**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 1st December 2016 7pm**

**The Labour Club**

1.Apologies: Ian Mercer, Peter Hobby

Persons Present: Mark Taylor Chair (MT), Paulette Hills (Secretary) (PHi); Steve Hills (SH); Jenni Dennett (JD); Sally Crawford (SC); Luke Chamberlain (LC); Adrian Oates (AO); Ashley Rogers (AR); Bill Jaggs (BJ).

2. Approval of minutes: Minutes of 8th November 2016 approved and will be put on the club website.

3. Matters arising: non.

4. Finance

4.1 Sport England Grant Application – Bill Jaggs and Ashley Rogers – MT thanked BJ and AR for their efforts in putting together the bid. (see report from BJ and project plan). BJ referred to e mail from Richard Simms which was very positive, BJ hopeful that the Sport England Grant will be successful, this of course is reliant on them having any available funds and is not guaranteed. BJ explained the ‘in kind’ contributions as set out by Richard Simms and how it is possible to show coaching hours within the bid, in a sense match funding (including 50% of coach training). The report was explained by BJ. Trustees thanked BR for his efforts. SC asked whether accounts would be scrutinised in this case, AR said the feeling is that this would not happen.

Membership was discussed and how renewals could be managed.

Weekend paddles was discussed, SC said that some paddles were too long for some and that shorter paddles should be introduced. It was agreed that this would be investigated.

British Canoeing have given good feedback on the report. Monies must be spent by March 2017 (is this right?) Planning needs to take place in advance of the grant decision in Mid February. BR to meet with Activiate team on 2nd December to discuss future developments.

4.2 Financial Update – MT and AR decided to leave the explanation of accounts until the January meeting. AR reviewed the accounts (see financial update and accompanying e mail).

* SSE have now submitted their final invoice
* Rates appeal**, SC to deal with this.**
* Water charges – a decision needs to be made whether to install a second meter.
* JC has received an invoice from the Land Registry, this was unexpected but has been paid.
* Bank charges are now being applied.

AR was thanked for all his hard work and he and BJ left the meeting.

5. PHCC CIO Management Structure

MT introduced the discussion and the need to address workload. SC shared her thoughts on the matter (see SC report and PHo e mail). PHo ideas were also discussed. AO suggested that a solution somewhere between the two might be found. It was agreed that new ideas should be put to the membership. Possible structures were discussed, **AO agreed to map suggestions** for discussion at the next meeting. Trustees agreed that some change was necessary. An EGM was discussed, 21 days notice would be necessary. It was also suggested that an article could be placed in the next newsletter informing members of future changes and asking for suggestions. **MT to circulate his model to Trustees**. It was suggested that an EGM could be held mid March and that Trustees would recruit in the meantime. **PHi agreed to circulate a list of potential trustees for consideration**. PHi suggested Gary Rice as a potential Chair for the EGM.

6. PHCC 2017 Budget

MT thanked those who had submitted bids, some contained more detail than others. Each section of the club now needs to prioritise needs and add detail and submit to JC and SC before the grant funding process can start. **SC to write to budget leaders to ask for more detail**.

Open boats at Wimborne require fitting out if they are to be used for 2 star courses. The K1 at Lake Pier needs investigating, why is it there? **MT to investigate this.**

7. Cabinet Meeting 6th December

The meeting is due to take place at 7:00pm in Poole, as many members as possible have been encouraged to attend. FE is leading on this and has received four questions to be submitted by members. Thanks were given to FE for his efforts on this.

8. Boathouse

SH updated the Trustees on boathouse latest (see Boathouse update e mail)

* Sewage tank has developed a bulge, **site visit arranged on 12th December to investigate SH to attend.**
* Cladding work is now completed.
* Thanks to the help of volunteers, sealant coating has been applied to cladding. Thanks to Robin Swaine, Steve Hills, Richard Stone. Simon Scott and Allen Westerby.
* CCTV Cameras are now operating, access can be given to Trustees, contact SH. Thanks to Neil Anderson.
* **SH to send out recap of operating systems before start of new season.**

9. Key Fobs

Various ideas were discussed regarding membership and key fob allocation. Discounts were discussed. PHi mentioned how by offering half price membership from October onwards, members received cheap access to the pool. Ideas to be discussed at meeting in January including introducing a joining fee, membership renewals, £1 fee (taking potential parking charges into consideration might prevent this**) SH/PHi to put together some suggestions for this.**

**LC to be given a fob.**

**MT to speak to Allen Westerby regarding charging £1 on a Thursday evening.**

AOB

* Newsletter, **LC to work with PHi to produce the 2nd edition in January.**
* Members Forum, previously discussed and probably in the form of an EGM in March
* Flicker account, now paid for 2 years will need to be discussed before renewal in 2 years’ time.
* Festive Chill Out, **MT to speak to organisers about music and outside noise.**
* LC suggested that we conduct a survey of members needs he is willing to put this together and analyse the data. The nature of questions was discussed and it was agreed that they needed to be clearly worded (see LC e mail detailing his proposals). The sort of data might include, gender, age, how often they paddle, which paddles etc. LC recommended a maximum of 20 questions and that the survey should take no longer than 5 minutes. **LC to circulate possible questions.**
* SH, Training Officer, briefly discussed training, a **full proposal will be circulated in advance of Januarys meeting for consideration.**
* **PHi to instigate the circulation of e mail addresses and phone numbers of Trustees.**
* **PHi to contact Zoe Cox to possibly change skittle night as it clashes with polo night.**
* PHi pointed out that some DBS’s are due for renewal early in 2017. **AO and MT to consider this.**
* A member’s post denouncing the need for CCTV cameras will be removed and the member blocked.

Next Meeting Tuesday 10th January 2017 (Labour Club)