**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

**Dated 6th June 2016 Boathouse**

1. Apologies: Peter Hobby, Sharon Rogers, Ashley Rogers, Mark Taylor, Peter Cooper.

Persons Present:

Frazer Ely (Chair) FE; Paulette Hills (Secretary) PH; Steve Hills SH; John Crawford JC; Helen Conyers HT; Jenni Dennett JD; Tina Hayward; Ian Mercer.

1. Approval of minutes: no minutes were available for approval FE to circulate at a later date.
2. Matters arising: no matters arising.

Official Opening

Summary of discussions

* Lady Mayor arriving at 12:45
* Space to be coned off for her car
* Official opening 13:00
* Mass paddle 10:00-12:00
* Andy C to provide tables from dreamboats
* FE to get urns
* Extension leads from Mike H
* Approx. 50 cream teas plus cakes
* Wendy providing gluten free cakes
* PH to coordinate and send e mails to members for cakes and mugs, help with teas and car parking
* Committee to provide mugs and cakes let Tina know what you are brining
* HC to provide table coverings
* Tina to make sign for donations
* Draw to take place at 2:30 approx.
* PH to contact Mike H re PA system
* Tina to get ribbon
* HC and Hugh M to organise mass paddle
* Ian M to contact Bill R re photo display
* PH to contact Tristan Pascoe
* Meet Friday evening to set up
* PH contact Bill J re Riverside display
* FE to contact authorities regarding parking
* FE to contact Bournemouth Canoes regarding demo boats
* Committee decided not to invite South Coast Canoes to bring boats but to invite Simon Ramm to the opening.

Guest list

Mayor; George Cherry;

JC to invite: Jan Hill, Julie Taylor, Solicitor, John Curly, local councillors, 4 ward councillors, Pitchers, Adam Covell, JC and FE to discuss and invite other guests.

Signs

Prior to the meeting FE had circulated details of the sign to be displayed outside the boathouse. This was discussed and the Committee agreed that SH name should be on main sign.

FE to finalise order and sign to fitted this week.

FE to write to Councillors outlining our position regarding partnership.

Boathouse

Building Control

* SH has met with Mark Cook
* Certification completed but still no certificate received, this is needed to send to solicitors for lease to be signed
* All criteria met
* IM suggested that we keep masters somewhere safe and that copies to kept locally, SH to compile this.

Other matters

* Mirror and shelf in disabled toilet to be fitted
* Order needs to be placed for shower, SH to buy shower and talk to plumber.
* Disabled toilet needs painting and shower then to be fitted SH to discuss with IM
* Club clean up HC to send out e mail (18th/19th June)
* IM to complete racking by end of week, JD to provide mesh to protect cladding approx. cost 50 pounds per bay.
* Boat storage and use was discussed, JD to organise. Period of storage 1st April – 31st March 100 pounds per calendar year. One boat per person.
* Weekly security system checks to be built in to duty officer role AW to be asked to support with this
* Fire extinguishers SH to look at this

Membership

IM told committee that Bill R has amended the website. Membership is on track. AR to be asked to look at other forms of payment.

Training

IM reported that training is frustrating, and that commercial outlets are undercutting us.

Finance

* Should get refund from plumber
* SSE/Midbrook wait for invoices
* FE Adam Covel probably not going to charge and come off spreadsheet

Harbour Race

* FE to speak to Andy C and Bill J

AOB

* FE/PC to Speak to PL
* Future meeting discussed committee agreed to meet on Tuesday 5th July next month to help PH balance other commitments. Future meeting: Monday 1st August; Monday 5th September, AGM Wednesday 5th October in the Boathouse.