

Minutes of BDCC Committee Meeting, 29th April 2018

Present: Tim Lee, Hazel Middleton, Maggie Masters, Fee McCusker. Dave Blyth (arrived late)

Item	Action
<p>1 Apologies: None</p>	
<p>2 Election of new chair Tim Lee agreed to stand. Proposed by Fee McCusker, Seconded by Hazel Middleton. Tim was successfully voted in.</p>	
<p>3 Minutes and matters arising It was noted that, on the AGM minutes, it stated that Hazel was voted in as Health & Safety Officer during the meeting, whereas she actually agreed to step in after the meeting, as a result of the post still being vacant. Fee advised that she had already amended the minutes accordingly.</p> <p>Actions from last committee meeting were mostly completed. See 'action' for those still to be completed.</p>	<p>1. Dave to sort new lock for boathouse.</p>
<p>4 Stock check A stock check was carried out at the boathouse last weekend. Thanks to all who helped out.</p> <p>A discussion was held re: damaged/unused boats. The committee agreed to restrict several boats to pool use only, due to damage making them unsuitable for river use. It was also agreed that we will sell a couple of boats which are no longer used. There was also a query over whether any club members were still storing their own boats in the boat house as there was a boat that no one recognized.</p>	<p>2. Tim to e-mail Onelist re: boats for sale</p> <p>3. Tim/Hazel to label the Flux, Burn and Liquid Logic Hoss as 'Pool use only'</p> <p>4. Dave to e-mail Onelist to check whether anyone is storing their own boat in the boathouse and explain that we will be getting rid of any non-club boats unless people make us aware of the reason they are in there.</p> <p>5. Fee to ask Brian about unknown blue-green boat</p>
<p>5 Club Development Maggie showed us an e-mail from the South East Area Development Officer, Russell Smith, who is offering to work with clubs on membership, growth and retention. It was agreed that we should contact him for support with moving the club forward.</p>	<p>6. Tim to e-mail Russell Smith</p>

<p>6 Health and Safety</p> <p>Hazel attended a 3 hour Health & Safety Risk Assessment course, which she found to be very useful.</p> <p>She clarified that we need to produce risk assessments as follows: All formal club trips (those on the club calendar) require risk assessments. These would consist of standard risk assessments for known risks, along with a dynamic assessment carried out during the trip by the trip leader</p> <p>Peer paddles do not require formal risk assessments.</p> <p>It was agreed that we don't run any formal club trips until we have produced the necessary standard risk assessments.</p>	<ol style="list-style-type: none"> 7. Hazel to update Health & Safety Policy 8. Hazel to begin to produce standard risk assessments 9. Hazel to think about producing a laminated sheet for paddlers to read before getting on the water, detailing risks 10. Tim to investigate level of coaching qualifications needed in order to lead trips on various types of water
<p>7 AOB</p> <p>Fee advised that we need to amend the membership form due to new GDPR laws coming in on 25th May. It is no longer acceptable to have an opt-out system for giving consent, therefore we need to change the wording to our declaration. We also need to ensure that members sign to say they have read Health & Safety Policy, Safeguarding Policy and Code of Conduct before joining the club.</p>	<ol style="list-style-type: none"> 11. Dave and Fee to think about/draft new membership form layout.

Date and time of next meeting : Thursday 24th May, 7-9pm
Thursday 21st June, 7-9pm

Meeting closed at 7.15pm