

Minutes of BDCC Committee Meeting, 24th May 2018

Present: Tim Lee, Hazel Middleton, Maggie Masters, Fee McCusker, Dave Blyth

| Item | Action |
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| <p>1 Apologies: None</p> | |
| <p>2 Minutes and matters arising</p> <p>Action points 1-4 from April's minutes: Still require action Action point 5: Completed. Unknown blue/green boat can be added to list of boats to sell Action points 6-11: Still require action</p> | <ol style="list-style-type: none"> 1. Dave to sort new lock for boathouse 2. Tim to e-mail Onelist re: boats for sale 3. Tim/Hazel to label the Flux, Burn and Liquid Logic Hoss as 'Pool use only' 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. 5. Tim to e-mail Russell Smith 6. Hazel to update Health & Safety Policy 7. Hazel to begin to produce standard risk assessments 8. Hazel to think about producing a laminated sheet for paddlers to read before getting on the water, detailing risks 9. Tim to investigate level of coaching qualifications needed in order to lead trips on various types of water 10. Dave and Fee to think about/draft new membership form layout. |
| <p>3. GDPR</p> <p>Fee shared communication from British Canoeing re: GDPR. The committee agreed the club should have a Privacy Policy based on the template provided by British Canoeing.</p> | <ol style="list-style-type: none"> 11. Fee to draft privacy policy 12. Fee to draft an add-on section for the membership form |

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| <p>Consent: For members who have already joined, it was agreed that they complete an additional form, asking for consent to process their data, use photos etc. Once the new membership form is finalized, new members will be given the new form with all the relevant consent statements on.</p> <p>Onelist: Jon has agreed to remove old members from Onelist at the end of the month It was agreed that we don't need to ask for new consent to be on the Onelist as members have to reply to an invitation e-mail in order to join the list.</p> <p>Storage of data: It was suggested that membership data could be stored on googledocs in order to ensure it is secure.</p> | <p>13. Dave to set up googledocs to enable committee to share and store documents securely.</p> |
| <p>4 Club Development</p> <p>A discussion was held re: becoming a charitable organization. It was agreed this was something we could possibly investigate further down the line.</p> <p>A discussion was held re: the club website. The committee expressed concerns about the fact it is difficult to edit the website and add information without having to go through the web master. It was suggested that we try to build a new website and buy the domain name. This would enable us to amend information more easily and ensure it is current, as well as adding a facility to join and pay membership fees online through Sagepay/ Webcollect or similar. To be discussed further next meeting.</p> | <p>14. Tim to review constitution</p> |
| <p>5 Trailer drivers</p> <p>Maggie highlighted problem with number of trailer drivers (we currently only have 4: Brian, Andy B, Tim and Adam) It was suggested that we investigate the possibility of storing boats at the pool,/rugby club, to eliminate the need for trailer drivers.</p> <p>Another option would be to pay half the cost of installing a tow bar to any member willing to join the trailer rota. For future reference, trailer is unbraked.</p> | <p>15. Hazel to speak to rugby club re: boat storage</p> |
| <p>6 Fee structure</p> <p>Dave put forward several proposals to simplify fee structure and maximize revenue, as follows:</p> <p>Abolishing the 'First session free' offer. The committee agreed that this was no longer viable and, once we are able to amend current information on the website, this will be discontinued. (We may, however, give out vouchers for free</p> | <p>No action needed at present. (Website to be sorted first)</p> |

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| <p>sessions at publicity fairs)</p> <p>Removing the limit on the number of pool sessions people can attend before needing to join. This was agreed by the committee.</p> <p>Introducing a rolling membership, whereby people can join at any time and pay a whole year's fees rather than half a year. This was agreed by the committee.</p> | <p>16. Dave to e-mail the Onelist on 1.6.18 to inform members that rolling membership will take effect from 1.6.18.</p> |
| <p>7 AOB</p> <p>Maggie resigned as secretary of the club but has offered to continue to organize the Trailer rota and remain the named representative for the purposes of British Canoeing.</p> | |

Date and time of next meeting : Thursday 21st June, 7-9pm
Wednesday 11th July 7-9pm

Meeting closed at 9.10pm