



## **Minutes of 12/07/22 General Committee Meeting 8 p.m. via Zoom**

**In Attendance:** Adrian Simpson (AS), Carl Upsall (CU), Catherine Pulis (CP), Irina Medunyak (IM), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Martin Davies (MD), Martin Smyth (MS)

**Apologies:** Ciaran Edwards (CLE), Matt Edwards (ME), Pam Phillips (PP), Sunny Rhodes (SR)  
The meeting met the requirements for being quorate.

### **1.0 Introductions**

Apologies noted.

### **2.0 Approval of Minutes**

**Agreed:** Minutes of the General Committee meeting on 14th June 2022 were approved. [AGR 220712 2.0.1]

### **3.0 Development Plan Update**

JM introduced the concept of a Club Duty Manager role for discussion. The possible need to have a Club Duty Manager had been mooted in the past but was covered off by a collaborative mix of the Club's committee and other volunteer roles. However, given the extended number of sessions now being run on Club Nights, plus the growing number of Club activities on other days of the week, it again raises the need for having an on-site oversight role for all Club activities with responsibilities covering safety, volunteer rotas, and primary point of contact for new members, the Centre, emergencies etc. The presence of such a role would make the Club more robust and give clear communication and decision making paths on Club activities.

The role, once defined, could be provided by one individual (the preferred proposal) or alternatively be on a rota of volunteers. Anyone who was designated Club Duty Manager for specific sessions would not be able to paddle or participate in those sessions in order to meet the requirement of being 'on duty'.

A further consideration should the role of Duty Manager be agreed, is whether it should be a volunteer role or a paid role. Which would also bring into question whether any other of the Club's volunteer roles ought also to be paid roles for fairness and equivalence. It was also noted that several current roles perform duties that would be affected by introduction of a single Duty Manager so detailed discussion and planning would be required to make such a role and new systems work effectively.

The Committee discussed the pros and cons of a Duty Manager at length and further points were noted:

- We are stretched in managing activities which is a major factor in planning further growth of the Club.



- Improving communication and oversight of activities needs to include consideration of system and technology improvements such as availability and trained use of radios.
- The ethos of the Club has been based on volunteers and any 'payment' has been payment in kind e.g. water time for bank safety.
- The Club would benefit from an enhanced system for the allocation and management of boats for Club activities.
- Any progression on, or introduction of, such a new role must maintain equity and transparency.

**Actions:** JM to further develop a proposal (in a shared doc allowing discussion and comments) for a Duty Manager role taking into account the points raised. If a role is agreed at a future Committee meeting, there will then be further discussion on how it is resourced. [ACT 220712 3.0.1]

#### 4.0 AGM Preparation

MS outlined the timings for preparing for the 2022 AGM and suggested Committee discussions start now on items that require AGM approvals. From previous Committee discussions this year, such items would include:

- Discussion on whether to keep or amend existing Membership and Water Fee rates.
- Discussion on required updates to the Club Constitution. Considerations to include:
  1. Classes of Membership
  2. Wordings in the Section Committees' paragraphs
  3. Maximum Tenure Lengths for General Committee roles.
- Any other constitutional points or financial matters that should be prepared for the AGM.

**Actions:** MS to produce drafts for Constitution revision on sub-committees to correct an original typography error. [ACT 220712 4.0.1]  
MS to produce a draft wording on Tenure of Committee members based on the BC quality audit observation. [ACT 220712 4.0.2]

Initial discussions took place on the need for any changes to membership fees and water charges (given that we are a not-for-profit organisation), and the pros and cons of making any changes.

**Agreed:** Our membership fee rates are deliberately set relatively low, and there is currently no pressing case to change them. However, we will flag at the AGM that any price increases that may be introduced by the Centre in 2022/2023 may require a raise in the Club's water fee charges. [AGR 220712 4.0.1]

Initial discussions took place on what changes, if any, could be made to membership categories including Associate Membership and potential for forms of Junior/Student/Young Persons' memberships.

**Actions:** MS to draft text for the addition of the Associate Member class of membership. [ACT 220712 4.0.3]



IP to undertake some analysis and profiling on costs and benefits for young persons. [ACT 220712 4.0.4]

### **5.0 Committee Vacancies Update**

Nothing to report.

### **6.0 Equality, Diversity & Inclusion Policy (EDI)**

**Agreed:** EDI Policy approved for publication. [AGR 220712 6.0.1]

### **7.0 Operational Risk Assessments**

JH and JM met Stu Dighton on 29 June. Looking to work more closely with the Centre moving forward. Agreed that LVWWC will run a spinal extraction training session for the Club, and names will be organised to get the training arranged. Latest RA shared with LVWWC and was approved by the Centre's representatives.

### **8.0 Financial Update**

IP updated from the previous meeting, that arranging catering for Club sessions with the Centre only produced their standard menu, but we have in writing if we want to arrange buffet style catering.

IP raised the need for airbags for the new boats and would source them.

Discussion took place on the lessons learned from the recent major purchase of boats, and on how future large procurements could be improved. JM stressed that in future we should more clearly separate the discussion on 'requirement specification' from the subsequent discussions on costings, value and the 'purchase decision'. To get the requirement specification right requires the involvement and insights of all Club leads and represented interests. Our Conflict of Interest practices would continue to apply to the 'purchase decision'.

**Actions:** MS to draft a Policy Statement for Procurement that will be included in our new Policy Statements document approved at the last meeting. [ACT 220712 7.0.1]

Sunday water sessions were discussed and IP updated the Committee that the two sessions thus far had not reached the 20 boat break-even point, although they had been popular with attendees.

**Agreed:** If session numbers have not reached 20 by end of July, we will take a break in August (in which available numbers and volunteers likely to be lower) and resume in September with more promotion of the sessions. [AGR 220712 7.0.1]

MD informed the Committee on a possible opportunity for pool sessions on Sunday evenings during winter months. Edmonton is relinquishing its 20 year arrangement with Southgate Pool that includes a container for holding pool-use equipment. Each session is costed at



£200 per hour. JH declared a conflict of interest and abstained from the discussion which focused on the organisation required to operate such sessions, the coaching commitment and the likely number of attendees relative to the hire costs.

**Actions:** Although deemed not viable for general Club purposes, CLE to be consulted on slalom scheme viability. [ACT 220712 8.0.1]

### **8.0 Membership Update**

Nothing to report.

### **9.0 Welfare Update**

SR had provided a written update on reviewing the anti bullying policy and the creation of an anti harassment policy (which doesn't exist in the BC policies). The Welfare Team has created a draft for a LVPC anti bullying/ harassment policy and will finalise it at their next sub committee meeting and it will then be ready to be viewed by the general Committee. There had also been discussions on minor changes within the safeguarding policy and grievance policy which also will be finalised at the next sub committee meeting.

IM updated on achieving DBS clearances for all existing coaches, and JH confirmed he would be forwarding details on new coaches.

### **10.0 Coaching Update**

Nothing further to report.

### **11.0 Safety Update**

For next meeting.

### **12.0 Equipment Update**

See Finance update above.

### **13.0 Discipline Update: Flat Water**

MD's continuing discussions for site access were noted.

### **14.0 Discipline Update: Freestyle**

Club Members' achievements at the 2022 ICF World Championships were noted.

### **15.0 Discipline Update: Rafting**

Nothing to report.

### **16.0 Recreational Paddling**

Nothing to report. Representative to be sought.

### **17.0 Discipline Update: Slalom**



It was noted that sessions are running well and numbers are healthy in all squads. Kids courses and Intro to WW course are currently running. The need for larger slalom boats still exists, budget was approved but no suitable kayak was found for purchase.

Club Members' achievements at the ICF Canoe Slalom Junior & U23 World Championships held in Ivrea were also noted.

#### **18.0 Comms Update**

Nothing to report.

#### **19.0 AOB**

Nothing to report.

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