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| image1.jpg | **Liverpool Canoe Club**  Stewardship Group Agenda and Minutes - 15th Nov 2023 8pm |  |

Attendance

*Apologies: Nikki Aldridge, Carol Atkinson, James Gerrie,*

*Present: Adya Misra, Keith Steer (happy to use initials if easier)*

*Absent: John Allerton, Paul Harwood, Alex Peacock, Natasha Darling, Colin Smith, Karl Tattum.*

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| # | Item | Who |
| 1 | **Approval of AGM minutes**  ***Approved by the group*** | All (2min) |
| 2 | **Chair’s Plan for Term**  Chair to briefly discuss their plans and priorities for 2024  ***Plan to continuously improve moving forward, helping people go paddling. Gary interested in data collection for the club- who is paddling with the club, when and where are they paddling, when they leave why do they leave etc.*** | RMc / GE (5min) |
| 3 | **Approach to Actions**  Progress is made through action - making a commitment to better document, advance and ultimately resolve any action points raised.  ***Created an action log for extra visibility on things agreed, ownership of actions. Better recording of outcomes from meetings so that future questions or discussions can be referred to in the document. Gary has noticed that there are recurring themes of discussions and an action log will help us streamline these discussions and pick them up where they were left off*.** | AM (2 min) |
| 4 | **Club Information**  Information underpins good decision making… what do we know about the club, it’s members, the activities provided and the risks associated to it  **See notes on 3.** | GE (10min) |
| 5 | **Club Account Auditing**  Confirm existing auditing process and any requirements going forward  ***KS as membership secretary doing day to day accounts, CF as honorary treasurer/auditor confirming the transactions annually. KS needs to act as treasurer as it ties in with membership dues. Stewardship happy to continue the accounting process as it has been, with some clarity on the titles and confirmation at every AGM.***  ***Proposed-Ian, Seconded-Chris M*** | KS / CF (5 min) |
| 6 | **Emergency Funds Interest Rate**  Discuss moving the club emergency fund to a higher interest savings account. What terms do we need regarding access, etc?  ***We need to have instant access for any bank account we setup and there is a concern that there is a third bank account admin. CF to look at options for bank accounts that could be useful for the club and whether we will qualify for business accounts.*** | RC (5min) |
| 7 | **Reinvesting Club Funds**  Discuss reinvestment of club funds into the development of club activities. What is the process for this, criteria, etc?  ***Section leads should be bringing proposals to buy kit/soft goods using the surplus money from the club. Comments about sea kayaks not being seaworthy in the club, the storage and dragging of boats is damaging the kit. RC to draft a form that section leads can use to propose purchase of kit.*** | RC (10min) |
| 8 | **Non-club trips (aka Peer Paddles) and the way forward**  ***Have clarity on website about differences between club led trip and non club led trip- so people can start putting more trips on that may be outside of their club signed off remit. We will not use Peer paddles at the club as it can be confusing.***  ***KS to send a template for emails that can be used to advertise non club trips.*** | KS (5min) |
| 9 | **Social media messaging**  Update on the current four options  ***Discord seems like the best option. Let's try and get the stewardship group on to it and share minutes of the meeting etc to see how its working***. | CC / RC/ KS / MB (5min) |
| 10 | **Club calendar for 2024**  Look at the scheduling of major trips, regular monthly paddles, and SG meetings  ***Need regular paddles/weekend trips added to the calendar and Christmas paddle needs to be sorted.*** | KS / RMc (10min) |
| 11 | AOB via email  ***Friend Referral Trial Sessions. - Initial draft wording***   * Any club member, may - with the agreement of a session leader -  bring along a non member friend for a trial session at the docks. * A non member is permitted to attend only one trial session before joining the club. * The session must be appropriate to the paddling abilities of the non member. * The nominating club member must confirm that they have an emergency contact number for the non member. * In the case of Junior Club trial sessions, an online form must be submitted to the Junior Coordinator prior to attending a trial session. The form will signal parental consent and record emergency contact details. * The nominating club member must be aware that they are responsible for the actions of the trial attendee during the session. * Abuse of the trial session option such as inviting a non member for multiple trial sessions would result in the right to nominate being removed from the club member. | RC |