

Minutes of the Seneschal Meeting held on Monday 11th March

at Pangbourne Working Men's Club

Started 7pm

Present Kevin Dennis, Donna Hatchett, Nick Hatchett, Ian Blatchley, Vicky Metcalfe, Tony Fitzgerald, Jack Hulse, Ed Edwards, Bob Feuillade, Linda Clark, Jan Porter and trustees Clive Williams and Tim Metcalfe

Apologies Dave Bethell, Gerry Wigglesworth, John Bethell, Claire Hardwick, Josh Palmer, Alan Brown, Jonnie London

Minutes of the previous meeting adopted Proposed Jan, Seconded, Linda

1 Future of the Building

Clive spoke to the meeting and gave an update on the situation regarding the building. Adventure Dolphin has been invited to manage the building. There are no other organisations in the running. If AD does not take on the building then it will be closed down from the 25th May this year. Trustees are looking at ways of increasing income to be able to fund running the building. There will also be a need for additional volunteers to take on roles and responsibilities.

Clive stated that this was an excellent opportunity for the club/Charity but it needs members' support. There will be an EGM on 25th March. All leaders and helpers have already been invited to a standards/coach update event on that day. Meeting is to start at 11:30 and will finish at 12:30pm allowing leaders to have lunch and prepare for the afternoon event.

Action Kevin will draft a letter to all members which will be sent out by email and post.

2 Matters arising from last minutes

2a Leaders' Day – Ed spoke about the feedback given by leaders to the discussion documents covering different issues raised on the day

i) Consistency across AD sessions – general agreement with statements. In fact many comments demanding more

ii) Expectations – as with (i)

iii) Leader members' category – range of comments but no one saying that leaders should not pay anything at all. Tiered membership based on input of voluntary hours. Suggestions that there should be AD support for courses, first aid, safeguarding etc.

Action – Ed to collate the views and send out to Seneschal and trustees.

2b Communication – A lot of work is being done to keep everyone informed about what is happening at AD. This is via emails, newsletters, facebook. As stated before it is vital that this is backed up by word of mouth and coordinators following up with their own teams. There are still a majority of newsletters to members that are not being opened.

An information email had been sent to the AD contact list which comprises 633 people. They have been told that they will need to opt in if they wish to continue to receive further information.

40% read rate

2c GDPR Nick explained the new rules relating to data protection and how they relate to us.

Key points include – be able to justify why we need the data, audit trail, need to tell people to re-sign, opting in process for new members, medical forms need reviewing, Nick and Donna have produced a draft policy. This will need to be discussed by a group under Risk and Governance. The following also needs to be done:

Data protection policy including Data requests, Data destruction record, data breach record, data storage

Nick has set up a googledrive which will allow us to store AD material and not on our personal computers.

Group emails – best practice is to BBC recipients. Nick can also set up group emails.

Contact list – as this will expire after May we will need to build up a new list with people who have opted in.

Action Medical forms reviewed by Open Day

Set up GDPR policy group – Ed

2d Marketing Donna gave an update on actions recently which include course materials and open day publicity - posters, fliers, banner being designed, agreed and published. Press release for Open Day has been written and will go live soon.

Donna has asked for help with distributing 1,000 fliers. Jack and Ed have offered to distribute to local businesses in Pangbourne.

Rob Barrett has created a link to the Open Day publicity so that facebook users can share with their own friends, and community groups.

Membership – this is being held at the moment with no new memberships being issued until some certainty about the future is in place.

Donna reminded everyone of the newsletter dates and reports proforma which has previously been distributed to Seneschal.

Action Close down membership application section on Webcollect and website

Action Newsletter items needed for the April newsletter

Action Help needed distributing leaflets

3 Risk and Governance

Ed gave an update on DBS – 61 completions so far. Most of those with expired or no DBS have been sorted out. There are a few stragglers. As agreed in last Seneschal no DBS means no deployment.

Ed also explained that a recent email was sent to all leaders and helpers, those on the Leaders day mailing invite list plus a few others. This gave an overview of upcoming dates and also what is required by coaches who wish to be deployed by AD. To make it simple the email had a number of links that took the reader through to the required section of the website or registration form. Vicky said that most of the race group will need a DBS. Coordinators have been asked to check the update status of the members of their team. This is already happening.

Action – coordinators/team leaders to follow up email to leaders and helpers

4 Summer programme – all appears to be on track

5 Teams

Tuesday team – Jack has followed up Ed’s email to all leaders with a personalised message to his team. It has been effective as responses came in soon after. All in place to deliver Scouts programme again this season.

Wednesday team – no report

Thursday team - Scampi has sent out emails to his team to encourage attendance at Standards Day. Checks have been made on all of the members’ coach update status.

Sundays It has been a good winter season with a variety of different Sunday activities. The social Sundays have been popular. On average about 14 people regularly attending. Next few Sundays are: 18th March coaching/leading/star awards; 25th March NO Sunday paddling as standards day; 1st April Easter Sunday and DW – no Sunday paddling; 8th April Social Sunday; 15th April NO Sunday paddling as Open Day; 22nd April NO Sunday paddle – trip 29th April Social Sundays through summer season.

Climbing – all seems to be going well. More participants coming through from junior courses and also more adults taking part.

Race group/PCC

The group had a meeting last week. Many members will need DBS checks. Waterside C was cancelled owing to ice in the canal. Several members are taking part in the DW. The rules have been changed to ensure that competitors can cope with not just the distance but also being able to paddle on open water. Evidence has to be provided of experience.

Jarvis McNab who is still an AD member but training with Reading has been selected to take part in the assessment races for the GB squad. AD is continuing to support him financially.

Pangbourne Hasler is likely to be based at Pangbourne rather than Home Farm, Purley. Kevin confirmed that Parish Council have been given date and request for permission to use the meadow.

6 Standards Day/Coach Update Day. This has been confirmed as a British Canoeing coach update event giving 18 months CPD. Claire has designed a programme for the afternoon. Registration is via the website and all leaders and helpers have been invited. Participants should bring their own

packed lunch or make own arrangements. Tea and coffee will be available for all. Donations of cakes for tea afterwards would be welcome.

Scampi informed the meeting that Wokingham CC are holding a whole day Coach Update event but it clashes with our Open Day hence the reason for our own update event.

Action Encourage team members to register for the event

7 Open Day – Sunday 15th April

The meeting was asked if there were any suggestions for improvements before the event. Some included: meeting for all helpers at the beginning of the day, some radios to be available, registration form to be passed to Nick so that an electronic copy can be made, , car parking confirmation, SUPs, participants need to go away with something that enables them to follow up the day – flyer etc. Agreed that registration will be upstairs in smaller room. Please let Ed know whether you can help even if only for an hour or so. Registration is via the link in the leaders email.

Linda and has offered to help Jan with front of house. Catering team is in place. Food arrangements agreed – light lunch available to all leaders/helpers.

Registration times 9:30am and 12:30pm

Help needed from 8:30. Team meeting at 9am

Action Ed is receiving offers of help and will send out an email to all helpers.

Action Kevin will speak to Outdoor Academy about SUPs

Action All please encourage members to be involved

Action Encourage all to share facebook post and leaflets with friends, family, others.

8 British Canoeing Road Show – in Newbury on Monday 26th February

- a) Membership and in particular Associate membership of British Canoeing
- b) Access

9 Trips – need to convert proposed trips into confirmed trips by sending in planning forms for approval. This will enable Dona to link newsletter to trips.

Trips planning group to look at issue raised in last Seneschal relating to trip participants requiring boats and lifts. Also to look at costing of trips.

Two sea kayak trips and 3*training trip recently cancelled

Next trip is Oxford Paddle on 22nd April led by Ed assisted by Ian Flanders and Ian Blatchley.

Action – trips planning group meeting on 19th March to discuss above

10 Goring and Streatley regatta – this is now a biannual event so no regatta this year. They are alternating with the Goring and Streatley fete. It has been recommended that this year we aim to be

a presence at the Pangbourne fete which would be a good way of recognising the parish Council support in relation to the building.

11 Leadership training (Waterbased). Claire Hardwick and Ian Flanders are following up their skills sessions on Sundays with leadership training on the following dates: 13th May, 17th June, and 29th July.

12 Go Canoeing Week 26th May – 2nd June. Confirmed that paddle and BBQ will take place on Wednesday and Thursday evening of that week ((30th and 31st May). All help will be welcomed. Agreed that, unlike Open day, we will charge a nominal amount for the paddle and also the BBQ.

13 Ballade en Canoe events – some dates have already been proposed but may not be convenient. Trips planning group will be asked to look at possible dates – preferably Friday evenings.

Action – Ed to check with Donna suggested dates so far

Action Trips planning group to confirm dates and ‘staffing’

14 Newsletter

Action Deadline for April newsletter is 16th March

15 AOB

a) Club Secretary

Vicky is club secretary and receives a lot of emails. Vicky would like to stand down from this role so we need a new secretary.

- b) **British Canoeing magazine** – is available on-line. Also a hard copy is in the development room. Please do not take away.
- c) **DofE** Linda shared a draft letter that she is about to send to the parents of all the current ATWB DofE group. There is concern about what will happen to the approx 80 young people and their DofE when the ATWB closes in May.
British Canoeing are not yet in a position to take on a DofE licence.

Kevin has applied to DofE Regional office for AD to be given a licence but has been turned down. Kevin will pursue this as we have a team already in place who can deliver DofE in the centre, it would be a good thing to do to support those young people, and it would also be a good source of funding for the Charity as well as bring young people in to the club.

d) Coach Education

Kevin and Malcolm are running a Paddlesport Instructor (equivalent to existing level 1 coach) on the following dates

12/13th May and 9/10th June. Anyone interested should contact Kevin. If the dates are not convenient there may be alternative dates so also contact Kevin.

Part B Capability

Kevin has spoken to British Canoeing and received advice. Jonnie London has also given some advice via links to websites in relation to organisations dealing with volunteers.

Meeting ended 9pm

Minutes taken by Ed Edwards

Date of next Seneschal meetings

Mondays - 9th April, 14th May, 25th June, 23rd July, 17th September

There is a need to move temporarily to more regular meetings while there is so much uncertainty about the future of the building/club/Charity.

Other dates

Monday 19th March Trips planning

Sunday 25th March EGM

Sunday 25th March Standards Day/Coach update event

Sunday 15th April Open Day

Tuesday/Wednesday/Thursday 17th/18th/19th April Paddling team induction evenings

Tuesday 24th April Scouts taster sessions starts

Wednesday/Thursday 25th/26th April Evening courses start