



Minutes of 12/04/22 General Committee Meeting 8 p.m. via Zoom

In Attendance: Ciaran Edwards (CLE), Carl Upsall (CU), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Irina Medunyak (IM), Martin Davies (MD), Martin Smyth (MS), Matt Edwards (ME), Pam Phillips (PP)

Apologies: Adrian Simpson (AS), Catherine Pulis (CP), Sunny Rhodes (SR)

The meeting met the requirements for being quorate.

1.0 Introductions

The Committee noted the Club's success in achieving Quality Club status and the commitment to maintaining the standards required for annual assessment at the time of Affiliation.

2.0 Approval of Minutes

Agreed: Minutes of the General Committee meeting on 8th March 2022 were approved. [AGR 220412 2.0.1]

3.0 Development Plan Update

3.0a Club Vision

Feedback received following consultation with Club members on the Vision was discussed and in particular the challenges and potential opportunities for increasing the social activities of the Club. The local and regional responsibilities of the Club were also noted.

Agreed: The Vision statement is adopted. [AGR 220412 3.0.a1]

3.0b Development Plan

A summary of the Development Plan focussing on the next 1 to 2 years of priorities was presented.

Actions: JM, PP and MS to publish the Development Plan summary to Club members. [ACT 220412 3.0.b1]

3.1 Forthcoming Meeting with LVWWC / GLL/ LVRPA

The important first formal opportunity to meet senior GLL representatives and for us to share our Vision and Development Plan was discussed. The prepared slide pack for 19th April was reviewed:

- PP described how participation figures taken from WebCollect would be minimum numbers as cash payments for sessions are not recorded on WebCollect.
- Proposals for requesting additional Club water times on weekdays and for 'Summer Sundays' were supported by the Committee subject to: weekday start



hours accounting for commute times and not therefore being too early; proposed coaching sessions could consider limited non-coached places being made available if safety measures are in place; the Centre currently struggles to fill Thursday and Friday water times which may provide further options for the Club.

- Principles on the proposals were noted: (i) not requesting water use that would overtly compete with LVWWC provision; and, (ii) blocks of two sessions were economically better than single sessions for our members and the Centre.
- Our ability to work with GLL on its Mission to work for local communities was also noted as positive messaging.
- Discussion points with LVWWC, GLL and LVRPA on canal use from the Centre were supported and challenges to be overcome on easing access with a pontoon and making regular use of the canal in accordance with any limitations from relevant waterways' authorities etc will continue to be explored. It was noted that by working with British Canoeing, LVRPA & LVWWC (who also have vested interests in canal use) we would not be alone in exploring options for greater use of the canal.
- The growth of Extreme Slalom which will debut at the 2024 Paris Olympics offers new growth opportunities for the Club and our Slalom Sub-committee is assessing these.
- Outline thoughts on a Clubhouse remain supported by the Committee.
- ME added a reminder to not understate the benefits to the LVWWC community of the Club's big successes with rafting.

4.0 Committee Vacancies Update

We still have a vacancy for Health & Safety Officer and continue the search to fill this important role.

5.0 Data Retention: Annual Policy Review and Weeding Process

The Committee conducted an annual review of the Club's Data Collection, Retention, Sharing and Privacy Policy. Two updates to the Policy were considered and agreed.

Agreed: The Club's DCRS&P Policy under "We collect data from" to expressly include contractors and other third-parties along with the current content on 'volunteers'. [AGR 220412 5.0.1]

The Club's DCRS&P Policy under "We receive data via email" to be updated to include the Committee's adoption of LVPC Gmail addresses for committee roles. [AGR 220412 5.0.2]

The DCRS&P Policy will be assessed for further updates as we expand the Club's activities to ensure it covers the data security implications of those activities. [AGR 220412 5.0.3]

Actions: MS to update and re-publish the DCRS&P Policy. [ACT 220412 5.0.1]



PP has conducted the annual data weeding of WebCollect. The Club's other stored data sources now need to be similarly weeded against the retention periods stated in the Policy.

Actions: ALL to check storage, emails, hard copies etc, ensure data that remains held is compliant with the Policy, and confirm action taken at next meeting. [ACT 220422 5.0.2]

6.0 Annual Risk Assessment

Annual review of the existing operational risk assessments (RAs) was discussed, and two new RAs were confirmed as work-in-progress (Sea Kayaking being drafted by AS, and Raft Taster Sessions being drafted by MC) .

Actions: CLE to conduct a desk-top review of the three current operational RAs and report his assessment to the May 2022 Committee meeting. [ACT 220412 6.0.1]

7.0 Financial Update

7.0a Current Balances and New Items

IP will be preparing the end of year accounts for 2021/22.

Agreed: Minuting of eAgenda item on approval to purchase additional adult slalom boats [AGR 220412 7.0.a1]

7.0b Vinyl Stickers with Club Logo

Updated quote for 70mm x 30mm vinyl stickers.

Agreed: Purchase of 144 vinyl stickers for £85.60. [AGR 220412 7.0.b1]

8.0 Membership Update

PP highlighted the April influx of members at the part-year membership rate; that introductory coaching was progressing; and, that late renewals through WebCollect had to be addressed manually so that those renewing paid a full year fee rather than the part-year new member rate.

9.0 Welfare Update

The Welfare sub-committee will be involved in an EDI audit as a next stage of Quality Club. SR and IM are now approved verifiers through British Canoeing in order to request and manage DBS checks for the Club. The team is currently finalising material for the website and reviewing policies and practices for safeguarding and welfare.

Agreed: Minuting of eAgenda item on approval that SR and IM will be LVPC's authorised representatives for ID verification. [AGR 220412 9.0.1]

10.0 Coaching Update



JH confirmed good progress on the comprehensive planned coaching activities and coach development. Junior flat water will be the next focus. JH also notified that he would be on Stadium Safety Provider Training in May, thus expanding our capacity in that aspect.

11.0 Discipline Update: Flat Water

MD described local preparations for the London Youth Games and the potential for Club support through taster sessions / trials for Enfield youth participants. JM added that we will be seeking Club volunteers to operate a Club presence at the Games' kayaking event on 14th May (at LVWWC). MD also commented on ongoing storage and access discussions.

12.0 Discipline Update: Freestyle

JH described progress on developing the ideas for a monthly freestyle development programme and the potential addition of another freestyle coach.

13.0 Discipline Update: Rafting

Nothing to report.

14.0 Recreational Paddling

Nothing to report. Representative to be sought.

15.0 Discipline Update: Slalom

CLE noted there was to be a meeting on Friday involving BC events, national Slalom Committee and ourselves on responsibility arrangements for future events.

15.0 Comms Update

Nothing to report.
