**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

**Dated 4th July 2016 Boathouse**

1. **Apologies:** Frazer Ely, Paulette Hills, Peter Cooper, Peter Hobby, Helen Conyers.

**Persons Present:**

 John Crawford , Steve Hills, Ashley Rogers, Jenni Dennett. Mark Taylor, Sharon Rogers, Andy Coomes.

1. **Approval of Minutes:** Minutes of June 6th 2016 meeting Approved.
2. **Matters Arising:**

 AR to look at other forms of payment:

Direct Debit/Standing Orders: AR having previous experience of managing DD/SO advised this was very expensive, and difficult to manage.

PayPal: 10p to W/C, 90p to PayPal. Average cost to club £1 per transaction.

Debit Card: 30p to W/C, 50p to Bank. Average cost to club 80p per transaction.

Credit Card:30p to W/C, £1.25 to Bank. Average cost to club £1.55 per transaction.

Debit/Credit Card use also has a £60 set-up fee.

IM & AR are happy with the current system, and will manage the few that are not confident with the on-line system. Members present agreed to leave the current procedure unchanged.

Training: AR could find no evidence of our courses being undercut by commercial outlets. Evidence given of local commercial providers. Discussion took place. It was agreed that we give a far higher standard of training than many providers and we need to sell these benefits to our membership. Empty Course training places need to be advertised to the whole membership, not just those on waiting lists, to maximise course income.

1. **Boathouse Opening:**

The opening event was very successful, though it was felt there was a lack of juniors in attendance.

Jenni - LP parents were not generally very supportive of weekend events.

Andy C – Riverside juniors were at a racing event.

Boathouse opening expenses due from Paulette, Monica, Bill R

1. **Finance:**

Stephanie Roberts very generous bequest of £10,000 has now been banked and the funds will be set aside for Phase 2 internal fit in line with her request.

Mrs Hills (snr) has very generously donated £50 to the project. AR has sent a thankyou letter.

Boathouse: Final payments have now been made to,

Purbeck Traction – Containers

Connect Storage Systems - Phase One

Elite Signs – Boathouse Signage

CSG – Alarms. (not including Fire Extinguishers & Maintenance)

Hamworthy Labour Club/British Heart Foundation £200 paid. AR has sent thank you letter.

OCA Membership Renewed. Jenni to circulate details of membership & usage to members.

Independent Examiners Report. Diane Hudson Accountancy has now signed off the 2015 accounts.

Honesty Box. 2014 takings £2,000. 2015 takings £1,600. For the first 6 months of this year we have taken £442. Boathouse Duty Officers to ensure that members are aware of the boat hire payment requirement.

It has been agreed £1 a paddle payment will be introduced at AGM and implemented in 2017 bringing LP in line with Riverside.

Boathouse/club operating costs will be discussed at August meeting.

1. **Harbour Race:**

Andy C. Present at meeting.

* Andy wishes to step down from organising the event and will not be present on the day this year. He has a comprehensive plan and documentation of how the event is run.
* We need a figurehead to generally oversee the event, do the briefing and presentation of prizes. Frazer was suggested for this role.
* Graham Wood – Checking & Results
* Bill Jaggs & Paul Levett – Safety - Safety plan done
* Paul Graham – Catering. With assistance of Tina H. and Wendy doing cakes.
* Notifications have gone out to:

Poole Council - Car parking

Harbour Commissioners Police

Brownsea Island

* The entry form has been done.
* Andy to put out a call for volunteers to help on the day. Also if there is someone within the club who would like to take over the running of the event in the future. Andy stressed that Riverside has very few senior paddlers and huge commitments already.
* It was agreed that The Boathouse should be used for race results team, presentation of awards & catering. BBQ outside on washdown area, tea & cakes etc upstairs.
* Andy will request power from The Zogolovitch’s for microphone etc.
* Jenni will advertise to juniors to see if there is any interest. But at present there is no plan to run a junior event, as there is no one to run it.
* The French should have this date already, AW to check when visiting.
* Bad Weather Plan – Keep the same date, but alter the route to suit.
1. **Boathouse:**

Water Leak: Has today been found and rectified by Whites. To date our usage is approx. £380.

AR has documentation to negotiate rebate with Wessex Water.

Ventilation/Extraction of changing rooms: Air Conditioning too expensive.

Toilets & Showers will have to have extraction operated by overrun on light switch (If installed) This will leave changing rooms with no means of ventilation. Discussed merits of leaving changing room walls open at the top to allow movement of air. This would then require secondary door to classroom to prevent noise. To be discussed further.

Drinks Preparation Area.

* We have had donated: Kitchen units, Sink, Taps, Worktop, Table & Chairs.
* Vince Boon is a kitchen fitter and is willing to fit this for free.
* We will need to supply Under sink water heater & waterproof flooring/Lino

It was felt that as this would be at minimal cost and of great benefit to the members, all agreed we should continue with this.

1. **Boats**

Peter Cooper has a Scorpio for sale and it was agreed to make an offer of £700.

Rossmore Leisure Centre have some boats which they wish to dispose of for free. It is thought that they would be suitable for rolling courses and polo at Ferndown pool, though they are not legal for competitive polo. Jenni & Richard L. to go and look at them.

1. **Fobs**

John to write ‘Responsibilities of Fob Holders’ policy

Fobs will initially be issued to –

Committee Members

Active Coaches

Trip Leaders

Boathouse Duty Officers

Members with Boat Storage

SH to put together a list of recipients.

A charge will be made for lost fobs.

It was agreed that ex. Committee members could retain their fobs in recognition of their commitment to the club.

AR to contact CSG for the price of replacement fobs, and to ask if they are waterproof.

1. **Boat Storage:**

We have set a criteria of:- Minimum 12 month membership. Active member. Circumstances.

At present the following have boats stored in The Boathouse. Frazer Ely, George Cherry, Peter Cooper, Monica. Linda Treay.

We have received requests from Matt Harrison who has been a member for 2 months, and Jo Taylor who has been a member for just 12 months, but has she been active?

Whilst we need to keep some empty slots for coaches when actively running sessions, the remainder should be advertised to the membership as agreed.

1. **A.O.B.**

**Polo**

To encourage ladies to get involved in polo, it was agreed to have a ladies only session for 30mins this month to see if there is any uptake.

Andy C. felt that we probably could not raise a team on a regular basis, but that we should support RL in his efforts to raise a team to compete in the Bristol competition. AC to Email membership.

 **Duty Rota**

Jenni to contact Sue Tapper with additional tasks to be undertaken when on duty

* Shut Windows
* Roller Shutter Doors
* Kit Trolley
* Clean Toilet/Shower Room
* Ensure Lights/ Taps turned off (including d/s toilet)
* Set Alarm.

**QM Team**

We need to engage a team of people with key skills who are willing to assist Jenni in her task as QM.

* Boat Maintenance
* Building Maintenance
* Cleaner

**Future Meetings**

* Monday 1st August
* Monday 5th September
* AGM \*Tuesday 4th October in The Boathouse \* **Note revised date**