

LSKC COMMITTEE MEETING

Monday 13 July 2026

1	Present: David Simpson (Chairing) Morva Mackenzie Louisa Newby Neil Black Gerry Mulligan Michael Wilkinson Mark Hamilton	Apologies:
2	Minutes of previous meeting The minutes of the previous meeting were approved and will be uploaded to the website once the Minutes page is available. Matters arising: See discussion below.	
3	Membership management As yet there are no volunteers to assist. Morva reported that the processing of new memberships is getting ever busier. Part of the issue is that Morva has to send out the induction form to each person who applies in order to determine if they need to undertake the induction. Many applicants do not return the form quickly (currently it's about 50:50) and then want to go on trips/hire boats. It is usually fairly easy to decide who needs an induction but only if the completed form is returned. Agreed that the process will be amended so that applicants need to submit the completed induction response when applying, not after doing so. Michael will amend induction form and update the website to combine these steps into one. Separately David reported that there has been a significant number of no shows at inductions (e.g. 2 attending out of 5 recently). Consideration to be given to setting fixed induction dates over the summer. David to action. Louisa will seek volunteers at the Tuesday evening sessions.	
4	Finances Louisa confirmed the Club's finances continue to be healthy with cash of £20,500 however it is to be noted that cash for storage is now received at start of year and paid out month by month. So some of these funds are already committed to ongoing container costs for the rest of the year. Louisa is still in the process of chasing up storage arrears and sorting queries. David will assist in resolving a couple which seem deadlocked.	
5	Training As with memberships, 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 e.g. SKA, CSKA, SKL Inductions, Pool, First Aid. There is demand for another SKA over the summer. Neil may be able to assist. The proposed meeting of coaches, leaders and aspirants is deferred until October. The objective remains to get these members together, discuss what works and what doesn't, and establish how the Club can assist in coaching and leading. Once date found, David to email members. Agreed that members are interested in further lumpy seas sessions. David will coordinate with Nick Evens to run such sessions.	

	Ian Paterson is confirming the 2026/27 pool bookings with Edinburgh City Council. David will arrange winter talks to start in the Autumn!
6	Kayak Storage Michael reported that we have 9 spaces available for storing boats at Swanston out of 48 in the containers. NQ is nearly full. David will highlight the opportunity to store boats in his next communication. Also to be highlighted on website.
7	Trips Gerry reported that trips are going well with a lot of activity. New trips are being advertised by email as requested and details generally appear on the calendar. It was noted that the only evening sessions in the calendar are the Tuesday evenings. Consideration to be given to running more evening trips. Gerry is planning a club picnic for 20 September. All to publicise.
8	Website Michael noted that there continue to be problems with the website. He and Chris Wilkie are working on resolving these, but it is time-consuming. Michael's priorities for the site are: 1. Limit visibility of events to members; 2. Get trip reporting up and running; and 3. Enable minutes of meetings to be published.
9	Safety Neil circulated his updated 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 was agreed that it serves as an example of what a leader/organiser should be considering. It is not practical for it to always be recorded in writing (e.g. on multi-day trips) but the relevant information should still be made available to a 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. • An example of a beach briefing (MYABCDEF) will also be published. The information required by this example should be highlighted to participants on the day, but leaders/organisers are free to use alternative formats that achieve this objective. Neil will finalise these drafts on this basis and pass them to Michael for publishing on the website.
10	AOB None
11	Next Meeting The next scheduled committee meeting will be on 24 August (David's).

Summary of Actions		
1	Thanks to Mark A (cf)	David
2	Memberships: - Michael to amend induction form and website to require completion of form as part of initial application, not a subsequent step. - David to publish fixed dates for inductions over rest of summer. - Louisa to seek assistance on memberships at Tuesday evening sessions.	Michael David Louisa
3	Finances Louisa is continuing to chase storage arrears. David will assist where unresolved issues.	Louisa with David
4	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. - David to arrange date and venue for meeting of coaches and leaders around October. - David to liaise with Nick Evens on further lumpy seas sessions. - Neil to consider if able to arrange another SKA session over summer.	All David David Neil
5	Storage David to highlight opportunity to store boats at Swanston. Also to be done on website.	David Michael
6	Trips Gerry organising a Club Picnic for 20 September. All to publicise.	Gerry and All
7	Website Michael resolving website issues.	Michael
8	Safety Neil to finalise generic and specific risk assessments and example beach briefing and pass to Michael for publishing on website.	Neil and Michael