

## Minutes of BDCC Committee Meeting, 21<sup>st</sup> June 2018

**Present:** Tim Lee, Hazel Middleton, Fee McCusker, Dave Blyth, Alistair Taylor, Russ Monk, Jon Malins

Item	Action
<b>1 Apologies:</b> None	
<p><b>2 Minutes and matters arising</b> Action points from minutes of last meeting:</p> <p>1: Dave investigating insurance issues but still needs to purchase lock</p> <p>2: Still requires action</p> <p>3. Still requires action</p> <p>4. Completed</p> <p>5 Completed: Tim met with Russell Smith. He suggested we train Paddlesport activity assistants to help with development of club. He also suggested ways to improve pool sessions and that we write a Club Development plan.</p> <p>6, 7 &amp; 8: Hazel has begun work on these but still ongoing.</p> <p>9: Tim has checked insurance and sought Russel Smith's advice on this. Trip leaders do not need to be qualified coaches (unless the trip is advertised as a coaching trip) or have any particular qualifications. However, they must be competent and experienced on the type of water being paddled.</p> <p>10. Fee has drafted new form and Dave has added a few extra bits. Dave now needs to format the form.</p> <p>11: Completed – just needs amending.</p> <p>12 Completed – just needs amending.</p>	<p>1: <b>Dave</b> to purchase lock</p> <p>2: <b>Tim</b> and <b>Jon</b> to discuss boats for sale</p> <p>3: <b>Hazel</b> to take marker down to pool and mark boats</p> <p>-</p> <p>4: <b>Tim</b> to arrange Paddlesport activity assistant training</p> <p>5: <b>Tim</b> to write first draft of Club Development Plan</p> <p>6: <b>Hazel</b> to continue with work on Health &amp; Safety Policy, risk assessments and laminated sheet to show paddlers before getting on water</p> <p>-</p> <p>7: <b>Dave</b> to merge and format new membership form</p> <p>8: <b>Fee</b> to amend Privacy policy and send to Dave Jones to put on website</p> <p>9: <b>Fee</b> to add sentence onto bottom of consent sheet: If you have any questions regarding this form, please contact the committee.</p>

<p>13: Googledrive already set up but run by Dave Jones. Tim to set up a new one. Discussion re: website and social media. It was agreed that we should use Facebook for events which have already taken place, Onelist to advertise events and the website for information.</p> <p>14: Being done as part of Club Development Plan</p> <p>15: Still requires action</p> <p>16: Dave is informing new members as they join</p>	<p>10: <b>Tim</b> to create new Googledrive account with calendar</p> <p>11: <b>Jon</b> to transfer documents from current Googledrive to new one</p> <p>12: <b>Jon</b> to liaise with Dave Jones re: obtaining access and being able to update pages on website</p> <p>-</p> <p>13: <b>Tim</b> to ask pool re: possibility of storing boats at the pool</p> <p>-</p>
<p><b>3. Rota for coaches/new members</b></p> <p>Discussion was held re: above. We don't need a coach at the pool every week, but we do need someone to welcome any new members, collect pool fees and be responsible for keeping a general eye on paddlers. Russ agreed to be the responsible person this coming Sunday. Committee members can take on this role when at the pool. We can also ask trailer drivers if they would be willing to help with this when committee members aren't there.</p> <p>It was agreed we should e-mail members to remind them of the ethos of the club, and encourage them to look out for each other's safety as well as their own, and that more experienced paddlers might be called upon to show newer members the basics if no coaches are present.</p>	<p>14: <b>Alistair</b> to draft e-mail to Onelist, with info agreed.</p>
<p><b>4 Safeguarding/DBS</b></p> <p>Discussion held. Coaches may still be members of club but choose not to coach. But if they want to coach, they need a DBS check.</p> <p>Safeguarding: trip leaders can't take under 18s unless they have completed Face to Face Safeguarding</p> <p>Committee members to complete Online Safeguarding training</p>	<p>15: <b>Fee</b> to amend Safeguarding policy</p> <p>16: <b>Fee</b> to e-mail link to online Safeguarding course to Tim</p>
<p><b>5 Heritage Grant</b></p> <p>Agreed to purchase 2 smaller gazebos with printing BDCC</p>	<p>17: <b>Fee</b> and <b>Ali T</b> to investigate pop up gazebos/ flag</p>

and Heritage Foundations logo.	
<b>6 Borrowing equipment</b> The current system of people e-mailing the committee seems to be working ok for borrowing equipment. We need to let Jon know if something gets broken.	-
<b>7 AOB</b> Fee has updated the Welcome sheet and will e-mail round to everyone so we can give to new members when we collect pool fees.	18: Fee to e-mail Welcome sheet to committee.

**Date and time of next meeting :** Wednesday 11<sup>th</sup> July 7-9pm

Thursday 9<sup>th</sup> August 7-9pm

Meeting closed at 9.25pm