



Norwich Canoe Club Committee Meeting Wednesday 3rd January 24

Present:

Sarah Walker- Chair (SW)
Matt Parkes- Vice Chair (MP)
Anna Carrington- Publicity (AC)
Adam Want- Sprint Rep (AW)
Dyson Pendle- Director of Coaching (DP)
Julie Bie- Adult Rep (JB)
Megan Broadey- Secretary (MB)
Tammy Edwards- Membership (TE)

Apologies:

Jo Stephenson- Welfare (JS)
Alex Booth- Social (AB)
Aaron Widdows- Treasurer (AW)
Shaun Cook- Paddlability (SC)

Finance

AW not present to run through accounts.

Funding

- Did the committee agree to buy a Vaa? £2250 towards boat through paddlers insurance (they then pay £160 a month for additional things)
- Will the boat be the clubs if the paddler leaves?
- Yes.
- Committee agree.

- Did take to trustees- Trustees agreed for the purchase of a Vaa
- Trustees want a 2 year forward plan to set us budgets- need to go to coaches to see what they want to buy direction to go in, this should include anything that the coaches feels wants improving or business ideas that will require funding.
- Does the budget need to include equipment?
- Yes.
- Do grants etc included in this- as grants are for specific things. Any grants are additional things as long as the grant covers the cost of any expenditure this is ok.

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- Cost of events etc marketing etc? These should be included in the budget.
- Has some receipts from gift cards etc, will send to Aaron to claim.

Awards Evening Black Tie Event

Suggestion that it might be good to change the awards evening usually hosted at the club once every two or three years to a black tie event held at a local hotel. Realise will be a lot more costly but could set a date really early in the year so people have time to budget.

- Try something different for awards night? Host at a local hotel, last weekend November / first weekend December,
- Bishop Stortford used to do similar with a local pub £20 a head for 2 courses.
- Could rotate it to do different things each year? Also a problem as 1/3 people won awards and didn't show up.
- We don't give people who win a heads up to attend. **Action in future years let people that have won awards know in advance to attend the awards evening**
- Definitely worth a go to encourage more to attend..
- Ask Alex to get someone to take it on and organise it.
- Need to keep cost reasonable.
- Committee agrees to ask AB, **Committee to action.**

Sprint marathon reps in charge of trophies

- Proposing to write into the job description a process of what is required in relation to the trophies to get them ready for the awards evening. Requesting agreement to write this into what the Marathon and Sprint reps do.
- Picked up this year.
- Reps will also collect trophies and get them engraved.
- Will give date deadlines for things to get done in time.
- Committee agrees, **SW to write changes to job description/policy.**

Coaching/first aid qualification requirements

- Proposing to create a table of expectations alongside the coaches if NCC pays for their training. Send to everyone enquiring about the course, these expectations will not be policed.
- Suzanne said Rosco said he wouldn't coach if he had to contribute financially.
- Thinks it's good to communicate the expectations if they're asked they should be semi willing to support the club.
- Committee agreed to email out expectations. **SW to action.**

Committee WhatsApp group

- Committee agreed, it's a good idea those present joined.
- Will share with other committee members.

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New website content

- The new website is coming along well. Meeting Suzanne and Tim tomorrow about LTK & Paddlebility pages.
- Give a page per person?
- Yes- around the beginning of feb for people to support writing some content on a Saturday. If people could write a couple of paragraphs about us- objective setting meeting will help guide that.
- Policies and procedures need updating.
- Membership form is updated to go on the website.

- Suzanne mentioned there will be a way to book onto LTK- she wanted a price increase due to transaction fees but was turned down not sure why?
- Was turned down but didn't say why.
- 1.7% transaction fee so not a lot.
- 47.50 to cover the transaction fees?
- Having it online saves time for Suzanne and admin etc.
- What do we charge for LTK- dropped it to £45 last year(?). Need to remember what you pay for, £100 course was 10 sessions. Half that charge £45 that's 4 sessions. Now we actually do a day 2 ½.
- Suzanne 4 sessions for a 1.5hr SW confirmed
- Idea of the courses is to make them safe to go out.
- Can we do half a day sessions or full days.
- Need to confirm that **SW to contact Suzanne.**

- Payment needs to move online.
- What is the transaction fee- we can't make a loss on anything we need to break even.
- Keep it at £45 we'll review at the end of month 2 (end of may) then see what is booked etc.
- Numbers and money looking at forms to conversation it's very low conversion
- Normally only have a 20% conversion rate.

- What if people enquire to join asap.
- We don't sign people up unless they've paddled before or have done a taster
- Are we not doing tasters anymore?
- Yes there are tasters.
- Can do one off taster sessions with volunteers.

- Happy to edit down paragraphs from the website. Need headshot from everyone to go on board. **Action Anna to edit paras for website when written**

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- What if I want to post get involved promotions etc how do I do that
- Something could look into news/blog. Can start people to write things after races- calendar of news bits.
- Would like a race report- for each race with at least 3 pictures. Can go on socials and out to the EDP. **ACTION MATT TO SEND EMAIL WHEN HE WANTS STUFF**

CLUBHOUSE BC WEBSITE AND FACEBOOK GROUP

- Just to make the committee aware of a FB group that is run by 3 people paid by BC to provide the clubs with help affiliation etc. templates etc. Will link the FB to WhatsApp. They post info about clear water ways etc.
- Any bitesize course for free that you're interested in go for it- we need volunteers and people covering jobs etc.

Membership and LTK Taster sessions data

- Still have 2019 LTK course forms - how long do we need to keep them? There aren't any laws for clubs to keep anything like that. Only collect info you need and only retain info we can give evidence why we need to keep it. All Agreed to keep information going back 2 years only.
- In the past Tim would invite people who have done a course before to reintroduce them.
- Storing and utilising data, 3 months after the course send marketing etc will you join the club.
- When marketing we need a tickbox to show they allow us to use their data for marketing purposes.
- 2 years?
- Most places are 5.
- Why do we need it for 2-5 years

- Need to write down how we use their data to give the option to opt out. Otherwise 2 years since you last attended unless you drop out.
- May need to contact those that stopped in the winter- reunite them in the summer?
- Sprint racing committee has their own policy
- Align ours with there's
- Write a policy to send out to members. **Action J Davies ?**
- Do we need drs details- if there's an accident you'd ring 999 not the drs.
- No.
- Member raised issues on DOB if too much personal information.
- Can't register anyone from a sprint through sprint entries.
- We need to collect the whole date of birth for this purpose.

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For current members we will remove dr's details and for new members we won't ask for that information.

Important to keep everything secure. And that's as secure as everyone on the committee makes it. Way we solve it is to make sure we have good passwords- reduce access to the membership details that can be shared temporarily.

- Coral and Jackie, Terry used to give them a copy of the spreadsheet- just parents name and email. Need to tell members that their data is shared with volunteers.

Action include this in the policy on how we use peoples data.

FACEBOOK

- Closed fb is it members only? Can be parents of members too?
- Members only but parents of member who's under 18.
- Make TE admin to remove people who have left.
- Let people know if they are being removed and why.
- **Action send out comms to members about housekeeping of closed FB page.**

Coaching Courses

- Is the club paying for it, prices are:
 - Paddle sport safety and rescue £80 per person 4-8 people (is a prerequisite of the PSI)
 - Paddle sport instructor £160 person 4-6 people- clashed with Cambridge.
- 16 people are interested
- Would help Saturday mornings and summers.
- Club will pay but same as First Aid courses there are expectations. **Action SW to create document similar to first aid expectations.**
- South Norfolk district council can fund some courses ask Tim to look into that, is done through individual applications

Photos

- Jackie wants some photos to promote the sport and the club in the main room at the back. Wants photos of those who have won awards, people who have raced internationally etc with captions.
- Want a range of people.
- To email Jackie about how many photos she wants.
- Wants trophies in the cabinet on show.

AOB

DBS

- 3 years for club trips need to be enhanced - committee agreed.

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- check with BC then write policy

How many people do we need for quorum? When deciding need to consider welfare, junior and health and safety aren't always in attendance.

- Are welfare part of the committee?
- Yes.
- How many members are on the committee?
- 15 members including welfare- so 13 members
- Of the 13 members= 50% +1?
- 7 is quorate committee agreed

Jan Newsletter

JAN NEWSLETTER- big up next year awards - award winners and update membership and update payments- Hasler, dates for the diary , assessment race

End of meeting- next meeting 7th February 2024 6:30pm Boathouse.

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