

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- Do we want to introduce new medals? Fastest female and fastest junior? Reason is the MRC has extra categories for medals.

Committee against extra medal categories as you can't make it fair without giving out loads of medals. Keep the competition element.

- Last year we had 160 participants, is that normal/average?

- Joe Fitzpatrick calculated that there was a 10% drop last year. 160-180 is reasonable.

- Last year the Hasler cost us £935, and the income was £1979 so we made a profit of around £1k.

- Geoff Sanders to get free K2 entry with a K1 paid entry.

Committee- Yes.

- Steve Mableson- we need a powerboat out as a safety boat for the Hasler. Suggested compromise of a powerboat moored up and it's there if we need it.

- We had that system for Nationals and it didn't work - there was an incident and it took too long to find the person to get them in the boat and up river for Nationals. So either have a launch up on the S Bends or don't have one. Do we really need a launch can we just have paddlers following the Geoff Sander races (sweeper).

- Will speak to the rowers to see if we can borrow one.

- Launches create a lot of wash, so may put off paddlers in lower divisions.

- You don't see launches at other races. Sweepers for Geoff Sander's should be appropriate.

- What about para paddlers, they have a sweeper/launch at sprint races.

- Talk to Steve regarding sweepers.

Action Matt Lodge to speak to Steve regarding sweeper vs launch.

Once a month tasters from March

- Suzanne, needs something to negotiate/hook the schools. Talked about running a free taster session once per month during the summer specifically aimed at school. Suzanne would invite school children when she attends to do assemblies to see if we can get people to come and try the club. This can be open to others. We would need to pay for her time as this is outside of the administration fee that Suzanne is paid.

- Is it aimed at the teacher to help her get into the schools,

- Yes, she'll then ask club members to support and volunteer. Every taster will cost us £30 to pay the coach but could encourage more members.

- Worth trying it, if you can get 2 teachers on the water they can encourage further down the line.

- Is there going to be a limited number of who can turn up.

- That's up to Suzanne. Wouldn't want to limit it too much. 15/16 on the lake with support volunteers 4 is a safe situation. Suggested do 4 months of trailing and see how it goes, minimum of 10 attendees.

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- Could try a free taster at 10 on a Saturday, as if more people show up there's lots of people available to support.
- Same as bringing a friend day.
- Yes but will also target schools, to give them something they can trial.

COMMITTEE HAPPY TO TRIAL.

Instructor course

Those interested have signed up 3 people doing one course, 5 people doing the other.

Megan, Jasmine, Steff

Tristain, Pepi, Charlie, Rory and Estelle.

Marketing Training

- Was discussed at Dec meeting but wasn't quorum. (£2.5k budget) sourced a lady who runs marketing and social media training, £1500 for 12 people to be trained for ½ for half a day on Canva and social media training. Need approval to book that in and identify who'd like to go on it. Would be a Sunday.

Committee happy with chosen course.

- What can we do with the other 1k?
- Will she do another session to use the remaining grant money?
- Could it be used for paid marketing ads on FB etc?
- Need to be used for the specific purpose it was given, so needs to be used on training.

Action Anna to make a list of 12 people.

CPR

- East Anglian Air Ambulance, free training for CPR and defib. Not open to anyone under age of 11 as they have a specific course for younger juniors.

- 1 hour session, can have up to 30 people.

- Put out to our members, and any remaining spaces can go out to the rowers. 12th April 6-7pm.

- Thanks to Alex for sorting this out will be a great addition to our programme and it's free!

Action Alex to create poster for FB, Megan will email details.

Objectives

- We need to round up on objectives.

- Some items have already been moved forward to Suzanne, Julie, Dyson, Tim.

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- Will put all objectives on excel spreadsheet, have an update each meeting to see where we are with them.
- Will send the newsletter out to committee members to look over before sharing with members.
- Anything for a future newsletter (content) needs to be sent by the 25th of each month.
- Newsletter isn't designed for huge amounts of content.

AOB

- Other social events committee would like?
- Will share objective report, Ethos is particular.
- With Suzannes once a month tasters, have a BBQ?

Key to Notice board

- Who has the key for the notice board.
- In the office.
- Can I put up a notice
- Yes.
- Need committee photos too.

Items for next meeting

- Meeting with Tim to discuss what needs doing for BUCS/Assessment race. Re done all BUCS posters, and they've changed their logo.
 - All posters etc have old logo- don't worry.
 - UK paddle from BC. Will need to change all our branding where we have it.
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- Policies, meet for an hour or 2 going through policies.
 - 7 month membership document.

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