**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 10th January 2017 7pm**

**The Labour Club**

Apologies: Ian Mercer

Persons Present: Mark Taylor Chair (MT), Paulette Hills (Secretary) (PHi); Steve Hills (SH); Jenni Dennett (JD); Sally Crawford (SC); Luke Chamberlain (LC); Adrian Oates (AO); Frazer Ely (FE)

Approval of minutes: Minutes of 1st December 2016 approved and will be put on the club website.

Matters arising: non.

1. Car Parking

Frazer Ely very kindly attended the meeting to explain our current situation. He was thanked by the Trustees for his hard work in getting us to this point. FE thanked SC and JC for their input. FE is now wanting to know where Trustees would like to take this:

In FE’s view the Council is in disarray and is cash grabbing. Car parking schemes are historically inefficient. In a recent conversation with a Councillor FE was told that they are rushing this through before the proposed merger. Eight toilets are also due to close, but not currently Lake Pier. FE suggested that there are 3 options:

1. To give up and accept the inevitable.
2. To fight on and focus on the Councils wrong doings.
3. To make a deal with the Council.

If we fight it, we need to focus on the council’s wrong doings and to follow a legal course to stop the money raising policy through parking by approaching the ombudsman. SC said that the ombudsmen has no powers and that by pursuing the council we are cutting off good will. FE suggested then that we could negotiate with Chris Dear and Jan Hill for permits. The proposal is that permits will cost £40 but volunteers would still have to buy one for the times when they are not volunteering. Yellow lines are also due to be placed in the surrounding streets. One option is that we could ask for half price permits. These matters were discussed and it was agreed that **FE should proceed with the following:**

* **To approach Jan Hill to progress our negotiations**
* **Talk to other groups to keep in touch and feedback to next meeting**
* **To challenge the parking order and decide on what grounds.**
* **To form a sub group with Bill Richmond and 1 other**

2. Finance

Ashley Rogers was not able to attend so a discussion regarding end of year accounts was postponed until February. Trustees thanked Ashley for all his hard work preparing the accounts.

3. Membership

3.1 MT opened the discussion regarding membership. Trustees thanked SH and PHi for their work preparing 3 membership options for discussion. A constructive discussion was held looking at the pros and cons of each option. AR had also been consulted prior to the meeting and his views were fed in. Trustees agreed that there should be incentives to pay early to ensure adequate cash flow at the start of the season to encourage people to pay on time and the introduction of a joining fee for new members.

It was agreed that:

* Single membership would rise from £39 to £49
* Family membership would rise from £59 to £71 (2 adults plus 2 under 21)
* Junior membership would rise from £20 to £26
* There will be a joining fee of £20 for new members
* Early payment incentives for paying before the 1st April, single £46, family £67, Junior £24
* Payments between 1st April and 30th April full membership fee due
* If payment is not received by 30th April, then the £20 joining fee will be added.

**LC to put this information into the next newsletter, PHi to circulate as an e mail.**

3.2 Membership Survey – LC gave an explanation of how the data gathered from the survey could be used. Trustees thanked LC for his hard work. He circulated examples of how the data could be shown. SH asked if we could include more directed questions and he and LC agreed to look at this. **LC to aim to put the survey in April Newsletter and to put a note in the January newsletter that the survey is being produced.**

4. Training

4.1 SH presented his training report to trustees who thanked him for his work on this. A discussion was held about the various training needs within the club. SH emphasised the need to get coaches on board and is in communication with John Purse to invite him to come and speak to coaches about the new update requirements as these have been tighttend up. SH also in discussion with Paul Hurrell at WOEC regarding and Level 2 course (£2450?) for those coaches wanting to progress to this level. Paul can run a course for 12 potential coaches and the club could open this up to others and charge a fee. Any money raised could subsidise active coaches. SH emphasised that it was crucial that PHo new paddler sessions feed directly into 1 star courses and PHo stressed the need for coaches to be present at these sessions to give continuity for new members. SH given approval by Trustees to proceed with his plans.

**Once finalised the new training plan to be put on web collect but also circulated by email and on notice boards at the club and at Riverside as not everyone finds web collect very user friendly.**

Lake Pier open day (8th April) will be advertised in advance **AO to assist PHi with this.**

4.2 Ferndown Pool – MT asked the Trustees what had been agreed, he agreed to investigate and feed back.

5. Juniors Update

Pho gave a comprehensive review of the Junior section (notes attached).

6. Grant Updates

* Sport England – Decision in March
* Co-op grant for table and chairs for Boathouse has been submitted
* Talbot Village Trust – SC explained that the remit for this application is that it must revolve around teaching equipment, particularly Juniors so a bell boat, smaller boats and a lighter weight Canadian would fit that. **PHo to send images of Bell Boats and polo equipment to SC. JD to send a link for a light weight Canadian and small volume general purpose boats, spray decks and paddles.**
* Cooper Dean – remit is about repetitive expenditure and must be charitable for example coaching**. SC to put together a bid in the next month.**  **SH to provide information on coaching costs.**

7. PHCC CIO Management Structure

SC explained the need for a new structure and a constructive discussion took place. AO provided a large map showing the proposed new structure. It was decided that a meeting should be held to try to put some shape to the proposals and to invite members to take part. **Meeting to be held on Monday 30th January 2017 at 7:30 pm in the Boathouse.** It was suggested that we invite:

Hugh Marsden; Andy Coomes; Ashley Rogers; Bill Richmond; Allen Westerby; Alan Trevarton; Anne Levitt, Rose Purkiss.

**PHi to send e mail inviting these members to attend meeting.**

8. Riverside Activate Proposals

A report by Bill Jaggs was circulated to trustees for approval. It was confirmed that Activiate were not providing any funding this year but were prepared to help with advertising. Approval given.

9. Newsletter

The newsletter was discussed and **LC and PHi agreed to work together to produce something in the next two weeks.**

10. Boathouse Update SH

* Sewage Tank – Following a site meeting the plan is to empty the tank and to strengthen it, **date to be decided SH to initiate.**
* Second water meter – **SH to investigate cost.**

AOB

* £1 charge at Lake Pier was discussed, is was agreed to charge a voluntary contribution at Lake Pier on Wednesday evenings starting in April. **LC to put this in newsletter together with Membership fee increases.**
* JD requested help with changes to the racking at Lake Pier, tubes and fittings are required.
* It was acknowledged that a £1 charge is now being made on Thursday evenings at Lake Pier.
* SH proposed a vote of thanks for MT for all his hard work as acting Chairperson over the past few months.
* AO informed trustee his welfare officer training is going ahead and that he should be fully qualified by the end of January.

**Next Meetings: \*\* *Monday 30th* January Boathouse, Tuesday 7th February, Tuesday 7th March, Tuesday 4th April.**

**\*\* See minutes attached below**

**NOTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 30th January 2017 7:30 pm**

**The Boathouse**

Apologies:

Persons Present: Mark Taylor Chair (MT), Paulette Hills (Secretary) (PHi); Steve Hills (SH); Jenni Dennett (JD); Sally Crawford (SC); Luke Chamberlain (LC); Adrian Oates (AO); Andy Coomes (AC); Allen Westerby (AW).

Membership Fees

New Membership Fee Structure was discussed and agreed, the Treasure had been consulted and was happy with the new structure. It was agreed to incorporate an early bird incentive but not to apply a joining fee as this was thought to be unnecessary.

New Membership Fees

Membership Type Membership Fee *Early Bird Discount if paid before 31/03/17*

Individual £49 £46

Family (2 adults + £71 £67

2 chn under 18 or in full time Ed.)

Junior £26 £23

Membership fees from 1st October to 31st March (2/3 of full membership)

Individual £33

Family £47

Juniors £17

This now needs to be circulated to members as soon as possible (SH to meet with IT team to implement this). Chair to circulate to members.

PHCC CIO New Management Structure

New management structure was discussed and it was agreed that changes needed to be made to clarify roles and to encourage members to get involved.

PHi put forward a suggestion for a way forward. This was based on MT, PHo and SC original plans and the plan proposed by AO, also the suggestions made by JD regarding departments. The proposal was well received and seen as a workable solution and a good starting point for change. It was agreed that it formed the basis for further discussion next meeting. MT suggested that we now need to establish boundaries within each department such as financial limitations. **This will be discussed at the next trustee meeting.** SC asked that AC seek a representative from Ferndown to lead the Ferndown team. MT to seek a representative (Trustee) from Riverside.

MT reiterated the need to recruit and reminded trustees of the list circulated by PHi in December, **Trustee/Team Leaders now asked to review their teams and think about who might be willing to stand as a Trustee now that the roles are more defined and that the workload would be much less**. We could appoint Trustees without a role to support. They were also asked to think about job descriptions although AC pointed out that this had been unsuccessfully tried before.

The EGM was again discussed and SH asked whether it was necessary. SC reiterated that a EGM was not necessary to raise membership fees, although AC still contested this. PHi suggested that since the only two new Trustee appointments, LC and AO had been well received by the membership, was an EGM and all the extra work associated with it necessary. PHi felt that we had far more important things to focus on such as training and providing for our members. It was agreed not to hold an EGM at this time. A brief discussion also took place about how we manage potential new Trustee appointments and whether we should make the AGM more of an event. These two points will be discussed at later meetings.

PHi advised the Trustees that she would be stepping down as Secretary when suitable arrangements were made. A discussion took place about how the role could be divided into three parts and was not necessarily a Trustee role. PHi to continue in post for the time being but is keen to develop her new role. Will think about how to recruit for this post. **This will be discussed at the next meeting with the possibility of paying someone to take minutes and put the Agenda together. Tax and payroll implications were discussed.**

AOB

The Coaches meeting was briefly discussed and SH talked about incentives for coaches. It was agreed that the incentives in place were sufficient for the time being.

MT confirmed that this would be his last meeting as a Trustee and Chair and was thanked for his contributions. SH offered to act as Chair until October and AO seconded this. This was accepted by the Trustees.

Fund raising was briefly discussed and SC said that she was not able to move forward with grant applications without the information she had previously requested. **SH and JD to provide this information urgently.**

AC mentioned the need to advertise and the possibility of a paper web collect form**. LC to talk to Jasper Wells regarding joining the team?**

**Next Meetings: Tuesday 7th February 7:30 pm Labour Club, Monday 6th March (note change due to boathouse availability), Monday 3rd April, Monday 8th May; Monday 5th June.**