

# Committee Meeting 3/04/2024

## Present:

Sarah Walker- Chair (SW)  
Matt Parkes- Vice-Chair (MP)  
Megan Broadey- Secretary (MB)  
Aaron Widdows- Treasurer (AW)  
Anna Carrington- Publicity (AC)  
Julie Bie- Adult Rep (JB)  
Tammy Edwards- Membership (TE)  
Adam Want- Sprint Rep (AdW)  
John Frankland- Welfare (JF)  
Matthew Lodge- Marathon Rep (ML)

## Apologies:

Jo Davis  
Shaun Cook  
Dyson Pendle  
Steve Mableson

## Minutes agreed by committee.

**No matters arising from previous minutes.**

**Action log updated.**

## Tim Scott Coaching Report:

- 16th/17th March BUCS, thank you to helpers.
  - Good feedback was given and BC are potentially interested in running it again in 2025.
  - £1000 profit from the event.
- money hasn't been received from BC yet for BUCS (£3600)
  - £1153 costs, £1146 profit.
- Assessment race should cost £1000.

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- Para member completed a talk for a lunch club- not sure what may happen with this, still in contact with them.
- Door to door transport rep suggested linking up with their organisation- TS in contact.
- NHSfG- good group previous, will start to run sessions at the club starting next term.
  - 4 from the previous course, 2 are attending a Saturday session and 2 are keen on doing this soon.
  - £400 from that course.
- Community grant of £17k a year- we don't yet have the money from Will.
  - Will's money is from an insurance company, as what he is doing is a form of therapy- 9k per year.
- £1000 to run JDS camp
  - £1000 for other races.
- £2000 equipment grant for the Va'a.
- £250 from Ben Burgess sponsorship money.
- LTK materials of £850.
- About £30,000 is brought in through Tim's role.
- TS to still confirm about SUP racing.

## **TS LEFT THE MEETING.**

### **Finance**

- Still 15 members who are yet to pay anything- waiting for March figures from AW to chase again.
    - Lots of those were annual payees, 4 people monthly and 1 person using the bursary.
    - Do I need to discuss the bursary with the bursary committee?
  - Members should have reapplied by the end of Jan, this is a bursary policy.
  - Will contact member re bursary membership.
  - Is there a list of people paddling?
  - Yes, they have renewed just not paid.
  - If you speak to them personally they will realise.
- Current meeting dates are hard to run the accounts as it is too close to the month end.  
Always waiting on invoices to process.
- £17,000 in the Barclays account.
    - Need to pay for first aid course.
    - Hire of lake for BUCS.
    - Repair fees.
    - Coaches.

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Update on BUCS:

- Surplus this year of £1450, because the infrastructure was already in place- just £250 on repairs.
- Lake hire- invoice of £1600, up £100 on last year.
- Volunteers' food was more than last year.
- All signage and t-shirts were already paid for.
- As a result over the 2 years the club has made a surplus of £1100 by hosting the event.

LTK:

- Believe all those that signed up to a LTK course have paid.
- £450 for MARCH AND APRIL so far.
- Want to see if LTK is meeting the cash flow forecast that was created and review.
- How many people is £450?
- 10.
- Means we can help Suzanne and track those who may join.
- £1200 is in the forecast for LTK- so a big loss on the forecast- no one booked onto a course in March.
- Is it just us struggling?
- No, Bishop Stortford have no under 12 members at all.
- Does anyone have time to talk to other clubs to see how they are doing?
- We need to make use of the material of BC, how to represent the club externally.
- Can we do a leaflet drop?

**Committee agree yes.**

MP- Something that could be done in the summer to support LTK is FB ads (£20-£30).

SW- Yes, do it for May half term.

**ACTION MP- GET COSTS.**

AW- Can we put a board up at the end of the road advertising the club?

SW- Mike Roper is keen on the sign, WBH won't let us have something down here.

**ACTION SW.**

AW- Lottery grant of £6000

Schools/Colleges invoices are up to date.

- Suzanne emailed in relation to CNS after school sessions- some cash and someone should have paid the rest directly.
- Finances are not sorted with the Norwich School.

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- What loss are we set to make?
- Not sure as the accounts have not been done.

### **Trustee Budget**

- Trustee asked the committee for a budget for the next few years, we agreed we would ask the coaches and do a bottom up budget.
    - It was spoken about at the coaches meeting but SW wasn't present.
  - A general conversation around how much boat repairs would be over the next couple of years was had.
  - £1000 over 2 years.
  - AW said we had already spent £500
  - It was something to think and discuss and then confirm later on.
  - Coaches wanted to get every boat repaired whatever that figure may be over 2 years.
    - £700 this year, £700 next year.
  - Need confirmation on if we are repairing all boats/ replacing etc.
    - With that factored in we would need to find the money
    - Coaches need to tell us what we need to spend on these things, £1500 was said in passing.
  - Can we try and estimate boat repairs?
  - Has been done.
  - Fays Fab K4 is £1000 for repairs ( addendum to minutes this will now be ITRO £2000 as estimate received from Kirton.
  - If they want a budget we can only go with an estimate.
  - Can't do a meaningful forecast if costs are thrown in in the middle of the year.
    - It's always going to have adverse variant making it less accurate.
  - Seats and buoyancy was discussed at the coaching meeting, also Jan wants pull bars in all boats.
  - Who is going to cost this up?
  - Kirton haven't got back to us about Fays Fab K4, as its wear and tear can't claim on insurance.
  - How do we give the trustees something?
  - It needs to go to the coaches as they know what is wrong with the boats.
  - Steve Mablesen has created a boat register so we know what boats there are.
  - The boats on the outside wrack have not been numbered, so may not be on the list.
- ACTION ML SPEAK TO STEVE.**
- Action AW to look at how much we have spent on repairs in 2023 bring to next meeting.**
- Action all set budget for boat repairs for the year by June. For 2024/2025**

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### **Part Year Membership:**

A conversation around part year membership was had with all options and risks being considered. It was felt that having reviewed the club constitution the process that had been used was inline and the part year membership could be advertised as a pilot for summer 2024. If it is successful it will be taken to the November AGM for members to vote on permanent change.

- From the email responses the majority of people have said yes.
- Do we need more members to say yes?
- Andy Ross, said members are what is taken into consideration when WBH look at costs.
  - We could end up giving them a figure that is wrong a month later.
  - I know part year membership would pay more but would this offset the cost.
- Do they not charge per seat?
- They count how many seats and how many members.
- They split it into 2.
- Not sure when they ask us for numbers.
  - Would have seen the membership list so that could have been used last year?
  - It's only an issue if there is a huge uptake- what would happen if we gave WBH a lower number and they find out.
- Need to find agreement with WBH to look at how they calculate costs vs members.
  - They can have any month to look at membership.
- Normally get an invoice August/September so they look in the summer.
- There were some comments on the vote.
  - Concerns about paying it all up front might put people off.
- We did discuss paying it in 2 payments.
- What stops them not paying the second half?
- We need members- need to attract families.
- Other comments:
  - How many current members would be eligible to convert to 7 months.
  - How many members don't have their own boat/paddle in the winter.
  - Club has 161 members at the moment, 41 members responded.
- Are those that voted in favour those that pay monthly as they'll get a deal.
- Need to create a list of members who have their own boat.
- Need to factor in of those 161 members how many are juniors who wouldn't have been included in the email to vote.
- We wanted to start this in April.
- We can still make it an option.

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- We can offer it to new members and then take it to the AGM.
- People voted yes, but also agreed it should be review.
- Is the idea to get new members.
- Yes, as it gives them the option to pay for 7 months and opt out.
- A lot of juniors left because they didn't like paddling in the winter.
  - If people aren't tied in they can leave, but we get higher income from the higher rate.
- If we agree on this, old members can be contacted to see if it would be something they would be interested in.
  - It might be a case of no one does it.
  - But if ½ membership does it it is something we would have to monitor and review.
- All existing members with a boat would have to take their boat home if they opted for this.
- Most adult members who don't paddle all year round don't own a boat anyway.
- The aim would be to then convert them to full year membership.
- If we did this would we need to look at how many boats we have?
- No as we are fine with more members and less boats.
  - Might need to ensure Phil completes repairs on those that need it.
  
- Do we think we are inline with the constitution on membership voting?
- No we need a meeting.
  - Can take written resolution- so the form that has already been used.
  - A copy needs to be sent out to all members, and it needs to be a significant/majority of members voting.
- Form needs to go back out then?
- It won't be a 7 month membership.
- If it was a general meeting, it would be fine as it would be those who attended the meeting.
- Can still sell it to joining and potential members
- Can we call a meeting early to push this through?
- It would make sense too.
- Think we should just do it.
- Can say at the AGM that it has been trialled and see if people agree on it.
  
- Charity itself can set reasonable fees for members, which is what we are doing. It can go to the trustees- but JF, SW, AW and ML are trustees and agree to putting it in place. Can be emailed out to other trustees for awareness and they can say no.
  
- Can we assume it will go ahead and any issues will be raised.

**COMMITTEE AGREE.**

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- Trial it from April-October
- Yes, and give the option of payment in 2 instalments.
- Need to make it clear it might not run following years.
- Worry about that at the time and raise it at the AGM.

#### **COMMITTEE AGREES TO TRIAL**

- How are we going to advertise it.
- Newsletter and plug it with LTK outreach.
- Also email older members.

#### **Job Description Changes**

Carry Forward

#### **Cambridge Hasler**

- Would like some feedback on what could be improved etc.
- Thought it was brilliant, it was what the club has missed in the past year or so. Being part of a team, and encouraging more people to race. With new members coming in, it's what needs to be seen.
- Who makes the final decision if a complaint goes in.
- There usually is a group of people whose role it is to be adjudicators.
- Someone wants to put in a further complaint, but I disagree.
- Needs to go to the complaints committee.
- Any individual can make a complaint. Are we making a complaint on behalf of NCC, as that's different- who makes that decision.
- Delegate to director of coaching?
- It's too late to complain now. ML replied to Dyson and said reasons why a complaint shouldn't be put in and he said okay. In this case it should have been the individuals making the complaint.
- Committee happy for Dyson to have delegated authority to make a complaint on behalf of NCC after a race?
- It should be run by someone else.
- Run by AdW or ML?
- Agreed, then Chair or Vice-Chair.

#### **COMMITTEE AGREE.**

#### **Winter Series**

- Do we want to run a winter series race? As it could bring some more money to the club.

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- Think it's a good idea.
- Financially how it works: Club receives £800 for entry, NCC don't pay for medals they are provided. We'd then get half of the profit.
- Need to see if the boathouse will agree, will also need to ask membership.
- Need to pay MRC levy for Flat Water Association races, we could make very little.
- Can it be something ML looks into and costs ready for AGM?
- Figures from other clubs are:
  - BSF- £389
  - MAI- £213
  - CAM- £234.40
  - LBZ- £304.50
  - CLM- £306

**ACTION ML SPEAK TO TS/DP.**

### **Other Business**

- Board outside, what are the plans/actions to get that up to date.
- Need to get some headshots still.

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