

LSKC COMMITTEE MEETING

Monday 18 May 2026

1	Present: Morva Mackenzie (chairing) Louisa Newby Neil Black Gerry Mulligan Michael Wilkinson Mark Hamilton	Apologies: David Simpson
2	Minutes of previous meeting The minutes of the previous meeting were approved and will be uploaded to the website. Matters arising: See discussion below.	
3	Training As yet, no-one has volunteered to help co-ordinate the Club's training. All to keep exploring options and emphasising that need not cover all training – different people could co-ordinate different aspects. It was agreed that a meeting of coaches, leaders and aspirants should be held, ideally before end June. The objective would be to get these members together, discuss what works and what doesn't and establish how the Club can assist in coaching and leading. Mark to contact the Grange Club via LD to find out if any dates are available there. Once date found, David to email members.	
4	Finances Louisa confirmed the Club's finances continue to be healthy. She is still in the process of chasing up storage arrears and sorting queries.	
5	Kayak Storage Michael reported that we have a few spaces available for storing boats. Mark and Louisa noted that the hatches on the Northshore Atlantic have perished and need replacing before further use (the rear hatch has holes right through). Agreed that best to replace all hatches at the same time on a boat when perished, rather than piecemeal. Michael will organise replacements and carry out the buoyancy aid checks. He will also rewrite the description of boats on the website so they are more informative (especially for less experienced members) instead of just being manufacturer descriptions.	
6	Website A new member (Chris Wilkie), who runs a university website and is familiar with WordPress, has volunteered to help Michael and his offer is gratefully accepted. Michael's priorities for the site are: 1. Establish why publishing events is not showing the right date and fix; 2. Get trip reporting up and running; and 3. Enable minutes of meetings to be published.	
7	Memberships We currently have 359 members on the MembershipMojo system. We are using 4 different systems necessitating the duplication of member information which needs to be streamlined as it is overly cumbersome	

	All will seek a member who can assist Morva with memberships, especially when she is away.
8	Safety Neil circulated a General Risk Assessment and a Specific Trip risk assessment prior to the meeting. • The General assessment is primarily intended as a planning tool for the organiser/leader. • The Specific assessment is trip focussed. It should be recorded in writing and passed to the designated shore contact. Much of the content is likely to be in pre-trip emails. • In addition, organisers and leaders should be carrying out dynamic risk assessments throughout the day/trip. It is recognised that this will not be written or otherwise recorded. Neil will circulate these. In addition leaders will be encouraged to ask for feedback from participants for their own development. It was agreed that a valuable part of the safety officer's role includes providing positive learnings from incidents to members. These should also be added to the website. Neil, supported by Michelle Herron and Nick Evens, has had positive discussions about assisting a member with specific requirements. The next stage will be holding practice sessions (especially around wet exercises).
9	Member organised trips It was agreed that members can email all members about both peer trips and guided trips/coaching sessions, including ones in which the guide or coach would charge a fee to the participants. The member themselves may not, of course, charge other members. Members need to be very clear about the type of trip and the risks when emailing around the Club. As already happens, experienced members of the committee will discuss a proposed trip with the organiser if there are any concerns about what is involved. (The rest of the committee to be told that these discussions are happening to avoid duplication.)
10	AOB 1. It was agreed that another lumpy seas session should be organised. David to take the lead on this again. 2. An email group for leaders to be set up. 3. More social events would be welcome. Members to be asked if they would like to help with this.
11	Next Meeting The next scheduled committee meeting will be on 13 July (Morva's).

Summary of Actions		
1	Thanks to Mark A (cf)	David
2	Finances Louisa to progress chasing of storage arrears.	Louisa
3	Training All to explore who would be able and willing to help co-ordinate aspects of the Training Programme, and also anyone to act as successors on IT and Safety. Once date found, David to email members.	All David
4	Storage NS Atlantic hatches to be replaced, buoyancy aid tests to be carried out and descriptions of boats revised on website.	Michael
5	Website Michael progressing website and create new Leaders/Coaches email group.	Michael
6	Memberships Resolve issue on membership reporting systems All to seek a membership assistant	Morva and Michael All
7	Helping Organisers and Leaders of Trips Neil to review generic and specific risk assessments A meeting of leaders, coaches and organisers of trips will be organised as soon as possible. Mark to ask LD if Grange Club may be available in June for proposed meeting.	Neil All Mark
8	Safety Neil to circulate revised general and specific risk assessments	Neil
9	AOB - David to organise another Lumpy Seas session - Ask members if would be willing to help organise more social events.	David Louisa