**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

**(Individual Actions in Bold)**

**Dated 1st August 2016 Boathouse**

1. Apologies: Peter Hobby, Peter Cooper.

Persons Present:

Frazer Ely (Chair) FE; Paulette Hills (Secretary) PH; Ashley Rogers (Treasurer) AR; Sharon Rogers SR; Steve Hills SH; John Crawford JC; Helen Conyers HT; Jenni Dennett JD; Mark Taylor MT; Ian Mercer IM; Bill Jaggs BJ.

1. Approval of minutes: minutes of 4th July 2016 approved and will be put on the club website
2. Matters arising: Duty Officer task list to be updated, **Sue Tapper has been asked by JD to do this**; **SH to distribute Boathouse telephone number to membership 01202 675580**; PH has sent a thankyou note to Simon Ramm for the gift of a boat.
3. Finance
	1. Financial Review - AR had previously circulated an updated spreadsheet and invited questions from the committee. (see spreadsheet)
* AR clarified that the 19k spend included the 10k donation from Steph and was ring fenced for phase 2.
* New rent figure is now being paid on a pro rata basis.
* Boathouse cladding was discussed as a potential financial problem.
	+ The problem is not the responsibility of one person, but due to a number of factors.
	+ **JC to put together a legal letter to Midbrook and discuss with SH and FE.**
	+ **SH to obtain quotes to replace/repair cladding.**
	+ There is a possibility that we may repair the building ourselves.
	+ **SH to check technical data on fire resistance and circulate.**
	1. Operating Costs – It is not possible to change BT Contract as we are locked into a contract.

Call costs need to be monitored as they are very high.

A discussion was held about training:

* + Training income was identified as a problem, IM explained why the same pattern cannot be repeated each year.
	+ IM suggested that one of the problems was that there are only 10 active coaches, this was discussed and needs further committee time, but it was agreed that coaches who have received training support from the club should support the club in some way.
	+ PH suggested that it was preferable to retain a reasonable a membership fee and that training should be seen as a means of raising revenue.
	+ AR agreed that it was necessary for training revenue to increase in order to cover increased running costs of new Boathouse. IM recognised this shift in ethos.
	+ IM said that it was difficult to fill courses as there are now many outside providers.
	+ AR said that he could find no evidence that outside providers undercut us and that it was more a problem about availability.
	+ SH suggested the need for a more structured approach to courses and mentioned that the new paddler sessions could be followed by an organised on star course to capture the enthusiasm of those people**. IM to speak to PHo about this.**
	+ Facebook was discussed and it was suggested that it is not the best means of communicating with the membership as many members don’t use it. The mass e mail system is the preferred method of communicating with the membership. **JD to look at how we can remove posts from rival course providers.**
	+ FE has had some positive conversations with the Council with regard to coaching costs.
	+ £1 charge per session to be discussed further.
	+ IM suggested that other forms of income should be considered.
1. Riverside

 BJ updated the Committee on progress at Riverside. (see notes distributed at meeting) A wider debate is needed and future questions need to be answered regarding the development of the site. Wednesday night activities were not seen as conflicting with Lake Pier.

1. Harbour Race
	* A meeting was held last Thursday to discuss the event.
	* A meeting is to be held with the lifeguards 2 weeks before the event.
	* There is now a requirement for extensive risk assessments to be completed, these need to be circulated to Trustees in order for them to raise any issues.
	* Paul Levett has resigned as a Trustee but is happy to support the safety of the race.
	* Various scenarios were discussed and plans put in place. In the event of bad weather, a reduced race may be a backup before cancellation is considered.
	* Approximately 50 volunteers are needed to run the race, **PH to put this information in the Newsletter.**
	* Suggested to create a signup sheet to drum up support on Wednesday nights.
	* **BJ to speak to Andy Coomes regarding e mail and posters**.
2. Boathouse

7.1 The need for a QM Team was discussed as the role is too large for one person. **HC to send an e mail to membership asking for a team of people for this role. Also individuals who have shown an interest would be contacted.** It was hoped that this would support JD in this role.

7.2 Fob allocation was discussed, SH has circulated a list of Fob holders and this was approved by the Committee, **SH to go ahead and let those people know that a Fob is available for them**. **AR and SH agreed to purchased more Fobs for this purpose.** An agreement must be signed for this to happen and this would be actioned too.

7.3 Private members are now starting to pay for space in the Boathouse **AR to monitor this.**

7.4 **JD to put together a list of Boathouse protocols and circulate via mass e mail to membership including use of changing rooms and drinks preparation area when they are installed.**

7.5 Phase Two was discussed and how we spend Steph’s generous donation.

* It was discussed and agreed that we should continue with the completion of changing rooms and a drinks preparation area and HC felt that Steph would be very happy with this.
* PH mentioned that some members felt unable to use the new Boathouse and that the provision of these facilities would give them a comfortable place to change and somewhere to have a drink and chat afterwards.
* The installation of showers would need further discussion as to the feasibility due to water pressure and ventilation issues and cleaning considerations.
* The drinks preparation area was manoeuvred into a position that was agreed with the Committee, **SH to obtain a flooring quote by next week from Paul Frost** and **JD to contact Vince Boon who together with IM has agreed to fit the drinks preparation area**.
* **JD to obtain a quote from Connect Storage by next week for the construction of walls to create two changing rooms.**
* AR pointed out that when reviewing these quotes, we must always be mindful of potential cladding costs.
1. Parking Charges

8.1 FE provided the Committee with an update and the situation is improving. The formal complaint has been submitted and it seems unlikely that a decision will be made before the autumn.

8.2 FE has worked hard to form good relation with BoP and in particular certain Cabinet Counsellors, he will continue in this role.

9. Brownsea Swim

It is now a requirement for volunteers to sign up for this event in advance. Allen Westerby is organising a camping trip but has had little response to date.  **FE to communicate with membership to encourage participation**. **PH will include this in the newsletter and FE will contact Sue Tapper to encourage members on Wednesday nights.**

1. Committee Vacancies

FE and HC expressed their intensions to step down as Chairman and volunteer coordinator at the AGM, this now leaves us with 5 vacancies:

Chairman; Welfare Officer; Volunteer Coordinator, Safety Officer and Trustee (legal).

**PH was asked to draft an e mail advertising these vacancies to the membership**. This will be done in conjunction with a save the date e mail giving notice of the AGM. It was emphasised that taking on one of these roles should not be on a time served basis, but open to all. FE agreed to continue to communicate with other interested parties with regard to the parking charges.

It wasn’t discussed at the meeting but I will add it hear the Committees thanks to FE for all his dedicated service to PHCC throughout his time as Chariman, he has steered us through some challenging times.

1. Club Trips

AR raised the issue of trip leadership. Club trips were discussed and **SH agreed that we once again need to update our trip leader training, which he has agreed to do**. There was also a discussion about the 3rd Saturday paddle and who can lead it.

AOB

* Newsletters, **PH agreed to put together a Summer Newsletter**, to include:
	+ **An Introduction by FE**
	+ **Training update by IM**
	+ **Riverside update by BJ**
	+ **Juniors update by PHo**
	+ Harbour Race appeal for volunteers
	+ Regular dates and contacts
	+ Brownsea Swim appeal for volunteers and overnight camp
	+ AGM date
	+ West Moors Fun Day
	+ Volunteers for QM Team
	+ Committee Vacancies
	+ **Trip leader training SH**

**If anything else needs inclusion final date for copy is Tuesday 9th August**

* The committee approved a petty cash fund to support the QM Team.
* BJ to send report to Sport England with regard to grant.
* **Future meetings; Monday 5th September Agenda and Minutes to be delegated as PH away, AGM Tuesday 4th October in the Boathouse, TUESDAY 1st November.**