



## **Norwich Canoe Club Committee Meeting Monday 8th July 24**

### **Present:**

Sarah Walker- Chair (SW)  
Matt Parkes- Vice-Chair (MP)  
Megan Broadey- Secretary (MB)  
Aaron Widdows- Treasurer (AW)  
Dyson Pendle- Director of Coaching (DP)  
Matthew Lodge- Marathon Rep (ML)  
Alex Booth- Social Rep (AB)  
Anna Carrington- Publicity (AC) - Virtual  
Tammy Edwards- Membership Secretary (TE)- Virtual

### **Apologies:**

Adam Want  
John Frankland  
Jo Davis  
Shaun Cook  
Steve Mableson  
Julie Bie

**Minutes agreed by committee.**

**No matters arising from previous minutes.**

**Action log updated.**

### **Suzannes Report:**

Not received before the meeting took place.

### **Tim's Report:**

: Tim does a good job as he always goes above and beyond, he deserves praise.

: Agreed, always say what a good job he is doing.

: Would like to have more input on training schedule if possible.

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**Action DP to talk to Tim re having more input into training programme.**

**Welfare Reports:**

: Not sure if welfare emails are being checked, have sent a tester form through the website to them today and had no reply.

- Tim said that someone has made a report through the website and has not heard back.
- Need to put into the JD that the welfare emails should be checked daily

**Committee agrees welfare emails should be checked daily.**

**Action SW to speak to welfare officers.**

**Health and Safety:**

None.

**Issues raised from coaches meeting:**

They reviewed the relevant coaching documents/policies and had feedback on some points:

- Under 18's/Juniors paddling alone- some have agreements with coaches that this is allowed and that is should be noted in the policy.

**Committee agree to add it to the policy.**

**Action DP to put together policy addition.**

**Action SW to email WBH about under 18's/juniors accessing the boathouse when they turn 18.**

: Coaches agreed budget of £3000 for boat repairs etc for next year.

: Not sure if that is enough. Need to double check we have had the whole yearly bill from Phil and compare to previous years.

: It's only a forecast, so it doesn't need to be accurate.

: Maybe £4000, £3000 on boats and £1000 on other things.

: Spent £1600 in 2023, and just under £1300 in 2024 year to date.

- Only big thing that has been mentioned is the K4 repair.

**Committee agree £3000 budget.**

**Membership Report:**

: Currently have 175 members.

- 22 members this year.
- A couple of emails have been sent to parents of Norwich High School for Girl students who attended Friday sessions.

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- 7 out of the 175 members are on the part year membership, it seems popular for young members so is working for the people it was targeted at.
- We will have to try to convert those 7 to full time membership.

: Can you make a diary note for late August to remind the committee/Tim/Dyson of who is on the summer membership to help convert.

**Action TE to send a reminder to the committee in August.**

: If these 7 members would like to continue after the summer membership ends do you pay the remaining year membership or just pay monthly?

**Committee agree monthly.**

: What if people want to just do the social side of the club?

: They pay a social membership.

**Action TE to put together information for membership on part-year membership usage and above points.**

: How do we find out who the members are that can't be photographed?

: Ask Suzanne/Tim to introduce you.

: Traditionally, you should not volunteer for the club if you are not a member. Can we change our membership to if you want to volunteer you can without paying any sort of membership?

**Committee agree.**

: Me and AW discussed direct debit/payment systems and software packages which might be beneficial for the club.

**Action MP to put together some options.**

**Finance:**

: People have paid into the club for tracksuits- a neutral cost to the club.

- On the balance sheet added a row for Stripe GDBP, as for stripe payments not 100% what the payments are for- think LTK.
  - : Issue is can't tell who has paid the money in.
  - : Do we need to know who has paid it in?
  - : Yes, does Suzanne know who has paid what and when.
  - : Yes, you can access Stripe to see this.

**Action MP to support AW with Stripe.**

: Cash has reduced down to £10,000.

- What are LTK bookings looking like for the summer?

: There is a spreadsheet under membership that lists the bookings, this can be accessed.

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: Compared 12 months to end of June 2024 and June 2023.

- 2023 we had £8205
- 2024 we currently have £3400.
- Not sure if these are comparable as the 2023 summer LTK was poor and the pricing structure has now changed.
- Fees from LTK are considerably lower than previously but there is a reduced cost which might offset it.

: There are LTK bookings for July and August on the spreadsheet.

- 16 courses/taster sessions booked in.
  - 2 tasters.
  - 16 courses for 15 people.

**Action AW to review LTK booking spreadsheet and create a report.**

: Cash in the account at the end of June was £64,848.

- It is lower than it has been for a while.

#### **Norwich Hasler 2025:**

: Proposed date is the 18th of May.

**Committee agree to the date.**

: Joe Fitzpatrick has asked if we would want to host a joint race at Hunstanton with BSF.

- It would be an additional race to the calendar.

: Don't agree, as there would be too many races. Think every region should have 6 races to make it fair.

: Based on what we have previously said about the winter series, it's quite far as an additional thing to ask our members to volunteer at.

**Committee agree no.**

#### **Taster Session:**

: Do we make a taster session a 1-1 or do we let them join club sessions?

: Should ask a coach to do a 1-1.

: Can have a taster for £10 or do a LTK and then get 2 free sessions.

: If we fill in the forms, and a coach is willing to offer as a volunteer then someone can have a taster before doing a LTK.

**Action ML to discuss with DP to confirm.**

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**Paying junior coaches:**

: Had we agreed what amounts we would pay?

: We need to decide, people have been paid as it takes too long to confirm in committee meetings.

: We need to see an email trail to see when these things have been confirmed.

: On the paper I did suggest some figures, but nothing has been agreed but we paid because time was ticking.

- Regardless of age if you are competent and you are qualified you should be paid £15ph.

**Committee agree.**

: Need to tie this up with the details in the policy document, so it is clear to everyone.

**Action DP to amend Coach Development policy document with payment amounts for coaches (different ages/qualifications).**

**AOB:**

: Tim has applied for some grants:

- Grant for K2 for adults.
- See if there is any funding for under 12 boats.

: If he secures funding for adult boats we can replace some of the older ones.

: Not sure if you can do that as grant funding is very specific.

: We can replace old K2's?

: Yes.

: Is the summer BBQ up and running.

: Mentioned a summer party on the 11th of August, need to put together posters.

**Action AB to send posters to ML and MB to put up/send around.**

: Update on the Christmas party?

- Had some feedback that the awards should be held separately from the Christmas event.

: Member suggested we do the awards at the Christmas paddle.

: Could do it at the AGM as that will encourage people to attend.

: Christmas paddle is normally on a Friday.

: Shall we ask the members when we should do the awards?

: Has the AGM date been set yet?

: Yes 16th Nov.

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**Action AB to ask members when they would like the awards to take place.**

: Italian night proposed dates are the 9th or 16th of November.

- 9th is the favoured date.

**Next meeting: 19th August**

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