**Castle Canoe Club Committee Meeting**

**8:45pm, 5th April 2011**

**The Rosemary Branch**

**Present: Peter, Claire. Nina, Barbara, Shane, Barbara, Philip**

**Apologies: Jasna**

**Distribution: As above**

1. Previous minutes – Matters Arising

2. New Committee:

a. Information needed to send round to club to introduce ourselves and update website.

**Committee agrees to send profiles of members of the committee to Nicola. Barbara and Shane agree to help Nicola to start newsletter. Newsletter to be published end of April.**

b. Use newsletters? (articles ready…)

c. Clarify roles e.g. Who sends round reminders?

**Continue to delegate ad hoc. Claire will continue pool sessions and social paddle clinic reminders. Nina to revise dummies guide to duties. Barbara to create an emergency duty list.**

3. New system (except capsize test part):

a. Feedback from Sunday.

**Rachel Dixon who was on duty reported it went well.**

b. Information about what to do on duty.

**Nina to update.**

c. Clarifying what first-timers are allowed to do etc (& how to share this info)

**Claire to clarify information to first-timers on the ‘first timer sheet’.**

4. Capsize/spraydeck test training.

a. Dates for training/costs

**The next training day will be 19th June. The cost is £75 for ten people.**

b. Keeping a list

**Barbara has put a list on the wall at the centre. Nina to create a printed version of this to replace it.**

c. How to let people know who is there to do it (whiteboard / photos / ??)

**Nina to add a section to the sign on sheet to indicate who is there to supervise spraydeck tests for that session.**

d. Prompt sheet

**Barbara to create this and have to hand in the duty cupboard.**

e. People who already have FSRT – compile list and Terry will send induction packs

**Barbara sent list to Terry. Nina to confirm with Terry.**

5. Forms for Duty etc - who has these?!

**Claire to reproduce the first timer sheets. Nina to reproduce new signing on sheet. To be uploaded to Google account.**

6. Website:

a. What are our needs? e.g. notice-board with notes / kit for sale, electronic versions of forms, etc

b. Email from Ian – our response

**Ian wants to transfer ownership of domain to CCC; we agree in principle to this. Nina to look into how this can be done. Nina to forward Ian’s email to committee to be considered.**

7. Training:

a. Using Nina, Neil & Phil’s coaching time.

**The above people to work out a plan.**

b. ’Taster Sessions’

**One taster session/funday to be planned. Claire to plan social side and Shane to organise water parts. Two possible dates to be suggested.**

c. Intro to White Water.

**8th 15th May & 5th June.**

d. Other training needs/strategy

**Nina to ask Terry if BCU One Star Assessment is possible. Nina to make a proposal for people to comment on.**

e. Training officer/subcommittee?

8. Pool sessions.

**Shane to ask Britannia if pool sessions can be done on alternative day. Propose to have two more dates this season.**

9. Trip ideas (brief – to be followed up)

**Barbara proposes 18th – 19th June as Wye trip.**

**Pete and Nina to plan a surf trip**.

10. Socials / joint open day (brief! – to be followed up)

**Nina to ask Terry dates of GLL open day.**

Any other business

**Shane to liaise with Charlie on dates for tournaments for water polo.**

**Next meeting – Tuesday 10th May Brownswood Tavern,**