

Nottingham Kayak Club Committee meeting held on Thursday 31st March 2022 at 7:30 pm at NKC clubhouse

Agenda

1. Welcome
2. Apologies of Absence
3. Minutes of Previous Meeting
4. Matters Arising from the Minutes
 - 4.1. Constitution
 - 4.2. Food Hygiene Course
 - 4.3. Boat Inventory, numbering etc
 - 4.4. Trent K2 Race (w/e 29/30 October)
 - 4.5. Charity Event (Sunday 24th July)
 - 4.6. Equipment Booking System
 - 4.7. Racing Questionnaire and proposed sprint event on the Trent Chairman's report
 - 4.8. Club Rules and Codes of Conduct
 - 4.9. Report on works carried out so far since last meeting
 - 4.10. NKC Hasler race (Sunday 22nd May)
 - 4.11. NKC MRC K2 Assessment race (Saturday 11th June)
5. Chairman's Report
 - 5.1. Ukraine Collection
 - 5.2. Committee Members Responsibilities
 - 5.3. Club Environment, housekeeping.
6. Secretary's report
 - 6.1. Correspondence in/out
 - 6.2. New risk assessment needed for current training squads.
7. Treasurer's report
 - 7.1. Current State of the Account
8. Reps report
 - 8.1. Safeguarding Officer
9. Ukraine Charity Event 2022
10. General Business
 - 10.1. Club Key Applications
 - 10.2. Next set of works to be carried out
 - 10.3. Club Information Display
 - 10.4. Waste Disposal
 - 10.5. Comfortable seating for clubroom
 - 10.6. Qualification for Hasler Final

10.7. Friday evening or Saturday 10 km races at NKC as in previous years

11. Any Other Business

12. Date and Time of Next Meeting:

Those present were John Handyside (Chairman) , Cathy Howell (Tresurer), Norman Mason (Secretary), Richard Pickering, Charlie Smith and Mags Dilai.

Apologies for absence were received from Adam Evans, Matthew Enoch and David Phillips.

The minutes of the previous meeting had been circulated prior to the meeting by email. The only item that was queried was concerned with the staging of a sprint regatta on the River Trent. John Handyside will research the feasibility of staging a sprint regatta on the River Trent adjacent to County Hall as part of the Nottingham Festival in 2023.

Matters arising from the minutes.

- (1) Proposed new constitution- see later item
- (2) Food Hygiene Course. Eight members have successfully passed the course. One member is currently doing the course. Two members are doing the course independently of the club and three have not yet started doing the course. The course will be offered to other members if the three who have not yet started the course do not wish to now do the course.
- (3) Numbering of club boats has started. The racks they are to go on are also to be labelled (in order that boats can be put back on the correct racks after use.) An electronic system for booking the use of club boats is ready and will be utilized once numbering of club boats is complete and will be available on both the club web site and using a mobile phone "app".
- (4) It is hoped that the club will be able to stage a "Trent K2 race" on the weekend of 29th /30th October. The choice of day will depend upon the Nottingham Forest Football Club fixtures on that weekend. (which will not be known until later this summer) An organizer is needed for the event. None of those at the meeting wished to be the organizer of the event.
- (5) There is to be a charity fund raising event for the clubs own charity which is "The Nottinghamshire Downs Syndrome Support Group" and is to be held on Sunday 24th July. The event will entail paddlers and runners.
- (6) Racing Questionnaire and proposed sprint event on the Trent Chairman's report. John Handyside proposed that a sprint racing event should be held on the River Trent (adjacent to County Hall) as part of the Nottingham Festival in 2023. Some reservations were expressed about this.
- (7) New Club Rules and Codes of Conduct. These cannot be formulated until after a new club constitution is in place. However there are already notices on changing room doors about codes of conduct in the changing rooms.
- (8) Report on work carried out since the last meeting. The work done included (i) Wrap around flooring in the lobby area outside of the changing rooms and also near the front door to match existing flooring. (ii) New pathway consisting of pea gravel on top of a crushed stone base on the pathway to the left-hand side of the premises and to the rear of the premises. (iii) New front door. (iv) Repair to guttering. (v) Repair to foul water drainage. (vi) Commencement of providing a covered area to the rear of the premises (which was started by George Oliver several years ago). (vii) Repair to shower in female changing room. (viii) Mounting of trophies on the wall of the clubroom (ix) Outside lighting over the new side passageway.

The club has purchased a rack for “swiss ball” storage and a “safe cupboard” for the storage of hazardous cleaning materials.

It is envisaged that members will be able to make good the blockwork and woodwork in the lobby area outside of the changing rooms and then decorate the area.

John Handyside is intending to get quotes for lining the walls and ceiling of the annex to the female changing room.

A shower curtain is to be provided for the annex rather than a shower cubicle. There is to be bench seating in the annex.

Shock cord has been purchased for securing boats placed on high racks. This still has to be fixed onto the racks.

- (9) A list of jobs that need to be done for the NKC Hasler race (to be held on Sunday 22nd May) will be posted on the clubroom in the hope that members will sign up to volunteer their time to help run the event. Similarly, for the K2 assessment race to be held on Saturday 11th June.

Chairmans report

A large collection of materials had been gathered as donations from NKC members to be sent to Poland to help with the humanitarian crisis in Ukraine. There was some delay in collection from the original plans but the overwhelming view of the committee was that club members had made a very good contribution to the appeal and that the disruption to the possible use of the disabled changing room was valid under the circumstances.

The chairman offered the opinion that club members should be doing more to run and be concerned with the upkeep of the club and that it was up to the committee to take a lead on this.

It was thought that more communication needed to take place about what needs to be done at the club.

The chairman reported on the state of untidiness in the premises on Monday 29th March when he returned to the club after being away. A note to this effect had already been posted on the club website.

Secretaries report.

All correspondence and enquiries had been dealt with.

The committee had been alerted to the possibility of grants to start schemes to encourage the take up of exercise in disadvantaged regions of the country. Because of the club's postcode being in an area not of social deprivation it was not likely to be available to NKC. A sub-committee needs to be formed to look into the grant. (Norman Mason + Charlie Smith + other volunteers wanted)

Preparations for the staging of the NKC Hasler Marathon Race and K2 Assessment race were being made. Discussion took place about whether the club needed to hire extra toilets for the events. It was decided that the 4 WC's + urinal would be sufficient for our relatively small race.

Treasurer's report

The treasurer had duplicated report summarizing the income and expenditure for the months of February and March . These were circulated to members. Discussion followed about the new signatories for the two club accounts. John Handyside (Present chairman) was to ask Peter Ilett (previous chairman) about what was happening about the change over of signatories.

The chairman produced a document (circulated to members) regarding a company (called “worldpay”) that would deal with the collection of money for events (e.g.

courses, membership, race fees etc.) The company would provide a "Portable Terminal" allowing payments to be made to the club provided we had a secure landline or WIFI connection. It would accept all major debit and credit cards along with payments via "Apple Pay", "Google Pay" and "Samsung Pay". It could also take payments over the phone and take pre-authorisations as a way of deposit at no extra charge. The fee would be £10-00 per month per terminal. There would also be a fee for each transaction.

Richard Pickering offered to investigate other companies offering a similar scheme. John Handyside thought that a scheme like this is something that the club should be looking towards using as its long-term plan.

Safeguarding Officer.

Caroline Jones is to step down from her role as the clubs safeguarding officer after holding the post for ten years. The secretary has written to thank her for her work. John Evens will continue in his role as the other safeguarding officer for the club. Sally Fox has kindly offered to take up the role of safeguarding officer to replace Caroline. There will be an overlap period whilst Caroline teaches Sally what is involved in the role.

Ukraine Charity Event 2022

John Handyside proposed an event to raise funds for the Ukrainian appeal on Monday May 2nd which would be a non-competitive paddle around the loop. It could be in any type of craft and start times would be varied to allow for the likely speed of the craft. It could be done non-stop or to take a picnic enroute. There would be no entry fee but donations and sponsorship could be made via "Just Giving". The funds raised would go to the "Ukraine Humanitarian Appeal" where the government has agreed to match pound for pound any money donated. It will also be recognizing the efforts of a Ukrainian Para Olympic Paddler, Sergey Emelyanov, who is trying to sell his Olympic Gold Medal to raise money for his country. There could be some of our para canoeists joining us. Each person would be expected to show some blue and yellow on themselves or boat. British Canoeing and the Canals and Rivers Trust have agreed to promote the event.

The committee were in approval of this event.

Club Key Applications

These have been granted to Kerry Christie, Katie Pocklington and Jessica Urquhart.

Work to be carried out needing volunteers

- (1) Numbering of all club boats together with the rack they should be stored on. (Stencils and waterproof marker pens are available)
- (2) Shock cord on racks for boats stored at above head height. (Shock cord has been purchased)
- (3) Roof at rear of premises. Was started by George Oliver. Work is continuing.
- (4) Making good block work in lobby area + architrave + decorating.
- (5) Screening for female changing room

Club Information Display

This is now available to see both on the club web site and on the video monitor in the club room.

Waste Disposal.

Was discussed. The rowing club next door has a large waste container from the City Council (despite being in the Rushcliffe district of Nottinghamshire). In recent years members have been volunteering to take rubbish home and put with their own domestic rubbish collection.

Comfortable seating for the clubroom/ encouragement of members to use the club room.

No suitable suggestions were made for alternative seating.

When the front door sealing strip is being replaced by the installers of the door, enquiries will be made about an alternative locking system for the front door so that it would be like a domestic yale front door system but with the crash bar.

To make the club room more convivial, it was decided that the default position would be that some tables and chairs around them would be left out in the club room for members to use and socialize after training sessions. When the club room is used as a gymnasium or the paddling machines were being used, the tables and chairs would be moved aside for the session and then returned afterwards. The tables and chairs would normally stay in the centre of the room.

Redacted Item

Date of Next Meeting Thursday 12th May 2022 at 7-30 pm at NKC Clubhouse

Extra General Meeting This is proposed for Thursday 7th July 2022 when it is hoped to be able to have a vote on accepting a new club constitution.