

Adventure Dolphin Seneschal Meeting 3rd September 2017

Present Kevin Dennis (Chair), Ed Edwards (Vice Chair and minutes), Gerry Wigglesworth, Bob Feuillade, Donna Hatchett, Nick Hatchett, Ian Blachley, Tony Fitzgerald

Apologies Ralph Delaney, John Bethell, Vicky Metcalfe, Jan Porter, Adrian Moon

Ongoing or related action points from the previous meetings

220317-3 Climbing – competency check process and equipment checking .Climbing kit, even if private kit, needs to be checked by Carl W on quarterly basis - now resolved

220317-5 a) Inductions – KD and EE to identify leaders who have not yet gone through the 2017 induction process. - Identification has started and induction underway – ongoing

220317-8 AD branded clothing a) to be reviewed in autumn 2017 meeting – ongoing

220317-9 Keys – KD to source sets of keys for four leaders. – Ongoing.

220317-10 Risk and Governance

c) EE to ensure that new trips guidance and forms are on website and circulated to prospective trips leaders including Durance 17 trip.

New trip planning forms are now being used.

Ian to arrange for trips planning group to review forms and Ralph's suggestions at future trips planning meeting. - ongoing

220317-11 External Events

Goring and Streatley Regatta Terrible weather but a small team managed to provide boats and equipment for eight races. £250 raised.

220317-18 KD/EE to draft Activity Sessions guidelines for discussion at Seneschal - ongoing

220317-19 a) Competition Vicky to confirm winter training venue – Working Men's Club deemed to be too small - ongoing

220317-20 Lap top and printer – Nick to advise – Laptop is ready. Steve has a printer. Dave T has given permission for access to internet.

Action Nick to liaise with Dave T

080517-5 Club sessions – criteria for attendance

- After a six week course or evidence of current one star ability
- For attendance at Competition sessions evidence of current one star standard or above is needed
- Be a current Adventure Dolphin member or hold a valid temporary membership card (current for five sessions)
- Children under 8 years old can attend if parents satisfy the above criteria and the children are supervised by their parent and in the same boat. Children should have their own membership or be part of family membership.

Criteria agreed. However not all leaders, club members and course participants were aware as some turned up on Sunday paddling after only one week of a beginner course. Ongoing

Action – teams need to be informed and criteria publicised – Facebook, newsletter, website, verbal- ongoing

080517-5 Noticeboard/ Photo-board –

b) Donna to produce a photo-board showing pictures of key leaders – this is underway. Confirmed that welfare officers' names and photos need to be on board. Not all key evening team members want their photo to be taken and posted. Seneschal confirmed that just key people need to have photo displayed to give visitors an idea of who's who.

Action - Donna to continue with photos. Kevin to speak to anyone who is concerned. Kevin to liaise with Donna - ongoing

080517-8 Showers/changing areas – a) KD/EE to develop a safeguarding policy – Discussion about this issue. All agreed that something needs to be done. Also concern about 'staff' changing room access - ongoing

080517-14 Marketing and Media – a) develop an annual plan b) dissemination of flyers/posters c) who is writing articles for local magazines – ongoing

Action Kevin and Donna to meet to discuss annual plan for major events – meeting 6th October

080517-15 Membership of Seneschal

Action – all to check email mailing list to ensure that distribution of Seneschal minutes and meeting invites are reaching those who should be receiving them. Any changes needed please inform Alan and Ed.

B) Who is representing climbing club and courses on Seneschal? Ongoing

Question was asked about membership of Seneschal. Agreed that rather than a group of 'senior' people Seneschal was a representative forum with all areas of the

cub being represented. Coordinators need to name a deputy who can attend meetings if they are unable.

Discussion about communication of information and decisions from Seneschal.

It has been assumed that coordinators would pass on all relevant information to their teams. It was suggested that minutes should go on the website but in a closed group accessible to members only.

Email groups could also be set up for particular areas of the club eg paddlers, climbers, leader members, all members, evening teams, completion group etc.

Action – Ed to redistribute Seneschal member list for all to confirm.

Action – Nick to look at website closed area for minutes

Action - Nick to liaise with Kevin about email groups

6. National Championships 28 – 30th July

Described as an awesome event. 1,100 competitors over two days of racing. However, a lot of hard work for a considerable amount of time leading up to the event, particularly by Vicky and the Nationals' planning group. Lots of thanks coming from external sources eg other clubs, British Canoeing etc. There was some concern raised that Adventure Dolphin didn't have much of a mention despite a considerable number of members being involved especially those who do not see themselves as competition paddlers. This led to a discussion about the name and brand of Adventure Dolphin and its relationship to Pangbourne Canoe Club. Kevin confirmed that Pangbourne Canoe Club is the competition arm of Adventure Dolphin. It was also noted that the competition side is getting stronger in results with its profile getting better regionally.

Questions were asked about the money raised from the Nationals and it was proposed that the Nationals give some money to Adventure Dolphin from any profits recognising the support of volunteers from the wider membership of Adventure Dolphin and a further proposal that any profits are split 50:50 between the Canoe Club and Adventure Dolphin.

Action – trustees are asked to be involved in any decisions about finances.

7. Scout Training Autumn in Canoeing and Climbing teams needed/ winter climbing

The July meeting had agreed the following actions:

'Action – Climbing team to meet asap to develop programme. RF is aware. Acton Second session on a Tuesday could be used for training Scout leaders as helpers

who can help with kitting up. Action Kevin to circulate contact details with scout leaders to ensure good dialogue.'

The above actions were based on decisions taken in good faith at the last Seneschal meeting. However, Gerry and Bob were not present at that meeting. It has now been agreed that Bob, Hilary, Gerry and Paul will continue with current procedures. Kevin will look at forming a climbing team to work with the scouts through the winter as part of the AD 2017 charity project. It was also agreed that the club needs more climbing instructors generally. Several members of Seneschal expressed interest in this role and we are aware that other members are also keen to be involved if the appropriate training was put in place.

Kevin asked if the climbing team was happy with the description of the courses being put on. They said yes.

8. Issues from Teams

Action 030717-8a Scampi to organise, before Christmas, a meeting of water based coordinators and deputies (and key leaders?) to discuss issues around labelling and description of courses. A meeting date has been set for 16th October 2017 and key paddling coordinators and coaches will be invited.

Action Kevin to send out invites

030717-1 action – As the star padlocks are very difficult to open and close Adrian will sort them out with graphite powder. **done**

Action Cancel Thursday 10th August course. Add extra session at the end. - **done**

Climbing

Climbing team to find substitute for Gerry when she is away later in the year.
Climbing team are happy with course descriptions.

9. Social event September – agreed to have a club members, friends and family event - paddle and BBQ on 13th September. Similar to Open Day and Go Canoeing open evenings but not open to general public this time. Nominal charge to cover cost of refreshments. Ed offered to do food. Nick offered BBQ. Possible change of this date owing to centre commitments. Action Teams to discuss social event and bring back ideas to seneschal.

Plans are in place. Ed will send out reminders and invites.

10. Dates for courses/ events 2018

At the July meeting Kevin gave out a list of proposed dates for the coming year (in fact through to November 2018). All present said they were happy with list of dates for next year.

Action – Ed/Kevin to recirculate list of dates

January Leaders Day – last Sunday in January

All agreed that January Leaders' Day /meeting should stay. This was discussed and suggestions included opening up to all members. Majority settled on feeling that it was a very useful day for sorting out issues related to leading, coaching etc. Also can be a good time to establish teams for the coming season. Action Teams asked to discuss January 'Leaders' Day

Bob suggested going somewhere else for a development day. Perhaps asked outside providers to run activities during the day. It was agreed to look at options

Action - Kevin to investigate. However, all asked for ideas and to pass them on to Ed and Kevin.

Standards day weekend of 24/25 March coordinators to agree format and content

New Year dinner / dance in January/February Action all invited to suggest locations by next meeting 4th September and 4th December

Action – Donna agreed to look at options

11. Sunday mornings from October half term to Easter – Ideas

Discussion - to alter Sunday mornings from November through to March to a monthly programme of trips/ club and focused sessions. Ideas so far include having regular themes or activities on certain weeks. These could include; centred based paddling, development activities to support different levels of star awards and Paddlepower, local trips

Action Regular participants to be asked for their views

Action Kevin and Nick to write up an invite to encourage more leaders to be involved with Sunday paddling sessions

12. Winter Training requirements

Suggestion of monthly training sessions for leaders to cover the content of courses for next year/ skills, monthly club sessions / talks/ planning. Sessions could also include boat repair workshops.

Action Coordinators to discuss with teams

13. AGM – new date 17th November

For AGM trip leaders being asked to a quick report and coordinators to do the same for their areas

Action – trustees to be approached to consider changing date - **done**

14. Leader day 28th January 2018

15 AOB from the July meeting

- a) Video clips AD activities need for new website. Particularly needed are clips of climbing and marathon/sprint.

Action Coordinators to ask teams to let Nick have any video clips

- b) Jumping in the river – discussed. Should always err on caution. Dynamic risk assessment. No diving, pushing in or horseplay. . Care needs to be taken of slippery bank and edge of landing stage. No jumping in between platform and bridge as there are underwater obstructions. All should be wearing buoyancy aids. Leaders should arrange safety cover – either throw line or safety crew on the water. Area of entering the water can be checked with a paddle. Coach in charge of activity or group always has final say.

Action Water based team leaders to inform teams

- c) DBS to start to move away from WB and go with BC coordinators to advise Ed and Kevin who needs a DBS check who at present has not got one.

Action - Ed to complete British Canoeing process.

Action Coordinators to inform Ed of any team members who do not have current DBS

- d) Membership check. Any leaders without membership should be asked to complete form on line. There is no cost. In the case of non leaders there needs to be a check on anyone regularly attending is rejoining especially older young people as there have been a few on club sessions on Sundays, Tuesdays and Marathon who do not have membership.

Action – Membership check by those leading club sessions and trips

Action Donna to create a series of automatic ‘welcome back’ type messages for when members renew their membership.

Action Memberships cards are in lecture room ready for circulation.

16 End of summer paddling courses - team reviews

Thursday – interesting/fun, beginner course great success. Bookings went well. Smaller groups in the last set of courses but allowed more focus with paddlers getting more out of it. Also freed up some coaches for their own development.

Wednesdays – described as ‘hectic/manic. With large numbers of participants. However, incredibly good night with a good ‘buzz’ and atmosphere.’

Climbing club – steady small stream of people signing up for courses. NICAS dips in the winter.

Sunday – mixed comments from participants. It’s been good at times but can be a bit ‘staid and samey’. Tends to be two or three groups – touring group, youngsters and those paddling at the centre. Some new people have been attending.

17 Discussion - future use of the ‘building’.

West Berkshire are currently deciding how the building and assets will be developed from 1st April 2018. Decisions are hoped for in September 2017. It will be important for AD to ensure that all bookings are in place for next year. All checking of equipment from 1st April and an inventory will be needed.

18 Treasurer – Amana Winchester will be stepping down from her role as treasurer as she is moving house. Adventure Dolphin is extremely grateful for Amana for her hard work as treasurer and also her many years of dedicated support to AD generally. Tony Fitzgerald has agreed to take on the role of treasurer.

19 External Events (continued)

Discussion about AD involvement in external events. While they can be a good source of additional income and a means of raising the club’s profile there needs to be an understanding that they can be very demanding on time and commitment on a small number of members (and in some cases their family and friends who are not even members). It was acknowledged that many members are giving a lot of time and commitment to the club in a number of areas even if it isn’t at one of the external events. Questions were raised about the number of new members or course participants that are generated by AD involvement. However, it was suggested that AD should be seen to be part of the local community.

Agreed to seek coordinators for the different events and to try to encourage more people to be involved.

20 Social Events

All agreed that social events are a good way of pulling club members together. Some discussion about the type of event and likely success both in terms of finding organisers but also numbers attending. Need to find out what club members would like to see being put on.

Action – ask teams and/or message members directly about possible events

21 DofE

Linda outlined the possibilities that AD may like to consider in the future depending on decisions made by West Berkshire Council regarding the retention of a DofE Operator's Licence.

22 Rolling

The Activity Team has lost its regular Thursday booking at Willink. There is now an opportunity for AD to put on rolling but venue, leaders and costs would need to be explored.

Action – Kevin to explore possible venues

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Minutes taken by Ed Edwards

Date of next meeting

Mondays 4th December,