

COMMITTEE MEETING 7.30 pm

2nd August 2023

North Queensferry Harbour Meeting Room

Present: David Simpson (Chair), Louisa Newby (Treasurer), Elaine Martin (Secretary), Roddy McDowell, Ian Patterson, Gerry Mulligan, Ivor Fennell, Clare Eadie, Neil Black

Apologies: Melita Luxton

AGENDA

1. Minutes of last meeting

Item 10 AOB

Roddy was offended by an e-mail sent by a member. David will e-mail the member

David would prefer to speak to the member rather than e-mail. Roddy is looking for an apology as the member's email is factually inaccurate. David will compose an email and let Roddy have sight before sending.

Neil made a good point that It must be remembered that we are all passionate about paddling and feelings can run high. We can express opinions that may not be valuable and can be taken the wrong way.

2. Protocol for communications

There needs to be a policy, adopted for website and e-mail communications that is similar to the policy for Facebook. The policy should be adopted for all LSKC channels of communication: website, e-mail, and Facebook.

Under Item 3 of the policy from Facebook **Use of Club Email for club business** it would be better to replace, "**for practical arrangements**" with "**for specific club activities**", "**training coordinator**" to "**trips coordinator**" and "**suitable**" to "**appropriate**".

Ivor should be made aware of WhatsApp groups that are formed for specific club activities.

3. Training- IP

Training is a large part of what LSKC do and there is a need to build capacity for leaders and coaches. Portobello Kayak Club was looked at to see how they produce more leaders and coaches. The model they use is that Sport Scotland give a 60% grant for coaching courses and the club paid for the other 40%.

There are two dates for discipline specific training with Doug Cooper. There are three members attending one course and two the other course.

Getting people to respond in other areas is unclear: SKA, CSKA and SKL. The problems are that people aren't confident after two pathway paddles and it is difficult to get on Grade A paddles. There is coaching at NQ on a Wednesday evening and peer practice on a Tuesday evening. It is clear that the vast majority of experienced club members are not helping out.

The club needs training, regular paddles, to encourage members to do SKA, CSKA etc. If a member is doing SKL they can ask for support from the club as there is a bursary scheme and this is used by coaches to claim First Aid expenses.

There hasn't been a coaches' forum yet and there needs to be a framework for coaches and leaders. The coaches' forum should take place by September, and it would be good to discuss what less experienced members need with the less experienced members.

4. Matters arising - Fees

At the last meeting everyone agreed on the mutuality principle which can be seen at the end of the minutes. Also, everyone agreed that normal club activities should not attract a cost.

It was proposed that advertised training needs to come through the training coordinator and it was also proposed that the expenses of people providing training should be covered where members are moving toward a higher level of training. Expenses include petrol and other costs. The expenses of members such as Mel who organises Ratagan, Rod who maintains the boats should also be considered as where there is a duty of care the responsibility is the same.

There needs to be a clear policy and providers of CSKA and SKL should not have to provide courses at their expense. It is important that the club supports members as they move towards safety and leadership. The club has a commitment to openness and transparency and the central ethos of the club is to volunteer to help each other. However, if providing a structured award-based course CSKA and SKL (not SKA) then providers should be able to claim expenses.

5. North Queensferry- management, email addresses, club boats and recruiting tenants, scraping – DS/RMc

There are now separate e-mail addresses for NQ and Swanston. Some of the rental spaces in the third container have been filled.

6. Treasurer- method of paying for approved expenditure

If Mel is required to buy club equipment it might be easier to get people to invoice her. Clubs can get discount and Palm do 30% discount. Louisa will contact Palm.

Action: Louisa to contact Palm

7. Safety- NB

Neil has flares to dispose of and he thought it might be advantageous to ask if other members had flares to dispose of and ask the RNLI. Roddy suggested Port Edgar. Roddy subsequently called Port Edgar, and they dispose of flares for £3.50 per flare to cover disposal facility costs.

8. Calendar- look ahead over next 3 months- IF

The transfer of the calendar from Gerry to Ivor will take place tomorrow evening.

There are Tuesday evening peer paddles on Lochore and NQ sessions which will end in September. There are also two Grade A Paddles and two Pathway Paddles in the calendar.

Subsequent to the meeting there has been discussion to potentially continue the sessions at Lochore to practice night paddles in a relatively safe environment so they may not end in September after all.

9. Website - identification of information required prior to next meeting on website.

The website needs streamlined, and this will be discussed at the next meeting. Ivor is not on the committee@ lists. Elaine will contact Graham to see if he can do this and ask about getting administration rights to do this.

Louisa has taken off pay by bank on the website. She will look at boat hire data to decide on costs. Clare will send out an e-mail reminder to non-paid-up members.

Action: Elaine to e-mail Graham

Clare will e-mail non-paid-up members

10. AOB

Ian asked about selling the pools boats that LSKC don't use to Portobello. He will discuss with Richard Hope and keep Mel in the loop. It was agreed at the last meeting that we would put airbags in the rental kayaks.

A member sent an e-mail about specific discipline training and asked if the club could contribute. It is possible to get a grant from Sport Scotland for 60%. The club would propose a 20% contribution, however, depending on the grant received the club may look at this in a different light.

The next meeting will be held on the 6th of September at 182 Slateford Road. Elaine is away and Neil agreed to take the minutes of the meeting.

Action: Ian to sell unused pool boats

The meeting concluded at 9.45pm

Elaine Martin

LSKC Secretary

Club Principles

The central ethos of the club is mutuality. New members join to gain knowledge, support, and safety from other members. Many of these new members in turn apply and share that knowledge for the benefit of others who follow them. The voluntary principle applies – support is given free of charge.

Where equipment is provided the club supplies it at or near cost. Where qualifications are sought and external expertise is needed, the club tries to arrange this at minimum cost to members. Where qualified members need to invest in training to maintain their leadership or safety qualifications and where that directly benefits the club (e.g., 1st aid certificate renewal), the club may support or wholly fund that cost on the basis of the wider benefit to members.

The £10 membership remains low and great value and helps ensure accessibility. If people want to offer costed trips or services as private individuals, they can but, as with other providers, they shouldn't be using the club infrastructure to advertise or promote them without checking with the committee first. Gerry Mulligan consulted members and identified a common-sense protocol (attached below) for posting on our face book page which ensures equitable approaches on all our club networks for all who wish to communicate with each other. This also applies to our club website and email networks.

Our approach of mutuality also ensures that the club does not become involved in employment liabilities, and we have been guided in this by Sport Scotland and the practice of other clubs & sports.