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**Stewardship Group Pre AGM Meeting**

**Present**

Dom Buckley (DB)

Sam Preston (SP)

Karl Leungsangnam (KL)

John Pegram (JP)

Ian Bell (IB)

Jeanette Bond (JB)

Mike Alter (MA)

Ruth Edwards (RE)

Keith Steer (KS)

Dave Reynolds (DR)

John Worswick (JW)

Frankie Annan (FA)

Agenda Items

1.Matters Arising/Actions from previous meeting Monday September 2015

DBS requirements discussed. Need for coaches/junior club coaches to have DBS checks. Process and need to be clarified. Good practice guidance on DBS for volunteers.KS to identify those to whom this is applicable. Self declaration process raised by IB.

Self declaration statement to be added onto membership form - to be considered.

 **Actions to be completed by KS**

2.AGM 21st October 2015

Elected club officers to be contacted to check which positions need filling.

Anyone wanting to relinquish responsibility to contact KS. JB volunteered for safeguarding role alongside FA.

 **Actions to be completed by KS**

KL identified some conflict in role as assistant coach rep with current validation KS to discuss with KL outside of the meeting

 **Actions to be completed by KS and KL**

Nominations for awards discussed to be sent out for voting through email by KS.

 **Actions to be completed by KS**

Notice of AGM and request for motions to be sent out by FA

 **Actions to be completed by FA**

Cost of AGM and buffet raised by KS. AGM to be held without buffet. 7.30 for 8pm.

Runcorn affiliation raised by DR process outlined by KS

3.Equipment Maintenance

JP updated on boat maintenance over the past 12months, one session completed over Easter, no ongoing maintenance has been carried out since them. Seven equipment officers identified on club website. JP suggested setting dates in calendar for boat maintenance. Repair kits will be needed for the days. Equipment officer responsibilities to be divided by venues. Maintenance days to be linked to beginning and end of seasons.Process for reporting issues with boats to remain through electronic system via email.

KS to contact current equipment officers to discuss roles and allocation under proposed new system.

 **Actions to be completed by KS**

4.AOB

UK based multi day sea trip raised KS to discuss with BG as sea kayak coordinator. FA offered to coordinate Scottish trip in 2016.

 **Actions to be completed by FA and KS**