

COMMITTEE MEETING MINUTES

2nd OCT 2023

12 DALKEITH STREET, EDINBURGH

Present: David Simpson (Chair), Elaine Martin (Secretary), Clare Eadie, Louisa Newby (Treasurer), Melita Luxton, Roddy McDowell, Neil Black

Apologies: Ian Patterson, Ivor Fennell

1. Approval of Previous Minutes

The minutes were approved.

5. Key for Container C still missing

11. Membership Clare is in the process of reconciling the SCA register.

2. Matters Arising

Mel has written two policies for LSKC Club Expenditure with different wording and given a copy of both policies to all committee members. The committee will e-mail Mel with their preferred version. If the committee cannot come to an agreement the membership will decide through Survey monkey.

Action: Committee to e-mail Mel with preferred version

3. Safety

Neil had flares disposed of at a cost of £3 a flare. Neil will share the information with LSKC.

Action: Neil will share the information about disposing of flares with LSKC

4. Training Sub-group – report back from 25/9/23

The training sub-group met on the 19th of September. An update from that meeting is as follows:

The two weekends of DST with Doug Cooper have been completed: now at least eight members at this stage; one has assessment booked for early November.

Michelle is completing a paper on female participation, including low number of leaders/coaches. It is in progress, and this should be ready for the next committee meeting.

Pathway paddles survey has proved useful for some leaders in structuring the day

Draft pathway for beginners e.g., boat handling/loading to transport etc to be further refined

SKL/CSKA/SKA courses in place and commenced

November 23 CNTP online course in place and fully subscribed (NB more females than males)

2024 OFA courses - provider contacted

Coaches' weekend for providers and those on coaching pathway to be set up

Coaching forum December 2023 to include SKLs, providers and coaching pathway members

Action: Ian to arrange coaches' forum

6 Calendar

Ivor will continue with the calendar and arrange trips but won't attend meetings.

7. Finance

The bank account is around £14000 after Mel has bought club equipment. Mel still has some items to purchase. Louisa will design a form for claiming expenses.

Action: Louisa to design an expenses form

8. Quartermaster

Rod has let Alistair know that we are looking for another container at Swanston.

9. Membership

By the 1st of November Clare will have an accurate list of members, as anyone who hasn't paid this years' membership has been contacted by Clare and has to renew by 31st Oct. This will allow her to reconcile the SCA list of full and associate members with LSKC. Clare will e-mail the SCA to see whether members have to renew individually or whether she can do it for them.

Action: Clare to e-mail SCA

10. AOB

LSKC and the other users, Boat Club and Rowing Club are being asked to agree to the Health and Safety Policy drawn up by the NQ Harbour Management Group. The committee agreed with the policy.

Roddy will be the club named person for North Queensferry Harbour Trust, but he will liaise with Neil if anything about safety arises. Neil will e-mail LSKC with regards to general advice on this. Michael should be made aware as he is managing the tenancies.

Social – Dec 16th 6pm Mel will arrange a winter light festival. Mel asked for a budget of £45 which the committee approved.

David will find out when he can get church hall in order to plan for the ceilidh. He will also arrange winter talks on Thursday evenings. One of the evenings can be used for trip planning.

Action: Neil to e-mail LSKC

Mel to arrange Winter Light Festival

David to arrange ceilidh

David to arrange winter talks

11. Website

The website is repetitive, not streamlined and there is a lack of clarity and structure. To move forward a lot of repetition needs taken out. It is important to start with the architecture of the website before content. It would be good to have membership online and to run for one calendar year. People could either sign a direct debit or use PayPal.

FAQ should be on the site as that would push up LSKCs ranking on google. Clare will do a FAQ for new members and Mel will look at plug ins for membership. It is important to have a GDPR tick box.

Club organisation (admin) should include policies, minutes, committee tabs, GDPR, health and safety and safeguarding. There should be a list of contacts, training should have a separate page and finance should have a page including the shop for membership, boat hire and courses. The four sections of the website should be Membership, Admin (Club Organisation), Training and Finance.

The calendar should be used for official club trips and the trips coordinator should be part of the discussion about the calendar. David will contact SCA with regards to who is deemed responsible on a peer paddle.

The membership secretary needs to look at what is needed and FAQ, safety requires FAQ, the treasurer needs to look at an expenses form and the shop, training requires FAQ and a general statement for training, the secretary will look at the committee page and with the chair look at policies. There also needs to be a general statement on how the club is administered and organised.

Action: David to contact SCA/ look at policies

Clare to look at membership

Neil to do FAQ for safety

Elaine to look at committee page/ policies

Roddy and Ian to look at training with FAQ

Ivor to look at Calendar

The meeting concluded at 9.45pm

The next meeting will be held on 14th Nov at 182 Slateford Road.

Elaine Martin

LSKC Secretary