



Minutes of 14/12/21 General Committee Meeting 8 p.m. via Zoom

In Attendance: Adrian Simpson (AS), Carl Upsall (CU), Catherine Pulis (CP), Ciaran Edwards (CLE), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Martin Davies (MD), Martin Smyth (MS), Matt Edwards (ME), Pam Phillips (PP)

Apologies: Irina Medunyak (IM)

The meeting met the requirements for being quorate.

1.0 Welcome to the new Committee Year

JM welcomed the new Committee and invited brief introductions for the benefit of those who didn't know everyone. CU joined the meeting in his new capacity as a Director of LVPC Ltd; Adrian Simpson joined the meeting in his new capacity as Communications Officer.

1.1a Declarations of Interest

MS advised Committee members to make Declaration of Interest(s) for any interest that will prevent them voting on specific topics (so as to avoid conflicts of interest) during the Committee Year:

- MS: Director of LVPC Ltd (In taking on the role of Club Secretary whilst also being one of the Club's two Directors, MS will not vote on Committee matters so as to retain a distinction between the two roles).

Agreed: All General Committee Members to declare any and all Conflicts of Interest on a matter-by-matter basis during the Committee Year. [AGR 211214 1.1.1]

1.1b Confirmation of the Committee's Filled Roles and Vacancies' List

Roles and appointments from the AGM were confirmed plus MS having taken up the role of Club Secretary that was vacant from the AGM, and that Adrian Simpson had volunteered to be the Club's Communications Officer.

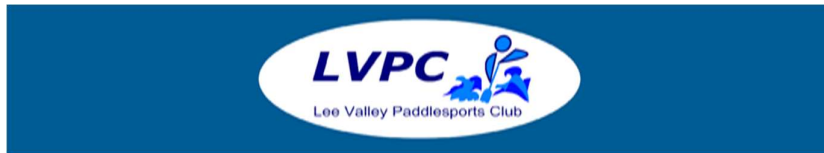
It was noted that Joe Orr has now stepped down as Welfare Officer.

Agreed: That the priority current vacancies that need to be filled urgently are:

- Safeguarding and Welfare Officer
- Health and Safety Coordinator [AGR 211214 1.1.2]

Actions: All Committee members to seek suitable candidates for these roles, sound-out any potential members and coordinate with JM, and with CLE to explore potential Welfare Officer amongst slalom parents. [ACT 211214 1.1.1]

1.2 Induction arrangements for new Committee members



MS gave an outline on potential induction needs and topics for General Committee Members and it was noted some Committee roles require specific British Canoeing courses. MS sought feedback on any induction opportunities not currently being addressed.

Actions:

- MS to present to the General Committee at its next meeting the primary governance matters that Committee members need to be aware of. [ACT 211214 1.2.1]
- MS to produce a briefing document on the main governance etc issues that define the roles and remits of Sub-committees of the Club. [ACT 211214 1.2.2]

1.3 Committee Communication Arrangements

Contact information was confirmed for the Committee members present.

MS outlined the arrangements for Committee files and access; social media account management and website document access. Logos and templates were available to the Committee's members for emails, letters, documents etc when representing the Club. MS can assist if anyone is unsure of what's available or how to access/use the resources.

Agreed: Committee roles and postholder names to be published, and, where agreed, additional contact information to be available. [AGR 211214 1.3.1]

Actions: MS to place information on the Club website. [ACT 211214 1.3.1]

With regard to logos, PP said the stock of vinyl boat stickers appeared to be running low.

Actions: CP, PP and others to check possible stocks in the Club's stores; if stock is low, CLE and MS to make arrangements for a new order. [ACT 211214 1.3.2]

2.0 Financial Review

IP provided an update on the Club's income and expenditure including a breakdown on Legacy and Olympic sessions showing net cost, break-even, or net income for those sessions. The patterns of net cost in the non-summer months was noted, as well as the differential between Legacy and Olympic net costs.

The Club is currently running at a net surplus when all sources of income and expenditure are accounted for and the Committee concluded that the financial position is currently a sound one relative to the start of the Club Year. If we can get more participating paddlers during the winter months, more break-even sessions could be achieved.

3.0 Water Bookings for 2022

JM outlined options available for water bookings with the Centre in 2022 given that we have assurances on Club Night water access continuing to be available to the Club after the forthcoming changes to the management arrangements of the Centre.

Agreed: As we have a lower level of session bookings in winter, we will book with the Centre for 2 hours of Legacy and 2 hours of Olympic during the winter months, and



then return to 3 hours of Legacy and 2 hours of Olympic from the spring. [AGR 211214 3.0.1]

Actions: JM to confirm 2022 bookings with LVWWC. [ACT 211214 3.0.1]

4.0 Membership Update

PP reported on a healthy response to the reminders given about renewals. To meet our obligations we now need to cleanse the data on WebCollect for those previous Club Members who have not renewed for 2021/2022.

Actions: PP, IP and MS to meet online and audit WebCollect data so only the Companies Act, and British Canoeing statistical returns required data is held on those who are no longer members. [ACT 211214 4.0.1]

5.0 Coaching Update

JH reported on positive developments in further coaching on the Olympic starting; the review and understanding of coaching remits for all Club coaches; and, deployment information (coaching packs) being made available to all coaches.

6.0 Discipline Update: Slalom

CLE reported on 25 paddlers being part of winter training; the Slalom Sub-committee was looking at the Development Plan and working-up a financial model.

7.0 Discipline Update: Flat Water

MD reported on the positive turnout of previous COPS members for LVPC introduction but the inherent challenge in getting engagement while we are still unable to make boats available and support weekend water access in the daylight. A further meeting is scheduled with LVWWC on potential boat storage.

8.0 Discipline Update: Rafting

CP reported that a date for the Rafting World Champs had been set for Bosnia in 2022 and our crews would be ramping-up training in January to prepare; and, there will be a Legacy assessment for new raft crew in January.

9.0 Report from LVA/LVPC Meeting

JM reported positively on recent discussions with LVRPA and LVWWC on the SLA with the Club and the start of GLL managing the Centre. Renewal of the SLA and building of relationships are progressing well. We have had reassurances that the Club will not be disadvantaged by the transfer of the Centre's management to GLL. There are agreed actions to pursue (following the last meeting), and that includes a follow-up meet on-site to look at opportunities for additional storage. (See earlier item on Discipline Update: Flat Water).

10. Club Development Plan

JM outlined the wish to finalise the draft Development Plan and launch it to members during the spring. The current version to work from will be confirmed.

Actions: All Committee Members to take responsibility for reviewing the whole document and finalising the sections under their remit. Future meetings of the Committee will work through the document to sign it off. [ACT 211214 10.0.1]



11. Club Communications

The role of AS was described and AS outlined his initial plans for getting new content and updating it on FaceBook, Instagram and through blogs on the website. He was currently getting the necessary access and collating initial material and photos, and, was engaging with the LVRPA media team looking at material including case studies to celebrate the Centre's anniversary in 2022.

Actions: AS to check on sign-off of photos taken at Centre (referenced in the SLA).
[ACT 211214 11.0.1]

12. AOB: Shed Lighting

Actions: CLE has new lights and will arrange their fitting. [ACT 211214 12.0.1]

Closing and Next Meeting: JM closed the meeting. The next meeting of the General Committee will be **8pm 11th January 2022**. Agenda and call details TBC.