

Notes of the Seneschal meeting held at the Centre on Monday 18th June

Please note ; *share and gain comments from teams for everything in bold*

Present: CH; Jan P; LH-G; NH; DH; IB; PA; TF; JH; KD; RF; GW

Apologies: DB; EE; JB; GB; AB

Notes of the meeting held on the 14th May that were previously circulated were approved proposed by Jack and seconded by Ian.

Amendment TF had offered his apologies

Matters arising:

Incident report form completed at time, copy of form / details/ notice of event to be e mailed to healthandsafety@adventuredolphin.co.uk. Then filed in accident file which will be locked in a cupboard in the development room. Later discussion also added a equipment repair log and facilities damage book, also will be placed in development room. Leader medical forms could also be locked in same place. **ACTION combination key safe/ repair book and building issues / damage book.**

Handover issues, Kevin thanked Nick, Tony, Chris and Steve for all their hard work, as without it we would have been in a great mess. Steve Ellis (Bookings); Nick Hatchett (Facilities / ICT); Chris Whitehead (Checks legal requirements) All things on going.

Security; Nick needs to meet all key holders to confirm the keys they have. ACTION all key holders to meet Nick Also due to present situation CCTV is being looked at, plus some Denver boots and extra padlocks. **All teams being extra vigilant due to travellers on meadow.**

Help now need to firm up people who have volunteered to sit in the office a morning a week names to Alan Brown. KD reported that Thursdays and Tuesday teams sweeping changing rooms at end of evening. A Cleaner has been appointed and is in on a daily basis.

Climbing up date, the team met prior to Seneschal (GW; JH; LH-G: RF; DB;GH; TF; KD). Carl appointed for a year to carry out the maintenance and PPI / Health and safety checks it is hoped Giles will shadow. GW is re writing the operation procedures to share a drat with the team by end of month; Trying to have a firmer link with Reading Climbing Centre and share Technical Adviser; .Changes in NICAS requirements GW to be our link. Discussion about future use of wall by other groups – need to ensure qualifications are suitable. Agreed on two climbing courses in Autumn 25th September – 6th November not meeting half term week, 13th November – 18th December. GW/RF to meet Donna to discuss marketing courses and Wall. Group decided the need to have a standards day but would be more efficient to meet the new TA at the same time.

British Canoeing look out for announcements in July re branded paddlesport Instructor Award and replacement of star Awards. The latter will need to be looked at as how we enable our courses to fit.

Team Reports

Pangbourne CC, PA reported successful come and try it courses on Tuesdays and Thursdays. Training going well for the others but missing paddlers who had gone off to Uni. 3 races completed this yea. Our Hasler Race will be at the Centre, thinking of restricting to down stairs, may need a urinal which will leave the toilets for all. Janet to use office upstairs. Saturdays/ Tuesdays going well esp bacon butties by Tony on a Saturday!! Group now

only two from courses turning up. **Big discussion we need other coaches to turn up, perhaps on a rota to lead a specific activity/ fun session.** NH supported by Mark Edwards and Chris Whitehead and others, all help gratefully received. CH ran a good rescue session last week.

D of E KD reported as LC was running session upstairs. Centre now part of the BC National Pilot scheme, LC providing help to them as well. Bronze, Silver and Gold expeditions all coming up before September. Team Linda, Gwen, Gerry, Giles, Dominic and Kevin, **do need more hands and help** with marketing for September. Discussion re costs TF/KD/LC and team will pick up. Need to cover costs and replacements, recognise the need to raise income.

Scouts JH reported all going well, over 350 taken so far. Good links with scouts and discussion about winter programmes in climbing / canoeing, the idea of leadership Awards may be a useful addition. Club session run by Mark ticking over, Marathon group strong and working around the scouts.

Climbing Courses GW reported now with 9 maximum one can take, again to look to recruit more helpers. A link with the New TA to allow site specific and to offer **a Monday night leader training night with those who identified themselves at the January day.**

Wednesday Evening Paddling CH reported was going well do have some capacity

Climbing club RF reported sessions on going but sporadic attendances.

Thursday Evening Paddling IB reported all going well and took extra groups in last week. KD said he had had requests for more Thursday use. Costs discussed this will be furthered by Tony / Kevin / Ed.

Friday evening KT/PT looking to run 10 weeks over the summer.

Membership / Community: Corinna and Donna to survey those not re-joining. **They have identified a need for a social calendar so please share YOUR ideas with them, need to have this up and running sooner than later...Possible start the Ballade en Canoe on Friday 6th July.**

All leaders need to go on to web collect to make sure we have their correct details.

Discussion about how we value members and how we can enable them to have more access to the Centre and equipment all asked to discuss with teams and feedback at next Seneschal in July.

Session Recording Sheet has been trialled, all agreed to go with it to report each session. **All session leaders of all sessions need to ensure reports are completed - file kept in development room.**

Expectations and Consistency – final feed back has been received, these will now be circulated to all leaders.

Operation Guidance for Water Activities, circulated to all water based leaders at the last meeting , no feedback received so guess all have shared with teams and agree with it...FINAL DEADLINE FOR COMMENTS? is 2nd July – last chance to share with teams inc PCC (Hard copy in session report file)

Paddlepower books – Kevin has purchased some from BC , please speak to him if you require them £4 a book.

Training: Claire has been training a group towards the paddlesport leader award, also a need for the assistant award that we can offer. KD has delivered a course recently and will share info with Claire. The assistant award is to be club based and approved. Feedback from those attending was very positive when they finished their rescue session on Sunday.

School groups/ extra groups : Sally Coombes has offered to co ordinate. Ed/ Kevin and Tony to develop a charging strategy. KD has asked for help on 3rd of July.

Go Canoeing Week: two successful evening BBQ and taster sessions took place. Wednesday attracting 30 plus, again the weather proved a problem on Thursday with thunderstorms, still 11 attended and bookings made for the next set of courses. Thanks to Ed and all who made these happen. These evenings were followed by the Beale Park Boat Show, thanks to all who helped load, unload and helped out at the show. The team raised £1000, a great target and over 800 having a go a brilliant - well done to all who made it happen, and thanks to Bill for feeding all. In quick succession was the Village Fete, a bit rushed but a £5 for 5 activities seemed to go down well (paddle machine, archery, canoe rides, problem solving, and climbing) again thanks for all who helped, a modest £181 was raised.

Other Issues

Donna fed up that the comms. plan was not adopted re taking over the building recommendation a Trustee be identified to front such issues and make it happen.

Donna asked for groups to identify any notice boards wanted, community information in passage/ main hall upstairs.

Nick asked for all to review their bits of the website as some were now out of date, Donna prepared to help teams develop publicity/ reports

New signage is being looked at to remove WB, either by being re skinned, new banners, more notice boards.

Donna reported the June Newsletter didn't go as people had not responded to information / article requests....**All agreed to give Donna information for news letters**

Next Seneschal meeting 23rd July 7pm at Centre

Trips planning 29th June 7pm at centre