**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 8th May 2017 7:30pm - The Boathouse**

Apologies: Steve Hills (SH), Paulette Hills (PHi), David Haselden (DH), Peter Hobby (PHo)

Persons Present: Adrian Oates (AO) Acting Chair; Jenni Dennett (JD); Ian Mercer (IM); Luke Chamberlain (LC); Keith Wright (KW); Frazer Ely (FE); Bill Jaggs (BJ).

Meeting started at 19:45

Approval of minutes: Minutes of 4th April 2017 approved and will be put on the club website. An email will be sent out by Bill Richmond when this is done.

Matters arising:

* JD has spoken to Mark Corani and a price of £90 has been quoted to fit the water meter, which can be installed during a Wednesday night session, **JD given approval to proceed.**
* PHo is in ongoing conversations with Andy Coomes about polo. **Ongoing discussions.**
* Further changes have been made to the management structure and the chart updated accordingly – a final decision is needed regarding DH’s future role before printing and lamination. **SH to advise AO of outcome.**
* **JD still working on key fobs.**
* Sewage Tank – Paul O’Shea is going to get a technical report written that we can attach to a legal letter that we send to MPC in an attempt to get them to respond under warranty. **AO to speak to John Crawford about this on receipt of the report.**
* Paper copies of the newsletter have all gone, but the consensus was that the £3 donation may have been overlooked. It was felt to be worth continuing to produce them, but **LC to place a “Please read and leave, or pay £2 to cover costs” strap line on the front cover**.
* Allen Westerby has not made any formal plans to involve PHCC in the Maritime Festival, but the consensus was that some involvement was necessary. **FE agreed to look into and arrange a paddle down to the event at the very least.**
* **PHi to send letters of thanks to Sally and John, Mark and George Cherry – Carry forward to July meeting.**
* GP Kayaks – JD has identified suitable boats as previously agreed and these are being ordered this week.
* Contents insurance has been renewed and paid.
* BJ and Mark Taylor fed back by email, following the Dreamboats Committee meeting in April. **BJ to feedback on this month’s meeting this Thursday.**
* **JD to organise a working party to purchase and apply sealant to external cladding over summer/autumn.**
* Andy Coomes has confirmed that he will organise the Harbour Race Day.

1. Finance

David Haselden emailed SH & Phi on 5th May, saying that work opportunities meant he wouldn’t be able to fully commit to the Treasurer role. Ashley Rogers has confirmed that he is unable to continue as Treasurer beyond 30th June. All trustees were asked to seriously consider any potential candidates for this key role, or suggest alternative solutions. The only options tabled were to recruit and pay an external bookkeeper or to mass email the membership. **~~AO agreed to word a mass email, to be proof read by IM and FE before sending~~ – information received after the meeting confirms that DH will be operating as Treasurer for the next few months at least, email cancelled.**

1.1 Cash flow forecast for May was discussed. It was noted that membership income had come in very strongly and it was now key that we engage members in club activities and paddles.

Expense items allocated for May but unlikely to happen this month:

* + LP pumping station work £1696
	+ Boat House maintenance £2221
	+ Ferndown racking £400
	+ Riverside rent and utilities £250
	+ Riverside grant £125

1.2 Membership by category stands at:

Senior 154

Junior 11

Family 86

2. Boathouse Update

2.1 JD reported that she had identified the new ‘general purpose’ kayaks that she wished to purchase and that she was able to source three within the previously agreed budget. It was agreed that JD would go ahead and order 2 x medium and 1 x large (different colours on the sizes for easy identification). **JD also reported that she was aware of a Dynamo coming up for sale privately and asked if the club would be interested. It was agreed that JD would investigate the cost, spec and condition and report back.**

2.2 JD reported that she had secured sponsorship from her employer for new polo helmets and faceguards, which would feature the Connect Storage Systems logo on the back. It was suggested that there was a sponsorship opportunity to fund new polo boats (which are needed) and that **JD /LC would put something into the next newsletter to generate some interest.**

2.3 JD reported that she had researched replacement spray decks for use at Ferndown pool - it was unanimously agreed that neoprene with Velcro fastening was the better investment and that **JD would proceed with the ordering of 5 (£275), plus 2 pairs of aluminium kayak trestles for use at Lake Pier (£60).**

2.4 JD confirmed that following IM installing the ventilation fans, we had a quote for £420+VAT to complete the electrical connections and supply sufficient knuckles for the kayak racking system to install another tier. **JD to supply a copy of the quote by email, but go ahead was given to proceed with this work.**

2.5 The water meter installation has been costed at £90 and authorisation was given to proceed with its installation.

2.6 Sewage Tank – Paul O’Shea is going to get a technical report written that we can attach to a legal letter that we can then send to MPC in an attempt to get them to respond under warranty. **AO to speak to John Crawford about this on receipt of the report.**

3. Riverside/Junior Update

3.1 PHo submitted a Junior Budget proposal in advance of the meeting and this was discussed. It was unanimously felt that in principle it was a good idea, but that it would not be appropriate to agree to this without the input of SH and the new Treasurer. **To be reviewed at the July meeting.**

3.2 PHo submitted proposals to buy Slalom and Sprint kayaks, to widen the disciplines we can cater for. It was unanimously agreed that we hadn’t any boats suitable for slalom and that there was considerable experience in the club for this discipline. It was agreed that **PHo could proceed with the purchase of a slalom kayak to the maximum value of £250 providing it had been seen and confirmed as fit for purpose in advance**. The trustees could not commit to the full value PHo had requested at this juncture. The trustees discussed the Sprint kayak proposal but there was confusion as to exactly what PHo was after and as such no decision was made. **PHo to provide a more detailed proposal or brief BJ on the proposal so that future discussions can be held.**

3.3 BJ submitted an update report at the meeting, containing a number of action proposals:

* Sincere thanks to Selwyn Richards for organising the Riverside Sprint and WWR Race on 29th April. **BJ to draft a letter of thanks for AO to send.**
* Thanks to Activate Coast & Countryside Team and Dreamboats for their involvement and support for the Riverside Open Day. **BJ to draft a letter of thanks to both.**
* BJ explained that we were due a share of the income from refreshment sales (approx. £35) on the Open Day, but tabled a proposal that we should gift this back to Dreamboats, as a donation towards the cost of the bench that Dreamboats have had installed at Riverside. This was unanimously agreed and **BJ to liaise with Dreamboats regarding this.**

4. Club Mark Folder

4.1 The club’s Club Mark folder has been located and is currently residing with AO. BJ and PHo have a meeting booked in to discuss and progress the Development Plan for the club and PHo will look to update the Club Mark file off the back of this Development Plan, in conjunction with James Hinves from British Canoeing. **BJ/PHo to report back to the trustees as progress is made.**

5. New Paddler Sessions

5.1 AO spoke to PHo regarding the new paddler sessions, following the cancelled session in April (firstly due to a clash with the Riverside Open Day, but totally negated by the inappropriate weather conditions). PHo has confirmed that all future dates for this year are firmly in the diary. PHo also confirmed that he will not be running these sessions beyond this year.

6. Juniors

6.1 A long term strategy is needed to increase the engagement opportunities with Juniors. The current structure is operating very well and providing strong and consistent development for attendees, but there are other members who would like to engage, without the full commitment of the current structure. It was agreed that IM would send out a reminder email to the membership, encouraging juniors with paddling family support to attend ‘family friendly’ Wednesday evenings and to Riverside on Saturday mornings **IM sent this email during the meeting. It was also agreed that LC would include this information in the next newsletter.**

7. Membership

7.1 A question had been raised regarding the number of people (721) we have accessing our (closed) Facebook page and the fact that this bears no resemblance to the number of members we have. Should we have a deep clean/cull? This was discussed, but the group felt that a lot of the additional people viewing the page were extended family members, friends, business partners of the club and people who had an interest in possibly joining the club. To remove all of these from the Facebook group would limit the promotion of what we do and potentially impact on membership adversely. It was agreed that the current management of the page was working well and no changes would be made.

7.2 The email system cull has been completed and now reflects only current members.

8. Car Parking & Online Payments

8.1 FE and his team have continued to put pressure on BoP regarding this matter, but this week two meters were installed at Lake Pier. FE distributed a letter he had received regarding the matter and it seems we have been served a ‘fait accompli’ unless we wish to instruct an experienced legal professional to continue the fight – FE believes that the council are on dodgy ground legally, but the time and cost of a battle would be extreme. It was agreed that the best way forward was negotiation and that this negotiation needed to be perceived as fair, collaborative and long term. **FE agreed to set up an urgent meeting with Cllr Mellor and other parties at the Boat House (preferably) to begin negotiations – the car parking team and trustees should endeavour to attend subject to availability.**FE also identified that once the car park charges were in effect, that parking on the grass verges of the approach road and potentially on the grass behind the Boat House would almost certainly occur. **It was agreed that IM would look into the feasibility of installing removable bollards across this section, to protect the grass.**

8.2 FE submitted a proposal regarding buying into a ‘bolt on’ for WebCollect, to allow members to make on-line payments to the club. There are a couple of options and the group discussed these. The conclusion of the discussion was that despite the additional operating cost, PayPal would be the preferred option, due to the simplicity and brand reputation. It was agreed that the relatively small costs (70p charge on an adult membership) would need to be absorbed by the club, and represented a minor drop in income when compared with our ‘early bird’ discounts. The simplicity may also encourage new members to feel more comfortable joining us, potentially increasing membership and income. **It was unanimously agreed that seamless transactions were the way forward, but that no decision would be made until the Treasurer role had been fully clarified/resolved.**

9. Newsletter

9.1 The paper newsletters that were printed and placed at both Lake Pier and Riverside have all gone, but it is unclear how many were actually paid for. There is clearly a demand and it was proposed that on the next issue we include a front cover strapline, along the lines of “Please read and leave, or pay £2 towards printing costs” The price was dropped from £3 to £2 as it was perceived as better value and in light of increased membership costs, more likely to be donated. **LC to organise a similar print run for the next issue.**

10. Maritime Festival

10.1 AO spoke to Allen Westerby but he confirmed he has not made any formal plans to involve PHCC in the Maritime Festival. The consensus of the trustees was that some involvement was necessary, so **FE agreed to look into, liaise with Allen and arrange a paddle down to the event at the very least.**

**AOB**

* There have been continued misinformed and inaccurate comments from an ex-member of the club, regarding claims of ‘financial irregularities’ and ‘illegal appointment of trustees’. The trustees do not believe that the person in question is in possession of, nor understands the full facts, and has made a mis-interpretation of the club’s Constitution.

BJ has been in communication with Pat from Dreamboats (as she had been drawn into the comments), who has expressed her delight and support for the very strong relationship we have at Riverside, which is very encouraging.

**BJ is to contact Sally Crawford to confirm the defined length of a Trustee’s term in office, as this is not specified in the Constitution and should be. Once confirmed and as requested by the individual and as agreed with the Chair of Dreamboats, BJ will send an email confirming facts to the Chair of Dreamboats for forwarding to the individual.**In addition, there was a suggestion in conversation that Christchurch Water Sports will not work with PHCC, due to ‘irregularities’. This is an unacceptable position for the club to be in and clarification is needed to identify if this is an individual’s view, or the club’s. **AO to informally speak to Simon Rham at South Coast Canoes, as he is listed as the General Manager of CWS to ensure a future working relationship is not off the table between the two clubs.**
* A question was raised about clothing sales. JD confirmed that this was being managed by Neil Anderson, but maybe he requires further guidance and help with the promotion and advertising of the range available. **It was suggested that LC should request a newsletter article from Neil to promote our products in the next issue.**

Meeting Ended at 22:25

**Next Meeting Dates:

Monday 5th June,** Chaired by AO **Monday 3rd July
Monday 7th August
Monday 4th September.**