

Meeting 25th February 2019

A request has been made by a family of a junior paddler for their own set of keys to the club house. The Committee decided not to grant this request at present as this may imply that access would be classed as a club session and therefore have H&S and supervision implications. There was consensus that keys should only be held by session coaches and duty officers and not be distributed ad hoc. Padlock codes may be changed at some point in the future to avoid misuse of keys by unauthorised key holders.

Action required:

25022019-030 ZB - to obtain a key holder list from Peter Burke

25022019-031 NT - to liaise with Si Cliff regarding a key operation policy

8. Next Committee Meeting

Will be held on 25th March 2019 at 7.00 pm at the Navigation Pub in Marple.

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- 25022019-021 AR - to send description of the above criteria to all sections, ask them to provide a list of people who would require a DBS check and send off to BCU for processing . Also to include monitoring of expiry dates of DBS certificates in the role of the Welfare officer.
- 25022019-022 AB – to include information about DBS clearances on organisational chart.

7.2. Health & Safety - Equipment (AR)

Health and Safety with regards to equipment needs to be taken more seriously as these do not last forever and some might not be suitable for white water use above a certain WW grade.

Action required:

- 25022019-023 NT – to liaise with Steve Tott (Equipment Officer) to carry out an audit of club helmets, BAs and throw bags to establish purchase date, number all equipment and create a log.
- 25022019-024 CW - to draft a policy
- 25022019-025 AB - to ask Phil Howe if he would take on the role of H&S Officer

7.3. The Tootega Catalyst88 Boat (CW)

At present, the use of the boat by club members is not regulated in any way. A policy may be required to cover the use of the boat by any member of the club and another one to cover access to the club's equipment for anyone with a disability. At present, the club does not intend to advertise disabled access widely. Anyone disclosing a disability will require an individual plan.

Action required

- 25022019-026 CW - to find out if any existing club policy covers this at present

7.4. Out of date documents displayed (DC)

Parents have pointed out that the liability insurance document displayed in club house is out of date. Same applies to the MCC BCU affiliation certificate.

Action required

- 25022019-027 ZB – to obtain and display a valid BCU affiliation certificate
- 25022019-028 AQ - to obtain and display a valid liability insurance certificate

7.5. Inclusion policy (AR)

As new legislation is being passed, the club needs to consider having an inclusion policy. This extends beyond promoting females and gender issues.

Action required:

- 25022019-029 CW - to approach Glen Roberts to see if he still is or would agree to become an Equity Officer and then try and define the role in more detail.
- Policy issue to be carried over to the next meeting.

7.6 Gate codes and club house keys (LJ)

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been accessed and all funds transferred into the club's Lloyds bank account. AQ confirmed that following recent outgoings (AGM buffet, new boat store building), there is approx. £9,000 in the Lloyds bank account now. About 60 cheques are paid out every year. No liabilities are expected soon. The next insurance payment is due in Autumn 2019.

AB reported that the club receives about £5,000 a year from a financial Trust which was set up from a will and is apparently run by two retired solicitors who act as trustees. The club has no right to run this trust and only receives the money.

AB also explained that there is another trust, the actual Site Trust and that the identity of its trustees and financial liabilities are also something that needs to be clarified. The site was purchased for £15,000 and man hours were promised to the farm for the use of the lane used for access to the club. The farm are now asking for £48 per year (possibly more frequent) instead. Although NT agreed with Lower Dale Farm to pay in this instance, AB thought that paying could be seen as a precedent in case more expensive work is carried out on the lane (tarmac) and this could result in a high bill for the club.

6.1. Polo Section | Interim Financial Report & Issues (PG)

PG explained that a separate Lloyds bank account exists for the MCC Polo Section to which he is not a signatory. The accounts used to be in minus but there is approx. £874 in this account at present. £1000 has been raised recently from Life Leisure. Polo pool sessions are profitable. PG feels that this separate Lloyds account should be merged with the MCC main bank account but that this may require time and may not be possible until April 2020 as some of the Polo finances are run from private accounts also.

NT stressed that the Polo finances need to be integrated completely into MCC as soon as possible to avoid liabilities & to allow the Polo section access to MCC infrastructure and wider money. NT confirmed that any money raised specifically by the Polo section (this excludes regular subs) would be earmarked for Polo.

Action required:

25022019-014 AQ - to produce a budget for the next 12 months

25022019-015 AQ - to arrange for revalidation of insurance premium in view of new equipment and store building

25022019-016 NT - to obtain necessary documents in order to take over Paypal and WebCollect account

25022019-017 AQ - to verify trustees of the Financial Trust

25022019-018 ZB - to find out position regarding the Site Trust

25022019-019 PG - to liaise with AQ to move Polo subs payments to WebCollect and propose a cut-off date for the separate Polo bank account by next committee meeting.

25022019-020 PG - to talk to Graham (Polo Section) to speed up integration of the Polo bank account.

7. Any Other Business

7.1. DBS Checks (AR)

Agreed that anyone with regular unsupervised contact with children and vulnerable adults and anyone with access to information about children and vulnerable adults (i.e. anyone with access to Webcollect) requires a DBS check. PG explained Polo section has no under 18s.

Action required:

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- **Verified Account into Google Drive - in progress** - 25022019-003 AQ to clarify with Olivia Oldham if the club accounts have been verified and if not arrange for this to happen and put them into the new Google Drive created by NT.
- **Expenses Policy - in progress** - only Mike Davies (Marlin's Coach) is claiming expenses and the issue has been clarified and sorted with regards to him, however a general club policy is required. 25022019-004 CW - to collate all previous minutes. 25022019-005 NT - to liaise with Jim Krawiecki who drafted one previously, obtain rates and draft a policy for vote by the committee.
- **Organization flow chart - in progress** - 25022019-006 a list of club members is now available, AB to now produce a chart which will be displayed as a poster in the club house and will show all members with a role in the club (i.e. committee members, qualified coaches, duty officers, DBS checked members etc.).
- **Contacting Mike Stringer - (ongoing)** - no reply still - 25022019-007 NT to keep trying. If Mike gets in touch with anyone, please report to NT.

5. IT issues (NT)

NT explained the ongoing serious issue posed by the fact that the club's entire IT infrastructure is owned by a single person (Mike Stringer) who has not been contactable for months now. Mike hosts the club's website on a domain that he pays for. It is unclear who actually owns the website and is liable for it. He was the holder of the sole "creator" role for the club's WebCollect. He also created and is the only one who can delete from the old Drop Box. A new website is needed which would be created by an organisation which could be held responsible and to which people could just provide content for. WebCollect might be kept and embedded into the new website. A new google account, google drive and google group have been set up which have 3 people with user ID.

CW explained that the club also has a Twitter account and a YouTube channel. There is also an email address that was used for the distribution of a club's newsletter.

PG advised that the Polo section has an Instagram account.

Action required:

25022019-008 NT - to identify a company which would create a new hosted website to avoid one person owning it

25022019-009 NT - to list all IT infrastructure and who has access/ control of what

25022019-010 NT/AR - to review how many registered users are on WebCollect and if this should be reduced given the number of current members to lower price

25022019-011 AR/CW - to contact old members who left over a year ago to ask them if they wish to re-join and to inform them that if they do not they will be removed from WebCollect by a certain date. CW to ensure compliance with privacy policy.

25022019-012 NT- to request that Mike Stringer deletes old drop box

25022019-013 NT - to explore buying all possible MCC domains

6. Interim Financial Report (NT, AQ, AB)

NT explained that just like the IT infrastructure, the club's Paypal account and WebCollect were controlled by a single person (Mike Stringer) and there has been an evident problem in contacting Mike for some time now. Thanks to an old Paypal login remembered by Olivia Oldham, the Paypal account has now



**Manchester Canoe Club
Committee Meeting Minutes**

Committee Meeting Minutes Monday 25th February 2019

Called by: Neil Thomas (Chair)
Minutes by: Zuzana Boys (Secretary)
Held at: Navigation Pub, Marple.
Start: 7:00pm
End: 9:30pm

Attendees:

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

Apologies

- None

1. Welcome and Introductions (All)

All committee members introduced themselves as most members are newly elected.

2. Running of the Committee (NT)

NT expects members to attend and actively participate in committee meetings. All members to complete actions assigned to them promptly, no progress will not be tolerated, if struggling to action, please advise NT asap.

3. Minutes of the last meeting (All)

The minutes of the last meeting held on 9th January 2019 were accepted.

4. Actions Carried Over

- **Bank account signatories - no progress** – 25022019-001 NT to liaise with AQ to change signatories to the club's Lloyds bank account to NT, ZB, AQ, AB & AR.
- **On-line account access - no progress** - 25022019-002 AQ to look into setting up online banking as opposed to using cheques & signatories.