

Chippenham Sailing and Canoeing Club Committee Meeting Minutes

01/02/21, 7.30 – 9.16pm

Attendees:

Martin Harrall, Julie Vigor, Alan Pullen, Eli Wood, Ewan Colyer, Mat Grice, Amelia King, Russ Smith, Vic Hemmings

1. Working Format/Approach

- 1.1. MS Teams – going forward we will use MS Teams for committee meetings.
- 1.2. Online File Storage that everyone can access. CSCC are not a registered charity, we are a CASC (Community Amateur Sports Club) which gives us some benefits of a charity and may entitle us to have access to MS Teams professional version. **Action: VH to research access to full version.**
- 1.3. Task Progress tracking to be done via Trello. .
- 1.4. Online Meeting tools, as discussed will use Teams until further notice.

2. Handover

- 2.1. Bank Stuff – Nigel T has been working hard on handing over, 'old' signatories removed as agreed, new signatories being added.
- 2.2. Julie has of information from Nigel T which she will be working her way through.
- 2.3. Discussed DBS checks and trying to ensure our records are up to date.
- 2.4. Discussed Safeguarding Policy, will check the online version/hard copies displayed in the club are up to date.
- 2.5. Ensure club rules are updated to reflect changes agreed at EGM and update online version.
- 2.6. Membership and other directories need to be cleansed to ensure that we are in line with our data retention policy and GDPR (General Data Protection Regulation).

3. Safeguarding training & DBS check for committee members

- 3.1. Eli and Amelia attended a webinar on Safeguarding a few weeks ago.
- 3.2. Amelia suggested that perhaps a short session can be delivered to coaches to make them aware/refresh their knowledge around Safeguarding.

4. Jetty and Officer of the Day Hut

- 4.1. Repair of the Jetty. Both upstream and downstream need repair. Water levels are currently too high to evaluate. Repairs may make it good for a year or two, but we also need a long-term plan about replacing the jetty.
- 4.2. Replacement Ideas: Wooden; Recycled Plastic, Concrete? **Action: all committee members to contribute ideas as and when they come to them.**

5. Spring Summer programme

- 5.1. Not sure yet what restrictions or not we may/may not be under in the coming months. **Action: MH to arrange a coaches meeting to discuss ideas for moving forward.**

6. Future meetings

6.1. Committee to continue to meet up (virtually) each month, 1st Monday of the month.

7. Other thoughts?

7.1. Discussed Teams/Taskforces e.g. (Infrastructure, Environment & Wildlife, Equipment, Club based events, Coaching and Trips, Introducing New Members and Committee). The idea of task forces are that smaller groups are set up and encourage ownership and participation.

7.2. Discussed possibly categorising boats somehow on labels to classify them into size groups e.g. child under xyz cm blue labels boats. **Action: MH to speak to Nigel Wood about this as he already has lots of ideas for equipment.**

7.3. Membership costs – Are we going to reduce membership again? If so by how much? Postpone decision until the government announce the road map for coming out of lockdown and the decision around lockdown.

7.4. Circulation of minutes – to committee and once approved by all then circulate to members.

7.5. Russ attended a consultation meeting re Monkton Park development and discussed trying to clear plants/weeds in the section of the river in-front of the club to enable sailing.

Next Committee Meeting: Monday 1st March, 7.30 – 9pm.