**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

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

**The Yachtsman (Labour Club now charging £10 per hour)**

Apologies: Peter Hobby, Sally Crawford.

Persons Present: Steve Hills (SH) Acting Chair; Paulette Hills (Secretary) (PHi); Jenni Dennett (JD); Luke Chamberlain (LC); Adrian Oates (AO); Ian Mercer (IM).

Approval of minutes: Minutes of 10th January 2017 and 30th January 2017 approved and will be put on the club website.

Matters arising: Modifications to Charity Commission Website to record the resignation of Mark Taylor as Chair and the addition of Steve Hills as acting Chair.

1. Finance

1.1 Financial Update and end of year accounts. SH gave a detailed explanation of how the accounts were set out. Individual items were discussed and explained. Riverside accounting was discussed and it was agreed that further discussion with Bill Jaggs about Riverside spending was needed.

Boathouse ventilation was discussed, using some of the remaining money from Steph Roberts donation. IM explained that he and AR had discussed this at length and at the time the decision was put off. **IM will speak again to AR about producing more detailed plan.** Grant funding was discussed and it was agreed that if we are lucky enough to be able to purchase new kit then older items should be disposed of. This would have the effect of reducing maintenance costs.

The Ferndown racking grant of £400 was discussed. JD explained that the racks are breaking. IM suggested that plastic racking would be suitable rather than the expensive metal frame previously quoted. **JD and the maintenance team to look at this. IM to look at plastic solutions. IM/JD to progress this.**

British Canoeing affiliation was discussed, **PHi agreed to bring a full breakdown to the next Trustees meeting as the data is due at the end of March.**

The Web Collect fee was discussed, £250, good value but must work for members.

Coaching expenses were discussed, they were no clearly visible within the accounts. **SH to talk to AR with a view to adding an extra line in the accounts as currently no sum of money is allocated for this.**

SH asked that Trustees familiarise themselves with the accounts prior to our next meeting on 6th March.

1.2 Ferndown Pool Fees. It was noted that Andy Coomes has applied an increase and that no further discussion was necessary. Rolling courses for the rest of the season are now almost full. Thanks to Ashley for his efforts here.

2. CIO Management Structure

2.1 AO produced a chart showing how the new structure could look. PHi informed Trustees that following discussions Keith Wright an active member of the club and a volunteer in JD maintenance team has agreed to become a Trustee. Keith’s appointment was approved by the Trustees. **PHi will process his application and provide him with a copy of the Constitution and a copy of the most recent statement of accounts.**  Further discussions took place regarding the new structure, all Trustees were asked to consider who might fill the vacancies and to consider who they might approach. **Trustees were asked to give this serious consideration and to feed back at the next meeting.** A broad outline of the structure is shown below, each Trustee is responsible for a department. The aim being that each Trustee is only responsible for one department within the club, so lessening the load. There are also stand alone Trustees.

T1 – Acting Chair, Steve Hills. Adrian Oates was proposed and approved as Vice Chair

T2 – Welfare Officer, Adrian Oates deputy Mark Taylor

T3 –Finance and fundraising, currently vacant, Trustees asked to consider who we might approach to fill the Treasurers role.

T4 – Lake Pier, Jenni Dennett and team including Keith Wright who is a Trustee

T5 – Membership, Ian Mercer and Andy Coomes

T6 – Events and Volunteers, Paulette Hills and team

T7 – Media, Luke Chamberlain and team

T8 – Ferndown Pool, currently vacant

T9 – Training, Steve Hills and team. Technical advisor role added to this team, SH in discussions regarding this role.

T10- Frazer Ely

T11- Juniors, Peter Hobby and team

T12- Riverside, currently vacant

CIO Admin – Reporting to Trustees Paulette Hills, replacement to be sought.

The admin role was discussed and PHi agreed to continue in the role until a replacement was sought.

For personal reasons Sally Crawford has unfortunately had to step down as a Trustee. The Trustees thanked Sally and John for their support over the last few years.

The Clubs Constitution and the annual report are available on the website.

2.2 Trustee Financial Boundaries. Trustees discussed and approved a £50 limit on spending before approval was needed. It was agreed to run this for a few months and to see how it works.

2.3 Recruitment was discussed as above.

3. Training

3.1 SH updated Trustees on what was a successful and well attended coaches meeting. AO raised the question of current coach cover and risk assessments, SH advised Trustees that he was in discussions with Darren Sherwood with a view to appointing a technical assessor to resolve this.

SUP Support Module – SH planning to organised a 2 day course in March led by Darren Sherwood, the cost would be a reduced rate of£125 per person. Maximum 8 people, available to active club coaches or coaches who require updating as this course validates coaches for 3 years.

3.2 Mitigating Risk. SH is also in discussions with Darren about providing Paddlesport Leader Training and rolling this out as a prerequisite for all coaches and leaders. Also talking to him about a technical assessor role. **SH will provide a further update on this via e mail and at the next meeting**.

The questions of junior coaching was raised and SH agreed that special consideration will need to be given to this and he will work with the Junior team to ensure that this happens.

It was agreed that coach development should be shown in the accounts and a figure of something in the region of £3000 pa should be allocated to this. **SH to talk to AR about this.**

4. Membership

4.1 Membership Survey. LC updated Trustees on his progress. SH asked that he include questions about the usability of Web Collect and that we ask members about their training needs. Questions about weekend paddles might also be useful. **LC agreed to have something ready within a week and distribution could be before the end of February.**

5. Boathouse Update

5.1 Sewage tank. The installation company are currently saying that the problem is not theirs. However, SH explained the problem and various solutions were discussed. SH has agreed with MPC that they will send a quote for the repairs. Once this is received further discussions will take place. A second water meter was again discussed, SH yet to action this. **JD agreed to ask Mark Corani to install a meter to both hose pipe connections**

The electrician has now agreed to repair the ring main upstairs and agrees that it should have been 32 not 16 amp. Electrician will replace the broken section and any charges be discussed. **JD will deal with this.** JD explained that the lights were now all working well. **IM explained how the ventilation will be installed IM and AR to action this.**

Storage of member’s boats. JD explained that the Chandlers have now been given permission to store 2 boats. Although not members for a year, Mr Chandler as a former councillor worked hard on our behalf over the car parking campaign and would be treated as a special case. E mails have also been sent to Mark Taylor, Rose Purkiss, Richard Hancock, Wendy Vickery. **George Cherry needs a key fob!**

**Boat storage renewals, JD to send reminder e mail with bank account details before 1st April 2017.**

AOB

* New Membership fees will be circulated to membership this week, although new rates are on Web Collect and members are already paying.
* Car Parking. Frazer and his team were thanked for all their hard work. **SH to speak to FE to tell him that Trustees are not willing to sanction the prepayment of permits or to give access to our membership data base. FE to continue to negotiate the club’s behalf.**
* Newsletter. Trustees were asked to provide LC with any copy by the middle of March. **LC will send an e mail early March asking members for copy.**
* Purbeck Outdoors Week (POW) 15/16/17th September 2017. PHi to meet with Jason Haiseldon from POW with the possibility the PHCC could be involved in the festival. **Will feed back to Trustees when more is known.**
* Grant updates. No more news.
* Maritime Festival. No volunteers came forward so it might be the case that we have to miss this, we cannot do everything!
* **JD to print copy of new membership fees and put on notice board at Lake Pier.**
* **Photographs and paintings are to go up in boathouse, JD to action this.**
* **Bank Authorisations, AO to be put on the list of authorising Trustees**

**Meeting closed (2 hours and 10 minutes – Sally would be proud!)**

**Next Meetings: The Labour Club now charge £10 per hour so meetings will now be on Mondays. Monday 6th March; Monday 3rd April, Monday 8th May Chaired by AO, Monday 5th June, Chaired by AO, Monday 3rd July.**