**Minutes of the Annual General Meeting of Poole Harbour Canoe Club CIO**

**Held at The Boathouse, Lake Pier, on the 4th October 2017**

Present: Steve Hills, Adrian Oates, David Haselden, Paulette Hills, Fraser Ely, Luke Chamberlain, Jenni Dennett, Peter Hobby, Bill Jaggs, Keith Wright, Andy Coomes, Bill Richmond, Allen Westerby, Malcolm Acreman, Neil Anderson, Helen Ashwell, Vince Boon, Nick Boyle, Brian Burgess, Helen Conyers, Debbie Cousins, Helen Garner, Paul Graham, Mike Holgate, Clare Howard, Paul Jenkins, Alan Kerridge, Monika Lloyd Burton, Claire Mason, Viv Nicholls, Rose Purkiss, Simon Scott, Susan Tapper, Jo Taylor, Mark Taylor, Alan Trevarton, Brian Westerby, Adam Winterbottom, Andy Young.

Minutes prepared by Secretary Paulette Hills

Meeting opened by Steve Hills Acting Chair, who welcomed members to the meeting.

1. Apologies received from Peter Gill, Andrew Ostler, Sally and John Crawford, Gordon Anderson, Richard Hancock, Jasper Wells, Graham and Jean Chandler.
2. Minutes of the AGM 2016 (previously circulated) approved unanimously, proposed by M Acreman and seconded by Simon Scott.
3. Matters arising – PHCC Polo, the club is moving forward with polo with future fixtures planned. Thanks to Peter Hobby and his team for managing this. The fees for the open sessions at Ferndown Pool have been increased to £4 following concerns that the pool was not covering its costs.
4. Proposed realignment of PHCC CIO AGM procedure. Steve Hills explained the proposed changes to the PHCC AGM process, which would see future AGMs taking place in March instead of October. This would mean that activity reports and financial statements will be reporting on the previous year making them far more relevant to the meeting. Following the meeting in March The Charity Commission Return can then be completed.
5. Treasurers report 2016. The 2016 Financial Report prepared by Ashley and Sharon Rogers was put to the membership which had been previously circulated (SOA1) to members for approval. These were the accounts until December 2016. The accounts have been independently examined by Diane Hudson Accountancy Ltd and approved. Steve Hills briefly took members through the report and answered questions therefrom**,** a copy of the report and independent examination are available on request. Bill Jaggs proposed that the members approve the accounts seconded by Vivien Nicholls. There were no further questions and the accounts were approved. A vote of thanks was recorded to Ashley and Sharon Rogers for their sterling work over the past few years. An e mail has already been sent by Trustees.
6. Treasurers Update 2017 – David Haselden Updated the Meeting on the current financial position of the CIO. A copy of the financial update is available on request. David will be standing down as interim Treasurer at the AGM and Mike Holgate has offered to stand as Treasurer for the longer term. It was agreed that the Club is in a sound financial position moving forward and the Trustees are looking at ways of investing in club equipment at all three venues. Grant funding is also being sought to facilitate this. At the present time, there are no plans to increase membership or training fees for 2018. A full report for 2017 will be given at the March AGM.

Matters arising from Financial Report. Malcolm Acreman suggested that we increase the reserve fund held in the Monmouth Building Society to set aside funds for when we need them. **Trustees to consider this.**

Susan Tapper raised the question of showers and toilets in the changing rooms, asking if Trustees could revisit this and suggested a minimum of one toilet and one shower in each would be sufficient. Fraser Ely mentioned that Stephanie Roberts legacy makes provision for this. Vince Boon suggested sending out an e mail to members giving details of what is involved costs/maintenance/cleaning etc. and asking for their opinion on the subject. Fraser Ely mentioned that he thinks there are future plans to refurbish the car park toilets.

**Trustees to consider this.**

The members survey was mentioned and **Luke Chamberlain agreed to put a copy on the Clubs Website.**

1. Re-election of 3 existing Trustees- By rotation Steve Hills, Jenni Dennett and Paulette Hills, were re-elected as Trustees.
2. Election of 5 new Trustees appointed since October 2016 – Fraser Ely, Keith Wright, William Jaggs, Luke Chamberlain and Adrian Oates were elected as Trustees.
3. Nomination of 2 new Trustees – Jasper Wells and Mike Holgate were elected as new Trustees.

Peter Hobby was thanked for his hard work as a Trustee and Junior Representative also for his work leading the new paddler sessions. David Haselden was thanked for taking on the interim role of Treasurer. Steve Hills was thanked for taking on the role of Acting Chair, Paulette Hills was thanked for her role as Secretary, the meeting was advised that we now have a vacancy for a Secretary. All the Trustees were thanked individually for the contribution they make to the smooth running of the club.

1. 2017 Activity Reports followed by Q and A session (copies of all reports are available on request from the Secretary)

10.1 – Membership Report presented by Andy Coomes.

Questions arising – Rose Purkiss asked about churn. Not many people join for a year only, there seems to be a churn of about 100 members per year, most people join for a year or more. It is very difficult to gain information on why people don’t renew. Luke Chamberlain said that he had tried to gather this information and had no response.

Pay Pal was suggested as a means of making payments. This however comes at a cost, but there are charitable rates and commercial rates. Web collect also has a payment facility. **Trustees will look at this.**

Helen Garner raised an issue with website, this was quickly discussed and Bill Richmond was able to direct Helen through the site and all was made clear.

10.2 – Training Report including Lake Pier Update presented by Steve Hills.

Questions arising – The questions of a lack of coaches was raised. Bill Jaggs suggested that the club buys in assessors to support 4-star training. It was suggested by Helen Conyers and Rose Purkiss that it is better to provide financial support for trainee coaches and leaders to travel to other parts of the country to train at over venues and with other coaches as they have done. Steve Hills intends to put together a training programme for coaches in the new year so if there are any aspirant coaches or leaders then please get in touch with him.

New paddler sessions are a great way of introducing new members to the club and feed well into one star courses. Andy Coomes also said that they give him a clear pathway for new members. Peter Hobby was again thanked. Trustees are now looking for someone to take over these sessions. Vivien Nicholls suggested that these sessions could move to the pool in the winter, either on a Wednesday evening or on the second Friday of each month. Vivien was willing to perhaps organise this. **Training Officer to work with Viv on this suggestion.** Malcom Acreman proposed a vote of thanks to Steve Hills for all his hard work.

10.3 – Riverside and Marathon Racing Report presented by Bill Jaggs.

Questions arising – Vince Boon asked that club leaders and coaches consider using Riverside when paddles are cancelled.

Bill mentioned the very sad news that Alex Burnside is once again fighting cancer, the meeting wished him well in his recovery. It was also mentioned that DDU would welcome support from coaches, leaders and experienced paddlers to help them with their work. Contact Bill Jaggs in the first instance if you are interested in helping. Malcom Acreman offered his support.

10.4 – Junior Update presented by Peter Hobby.

Questions arising – A vote of thanks was given to all the junior coaching team. Jasper Wells was welcomed as a Trustee and Junior Representative for the club.

10.5 – Annual Race Day presented by Andy Coomes.

Questions arising – Andy Coomes was thanked for his hard work organising the day which unfortunately was cancelled. Trustees are now looking for someone to organise next year’s race as Andy wishes to stand down. He is happy to support whoever takes on the role.

Allen Westerby wished to thank all those who made our French visitors welcome during the weekend. Thanks to Allen Westerby for organising this.

1. AOB

Car Park Charges – Fraser informed members that a review is due to take place over the winter and that he will pursue this. Permits are still an issue and he will endeavour to make some progress with this too. Notices to be put up reminding member to buy a parking ticket, as recently fines have been handed out! **Quarter Master to action this**.

The cost of course fees have been raised by a member and it was felt that fees should not be seen as a means of raising income for the club. It was feared that fees might deter people on lower incomes from pursuing the sport. It was emphasised that our training and courses provide great value for money, however, this was not the main issue. It was suggested that training could be included in membership, but concerns were raised that this could lead to members joining for one year just to get free training and this could lead to a lack of commitment. Steve Hills agreed that some confusion arose when he tried to detach 2 star assessments from courses. He acknowledged that he had not communicated this well and this would be rectified for the 2018 season.

It was suggested that the solution to this could be to offer places for members on lower incomes. Adrian Oates explained a scheme that Trustees are currently investigating where potential new members on low incomes could be offered a discount on membership.

Bursaries were also discussed and this was thought to be a very good way of supporting people on low incomes. Bursaries could also be offered to coaches.

BC are currently reviewing all star courses, so this could have a positive impact on costs should they decide to split the 2 star in to discipline specific modules, making the courses much shorter. **Trustees to discuss this.**

The question of members being able to buy boats in instalments was mentioned, but as PHCC is a Charity this was not thought to be possible.

Bill Richmond promoted his highly successful photo competition and annual calendar, wearing a very snazzy t shirt. He asked members to order the new calendar as funds raised go towards club funds. Bill Richmond was thanked for his hard work throughout the year promoting our club.

Meeting Closed 9:15pm (?)

Members were invited to socialise and make merry with drinks and free nibbles. The Quiz that Allen Westerby kindly organised was held over to another day.