**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 11th December 2017 7:00pm - The Boathouse**

Apologies: Frazer Ely (FE), Luke Chamberlain (LE).

Persons Present: Steve Hills (SH) Chair, Paulette Hills (PH), Bill Jaggs (BJ), Adrian Oates (AO),

Jenni Dennett (JD), Jasper Wells (JW), Mike Holgate (MH), Keith Wright (KW).

Meeting started at 19:04

Approval of minutes: Minutes of 30th October 2017 were approved with a minor wording adjustment and will be put on the club website.

Matters arising:

* Management Structure chart – **AO to update and upload to website**.
* Club Secretary role – A concerted effort is needed from all trustees to find people to pick up the various roles: minute taker, email monitor, CIO secretary, etc. None of these roles need to be trustee appointments. **ALL Trustees to carefully consider any members who may be able to assist**.
* QM at Riverside – BJ confirmed that Vince Boon has now taken up this role.
* Airbags at Riverside – BJ confirmed these have now been purchased.
* Boathouse tidy – KW and JD confirmed that a tidy had taken place.
* Storage fees – SH asked JD to confirm that procedures were in place to ensure payment of fees, JD confirmed this was the case.
* Car parking permits – **C’fwd in the absence of FE, as no update has been received**.
* Harbour Race Day – **Trustees to have one more sweep of membership to try and identify a ‘ project manager’ to run the day. It was agreed that if an individual cannot be found by 9th January, the event would have to be cancelled due to the pre-planning requirements.**
* Pool session 3rd January – It was suggested that due to the date of this pre-paid session and the lack of new member enquires, that this session be turned over to a 3-hour open and polo session, the open time to be done first. **JW & JD to organise**.

1. Finance

1.1 A discussion was held regarding the submitted bids for Cap-ex 2018 and agreement was made that a fair plan needs to put in place to cover all the disciplines that the club wishes to pursue. It was accepted that we have a limited resource and that there would have to be winners and losers in terms of fund allocation and that all expenditure has to be aligned with the income streams.

1.2 MH presented the financial update which showed the club to be in a much healthier position than last year. MH explained that he had spent many hours correcting mis-assigned payments, but now had confidence as to the accuracy of the accounts. MH was thanked for all the hard work that he had put into the role so far.

1.3 A final call was made for any further submissions for Cap-ex 2018 to be sent to MH in advance of the 9th January meeting. **KW/JD to look at cleaning up the LP boat stock**, to see if further space can be created for smaller sea boats and the proposed training fleet.

1.4 Webcollect Paypal payments were discussed and whilst there are incurred costs to be factored in, it was agreed that the process was worth pursuing. **MH was given the go ahead to progress the integration of Paypal**.

1.5 The application for Business Rate Relief was accepted by the trustees and **MH will now progress with the submission**.

1.6 Duplication of 1.4

2. Trustee Structure

2.1 Covered in Matters Arising - A concerted effort is needed from all trustees to find people to pick up the various roles: minute taker, email monitor, CIO secretary, etc. None of these roles need to be trustee appointments. **ALL Trustees to carefully consider any members who may be able to assist**.

3. Coaching Update

3.1 SH now picking up the 2018 plan on his return from holiday and **SH will hold a coaches meeting during January 2018 to plot the needed courses**. **BJ to speak to James Hinves (British Canoeing) about coming down to the club during January, to confirm direction of awards**.

3.2 BJ was given the go ahead to look futher into the PAA and **BJ will discuss the James Hinves on his visit in January**.

3.3 AO confirmed that two members of the club’s coach list, were still will not DBS verified and had failed to respond to emails. **AO to contact again with ultimatum/threat of suspension from duty**.

4. Lake Pier Update

4.1 SH confirmed that the tank was still distorted but that robust communications were taking place. **SH to update as and when appropriate**.

4.2 JD’s shower proposal has not yet been seen by all trustees, **SH to send out**. JD currently awaiting costs, which will be distributed to all on receipt. **SH to send out**.

4.3 AO confirmed that in research, the club needs to register with the ICO, due to the installation of the CCTV system (total cost £35). **AO to proceed with registration**.

5. Juniors

5.1 JW confirmed that all was proceeding to plan with regards to the Juniors section and there were no issues to report. JW confirmed that Paddlesport succession planning was in progress to allow Peter Hobby to focus further on the slalom discipline.

6. Riverside Update

6.1 BJ highlighted important forthcoming dates at Riverside in an effort not to clash with other club events, PH confirmed she had other club event dates in hand. JW suggested using Google’s online calendar for the club, which would allow all to see, access and add events. **JW to look into setting up, whilst keeping Bill Richmond on board from the website angle**.

6.2 In an effort to enlarge on the number of Juniors, **BJ to discuss Riverside Paddlesport possibilities with JW.**

6.3 The young paddler policy was in principle agreed. **AO to respond to the email enquiry made in October and JW to polish final presentation of policy. BJ to send JW electronic version.**

7. General

* 1. The Club Mark folder is an ongoing item – **C’fwd**.
	2. Car Park permits is an ongoing item – **C’fwd pending an update from FE**.
	3. Harbour Race Day 2018 is an ongoing item, per Matters Arising – **C’fwd to January**.
	4. The proposal by JD had not been seen by all trustees, due to an email issue – a copy was handed around the table and in principle approved. JD is awaiting pricing in both aluminium and stainless steel. **JD progressing with pricing and Ferndown pool management and will report back as required**.

**AOB**

* It was agreed to adopt the suggestion made by Andy Coomes (AC), with regards to the membership price changes, namely: offer 50% fees in Oct and Nov and offer 16 months for the price of 12 by starting in December. **SH to ask AC to progress on Webcollect**.
* AO highlighted the new Data Protection laws that were coming in 2018 (GDPR). **Trustees tasked AO to research further and report back.**
* KW asked for a further £90 spend to be agreed to complete the curtaining in the Boathouse. This was agreed and **KW to progress.**
* BJ asked for a maximum £160 spend to be considered for Lightning spraydecks – this was added to the 2018 Cap-ex list.
* BJ highlighted that if the club is pursing grants, we need to have a Sports Development Plan in place, even if it is an interim document. **BJ agreed to look into it’s creation**.

Meeting Ended at 21:52

**Next Meeting Dates:

Tuesday 9th January (revised date)**

**Monday 5th February**

**Monday 5th March**