

Adventure Dolphin Seneschal Meeting 4th December 2017

Present Kevin Dennis (Chair), Ed Edwards (Vice Chair and minutes), Paul Atherton, Claire Hardwick, Bob Feuillade, Donna Hatchett, Nick Hatchett, Ian Blatchley, Tony Fitzgerald, Linda Clark, Jan Porter, Jack Hulse, Claire Hardwick, Ken Tomkins

Apologies Ralph Delaney, John Bethell, Vicky Metcalfe, Adrian Moon, Josh Palmer, Alan Brown, Steve Ellis, Gerry Wigglesworth

Previous Meeting The September minutes were accepted as an accurate record of the meeting

Ongoing or related action points from the previous meetings

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 – to be completed at January Leaders' Day

220317-8 AD branded clothing a) to be reviewed in autumn 2017 meeting – ongoing – resolved not to proceed at this time.

220317-9 Keys – KD to source sets of keys for four leaders. Owing to uncertainty about the centre use it was suggested that this wait. Keys needed for Grant, Bob, Ralph,

220317-10 Risk and Governance

New trip planning forms are now being used. Agreed the Trips policy and forms will be reviewed after 12 months.

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

This was addressed in the recent water based coordinator's meeting (see below).

Action – Kevin to send notes from water based coordinators meeting to all Seneschal members.

220317-19 a) Competition winter training venue – as there was a lack of viable alternatives the club will continue to use the Working Men's Club. Note that venue will be unavailable in January due to refurbishment.

220317-20 Lap top and printer – Nick to advise – Laptop is ready for use in development room but needs somewhere secure. Permission has been given for another lockable cupboard.

080517-5 Noticeboard/ Photo-board

Donna has tried to complete this but some people didn't want their photo on a board. Also, it is difficult trying to catch people this time of the year. Leader Day could be good opportunity to prepare this for the summer season.

Action - Donna to continue with photos. Kevin is to speak to anyone who is concerned about having their photo displayed. Kevin to liaise with Donna - ongoing

080517-8 Showers/changing areas –Discussion about this issue. All agreed that something needs to be done. Difficulty with space available. Not considered advisable for leaders to change in same space as young people. However, it was pointed out that we leave unknown adults and young people to change together. Agreed that it is probably more of a problem when only one adult and one young person present. Day time procedure is to have a member of staff near the door or make random visits to make people aware that the space is being supervised. Decided to keep status quo at the moment and monitor the situation.

Action Kevin/Ed to research what other clubs do about changing areas.

Previous concern about 'staff' changing room access – code is available - resolved

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

Donna and Kevin have produced a development plan. However, we need some volunteer contributors to write articles for local magazines.

Trip leaders were reminded that photographs and brief write up is valuable for promotion of future trips and events. There is a reminder about this on the trip planning form.

AD newsletter to members was seen a very successful form of communication and all agreed that Ralph had been doing a great job. There hasn't been a newsletter recently and all felt that something needed to go to members soon to keep them informed. Kevin is to talk to Ralph about future newsletters.

It was agreed that Seneschal minutes could be sent to all leaders.

Action – All to mention to leaders/members that we need some contributors to parish magazines etc

Action Kevin to consult with Ralph

Action Ed – distribution of Seneschal minutes

Action – liaise with Nick to set up a leader's email group

080517-15 Membership of Seneschal

All coordinators and their deputies are members of Seneschal and are on the mailing list which has been recently circulated. Concern whether all email addresses are correct not just for Seneschal members but members generally. It was suggested that all email addresses are checked on membership renewal.

Paul Atherton attended the meeting as the competition group rep in Vicky's absence. He suggested that Steve McCluskey and Ian Palmer were also assistants to Vicky.

Action – Nick to send out list again for email address checking.

Action – January Leaders' Day – contact details check

Action – Consider amending membership renewal process so that email address and confirmed email address are entered.

Action - welcome letter with links to programme, newsletter etc sent to all new members and those renewing.

New Agenda items

1 Who is representing climbing club and courses on Seneschal? Ongoing

Bob reported that there was no one who has the role of climbing coordinator.

Action – continue to send all Seneschal information to Bob, Hilary and Gerry in lieu of a climbing coordinator.

2 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.

Nick has been setting up a website closed area for minutes and club documents.

Trustees are responsible for decisions about finances unless agreed delegation process ie. Budgets from finance group

Action - Nick to liaise with Kevin about email groups

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

This did not take place as no climbing leaders were available.

4 Issues from Teams

a) Water based coordinators meeting

This took place on 16th October. A range of issues were discussed and agreement reached on key areas to ensure consistency across all paddling activities. It was agreed that AD activities would have a common structure. Minutes of the meeting have been written but are to be circulated after proof reading. It was agreed that this would be a good document to share with land based leaders as well. Also good to present document and provide opportunity for conversation about key issues during the Leaders' Day.

Action – Kevin to send minutes of the water based coordinators' meeting to all Seneschal members

Action – provide opportunity for discussion at Leaders' Day

b) Climbing

There is only a small climbing team. Generally it is Gerry on Tuesday delivering NICAS. Bob and Hilary do the club session on Wednesday. Difficult to commit to dates after April at the moment. A discussion ensued covering issues – NICAS (only Gerry can deliver these). Agreed that we should continue with NICAS due to its portability as a nationally recognised award. how to encourage more people to come forward to be climbing leaders/assistants. January Leader's Day could be an ideal induction for prospective leaders/assistants.

Climbing team are happy with course descriptions. Climbing courses to be promoted to follow canoe course dates.

Action Kevin to speak to Gerry

Action Consider induction process for prospective climbing leaders

c) Social event September – Paddle and BBQ for members and their friends and family. All agreed that the evening was a success. About 60 people attended.

5_Dates for courses/ events 2018

Dates for 2018 were recirculated by email. Despite all agreeing previously that the dates were ok Bob reported that the climbing leaders can't commit yet to dates after April (see above).

Action Best outcome is to advertise climbing courses in line with canoeing recognising that bookings may be subject to slight change.

6 Trips

- a) A number of successful paddling trips have taken place this autumn including: River Arun, Symonds Yat, Wye river trip from Kerne Bridge, Lower Dart, 'curry' paddle on the Thames all led/coached by AD river leaders with more planned through to March – Santa Paddle on the Kennet and Avon canal through to the Oracle, Reading; New Year's Day paddle; Abingdon, Usk; Barle and Wye. The trips planning group welcome suggestions for proposed trips.
- b) Kevin reported the open meeting on the 19th November had taken place - 16 attended. Several possible participants and parents had already expressed interest in the possible trips especially the Allier. (Note that trips that looked like going: Allier and Sea Kayaking to Dorset (first week of school holidays) and a winter/ half term trip to Scotland . Other Ideas that were suggested included M1/A26 madness artificial WW sites in UK/France. Thames and canal paddles exploring; Sea kayaking trip to Gower / Stackpole; Touring Bristol area; Canoe touring week in Ardennes; River Soča in Croatia.
Action proposed trips to be discussed further at next trips planning meeting)
- c) Proposed Allier trip 2018 – dates 17-26th August. Trip Leader Tony. Usually this would go through Trips Planning but due to timing it was agreed that trip can go on website as Proposed Trip. More details to be presented to next trips planning meeting in January to initiate approval process.

Action Tony to present trip details to trips planning meeting in January 2018

Action Let members know about planned trips and also invite suggestions for other trips

7 January Leaders Day – last Sunday in January 2018

Seneschal had previously agreed that Leaders' Day should take place as advertised. No ideas were put forward prior to the meeting about the programme for the day. In this meeting questions were raised about the purpose and programme of the day. Many said they wanted it to be fun, interesting, useful etc. Ed suggested a mix of practical workshops with some indoor admin/training.

There were no volunteers to help Kevin and Ed plan the day

Action Kevin and Ed to put together a list of suggested activities and send to Seneschal for further ideas/offers to lead a workshop.

Action Kevin/Ed – email all leaders, assistants and helpers inviting them. Ask if any have ideas of what they would like to do on the day.

8 Standards day weekend of 24/25 March

Programme and format still to be confirmed. Apart from practical and theoretical work to ensure 'standards' across our programmes there is also an opportunity to 'update' coaches

Action coordinators to agree format and content

9 New Year dinner / dance in January/February Action all invited to suggest locations by next meeting 4th September and 4th December. Donna agreed to look at options and spent a considerable amount of time exploring options which proved to be too expensive.

10 Sunday mornings from October half term to Easter – Ideas

New programme for Sundays has started. There are now four different programmes each month with each Sunday designated one of coaching, local trips, social event or working on personal achievement awards.

11 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

12 AGM – 17th November

The AGM date was changed as requested by Seneschal. Some felt that there was a disappointingly small attendance. There was some confusion about who was sending out invites as it was trustees' event. Donna had prepared an invite to attract more people but this didn't go out as it was pre-empted by a more formal invite from trustees. Questions were asked about the identity and background of the trustees. Concern raised by some regarding the role of the trustees with regard to expected changes to the use of the centre building. The Seneschal was given reassurance that the trustees are working hard to ensure the continuation of the use of the centre so that our programmes can continue.

13 Discussion - future use of the 'building'

At the AGM Clive Williams, Chair of Trustees, reported on a meeting he had with West Berkshire Council which confirmed:

- West Berkshire Council (WBC) was looking to pull out of the centre due to budget constraints
- WBC was inviting organisations to take over the building and Activity Team West Berkshire (ATWB) programmes. Parkwood Leisure has been identified as a possible partner

- The trustees of the Charity were to meet to discuss a possible bid but recognised that it would not be possible to maintain the ATWB programme
- The Trustees were working to ensure continued use of the building for our programme

Those attending this meeting were asked about Trustee representation. Seneschal members who are also Trustees and their roles are:

- Kevin - Chair of Operations group, Seneschal and Water based programmes
- Ed – Chair of Risk and Governance, Welfare and safeguarding officer, Seneschal Vice- Chair
- Bob Feuillade – Operations group, seneschal and land based programmes
- Tony Fitzgerald – Finance Group, Charity Treasurer, Trips group
- Alan Brown – Finance group, Responsible for ICT and Membership, Webcollect, Paypal etc
- Steve Ellis – Marketing Group

Other trustees are: Clive Williams (Chair), David Appleton, Sarah Westall, Tim Metcalfe

It has been noted previously that the Trustees are male dominated and there is also capacity for more trustees. Anyone interested should contact Clive Williams or speak to one of the trustees about the role.

The Seneschal asked that when progress has been made and WBC have made decisions about the future could a joint meeting of Trustees and Seneschal take place and also an open meeting for all members and Trustees.

It was noted that Trustees are not able to talk openly about proposed changes as there are a number of confidentiality issues involved.

Action Kevin/Ed to take to Trustees proposed meeting suggestions

14 Risk and Governance

Ed has now completed DBS verifier process with British Canoeing (available to all AD leaders). January Leaders Day would be ideal opportunity to carry out document checking process. Leader would need to complete on-line application form first. There were questions about the duration of DBS validity and portability. Kevin explained the 'in same employment' rule and why the attendance at the Leaders' Day and the Standards Day and other quarterly events can count towards this requirement.

Action Ed to email leaders about DBS process

15 External Events (continued)

Kevin reminded the meeting that Seneschal meeting agreement to the club taking part in external events means that all have agreed to be involved in some way. This could be directly but in recognition that everyone is busy it could instead be promoting the event to team members and encouraging others to help out.

Scampi requested that in future the Thursday team are not left to load all the boats for Beale Park event. This can be onerous at the end of the evening session. Jack Hulse has offered to help Bill this year.

Open Day – Paul confirmed that competition group members would be present to help.

Village Fete – this was mentioned but no decision made about possible involvement by ASD in the village event. There has been successful involvement in previous years and can be a good promotion opportunity for the club.

Pangbourne Hasler 2018 – it is likely that a different venue for the Hasler will be needed as there may be work going on at Home Farm. Provisional booking has been made to use the centre.

16 Social Events

All agreed that the provision of more social events is proving to be successful. The most recent being on Friday 6th December when 28 members took part in a Paddle and Curry evening. A bitterly cold evening while paddling in the dark but all enjoyed a return trip down the Thames for a couple of hours. They came back into the warm to be greeted by homemade curries.

Agreed to put on more 'canoe en ballade' social events in 2018. These can be promoted to different groups eg members only, members and friends and family, open event.

The opportunity to make more use of the centre to socialise after paddling on a Sunday is also welcome.

It was agreed that the Boxing Day Paddle or Walk is open to all members, their friends, family and also ex-members. Please pass on the invite.

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Minutes taken by Ed Edwards

Date of next Seneschal meetings

5th February – 7.30pm at Kevin's house, 5 Laurel Drive, Tilehurst, RG31 5DY

12th March – 7.30pm at PWMC

Other dates (with trip leader or person to contact)

December

26th – Boxing Day Paddle/Walk/Climb from 9:30am - Kevin

January

1st – Thames Paddle – Bisham to Maidenhead – Grant

4th Trustees meeting

8th Trips planning group meeting (Scampi)

21st – Abingdon – Depending on conditions - Thames, Ock, Swift Ditch and also the opportunity for moving water for those who want to have a go. Ed

28th Leaders Day (Kevin)

February

3RD Usk – Sennybridge to Aberbran - Ed

11th Wye – dates/venue to be confirmed - Claire

25th Barle – Cliff/Scampi/Ed

March

11th Sea Kayak – Studland - Kevin

25th Standards Day – (Kevin and team leaders)

Please share these dates with your teams and encourage them to check the AD website/ calendar

Many thanks

