



**Manchester Canoe Club  
Committee Meeting Minutes**

**Committee Meeting Minutes Monday 25th March 2019**

Called by: Neil Thomas (Chair)  
Minutes by: Zuzana Boys (Secretary)  
Held at: Navigation Pub, Marple.  
Start: 7:30pm  
End: 10:00pm

**Attendees:**

- Neil Thomas (NT) -Chair
- Andy Brookes (AB) - Touring Officer
- Laurence Jay (LJ)
- Zuzana Boys (ZB) - Secretary
- Clare Wells (CW) - Welfare Officer
- Andy Ridyard (AR) – Membership Officer
- Andy Quilliam (AQ) – Treasurer
- Dave Cooke (DC)
- Peter Gibson (PG) - Polo Officer

**Apologies**

- Matt Cooke (MC) - Youth Representative
- Will Knox (WK) - Youth Representative
- Tom Carlisle (TK) – Sea Representative

**1. Minutes of the last meeting (All)**

The minutes of the last meeting 25<sup>th</sup> February 2019 were accepted.

**2. Actions Carried Over (All)**

As per attached Excel spreadsheet.

**3. Workdays (NT)**

It has been agreed that the next work day will take place on 27<sup>th</sup> April 2019.

Meeting 25<sup>th</sup> February 2019

**Actions Required**

20190325-001 NT to prepare a list of tasks and to advertise on FB.

**4. Taster Sessions (AB/NT)**

Taster sessions will take place on:

16th April, 14th May, 18th June, 16th July, 12th August and 10th September 2019.

No special sessions (i.e. for juniors only) to be organised, however it has been agreed that the suitable age for taking part in these sessions should be dropped to 11+ years, on the condition that parents of any under-18s taking part remain present on the river bank for the entire duration of the session.

**Actions Required**

20190325-002 AB to advertise on FB, AR to contact all participants of pool courses for beginners & NT to set up 10 tickets per session on WebCollect.

**5. Marketing MCC (AR)**

The Committee agreed that this should be brought forward to the next meeting when hopefully a new website is set up and links can be put on it.

**Actions Required**

20190325-003 AR to take on FB Messenger in the interim and direct any enquiries as appropriate.

**6. Equipment Officer Handover (NT/AR)**

Steve Tott will be resigning from the role and Si Cliff has agreed to take over.

**Actions Required**

20190325-004 ZB to find out when the takeover is due to take place.

**7. Training and Development Officer Role (AR)**

This is currently vacant and needs to be filled. It needs to be someone with at least Level 2 coaching qualification.

**Actions Required**

20190325-005 NT to ask Karen if she would be interested. ALL to make suggestions at next meeting.

**8. Social Media Policies Drafts (AR) AR has drafted four documents:**

1. MCC - Social Media Acceptable Use Agreement
2. MCC - Safe Access and Use of Club's Social Media Policy
3. MCC - Safeguarding Policy
4. MCC - Social Media Policy

It has been agreed that a simple and easily applicable safeguarding and social media policy is required. Amongst other things, the Club needs to ensure that no images of children are linked to any names at any time. The Social Media Acceptable Agreement is to be made part of acceptance into MCC FB group.

**Actions Required**

Meeting 25<sup>th</sup> February 2019

20190325-006 AR to finalise all policies and send out to Committee members via email for approval by email.

## **9. Any Other Business**

### **9.1. Trademarking the MCC Logo & Name (NT)**

The Committee approved NT's proposal to trademark the MCC Logo & Name in order to enable MCC to act in case of misuse of these by unauthorised individuals. The estimated cost is expected to be £200-300.

#### **Actions Required**

20190325-007 NT to proceed with trademarking the MCC logo and name.

### **9.2. River Flood Lights - Safety Check (LJ)**

LJ has asked a few companies to provide a quote for the outside river lights to be safety checked. Only one quote for £140 has been received. This has been approved by the Committee.

#### **Actions Required**

20190325-008 LJ to get back to the quoting company and ask them to proceed with the safety check of the outside river lights.

### **9.3. Overseeing the Club's closed FB groups (Polo, Slalom) from welfare point of view (AR)**

It has been recognised that Welfare Officers need to have access to the two closed FB groups (Polo & Slalom) for welfare monitoring purposes. CW is a member of the Slalom Group.

#### **Actions Required**

20190325-009 AR to join the Polo FB Group.

### **9.4. Access to MCC FB for parents of MCC FB Group Members aged 13-16 (AR)**

It has been agreed that parents of MCC members aged 13-16 years who are members of the MCC FB group should be given access to MCC FB if requested in order for them to be able to supervise their children's FB activity.

#### **Actions Required**

AR to supervise on ongoing basis.

## **10. Next Committee Meeting**

Will be held on 29<sup>th</sup> April 2019 at 7.30 pm at the Navigation Pub in Marple.