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| image1.jpg | **Liverpool Canoe Club**  Stewardship Group Agenda – 24th Jan 2024 |  |

Attended: Keith Steer, Ian Bell, Richard Clews, Amy Newnham, Jim Duffy, Roy McHale, Carol, Callum Cook, Gary Edwards, Adya Misra, Carl Leungs

Apologies: Mark Benson, Harry Ruggles, Marty Sinnot, Nikki Aldridge

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| # | Item | Who |
| 1 | **Approval minutes**  **All members present approved previous minutes** | All |
| 2 | **Attendees/Apologies** | AM |
| 3 | **Review Actions Points of Previous Meeting**  Items on action log reviewed:  \*first item is the general aim of the club and if someone wishes to take initiative is welcome to do so. At present there is no need for this action so it may be marked completed.  \*Second item is an aim of the club and ongoing  \*Third, fourth item can be marked completed  \*Item number 6 on internal audit can be removed as it was discussed as AGM  \*Item number 7 on Sunday paddle marked completed as the sessions were cancelled.  \*Item number 8 on virtual lock can be completed as resolved  \*Item number 9 on First aid- if people who are leading sessions want to do first aid courses they should go out and do them.  \*Item number 10 on mini meetings for sections- different groups will have different needs. All section leads did not attend the meeting and this item should be removed. **Instead we should add this to the agenda template as a standing item, discipline leads to send reports in advance if they cannot attend in person and share details on their teams.**  \*Item number 11 on best practice for coordinators-done and marked as resolved  \*item 12 on leader ratios- KS to double check and add to website  \*item 13 on club trip email template- done  \*Item 14 on new members or assistants after AGM- everyone is in their positions now to recruit. Discipline coordinators to do this as part of their updates to stewardship.  \*item 15- social media can be removed as it is ongoing  \*Item 16- first aid (duplicated) - remove.  Noted multiple duplicates on the list that should be removed.  \*item 23 discussion forum for coaches and leaders can be marked as completed  \*item 24 risk assessment for sea/river marked as completed  \*item 25 on friends session and 26 for constitution change is marked as completed  \*item 27 on purchase of kit marked as completed  \*item 28 on non club trips marked as completed  \*item 29 on high interest account marked as completed | RMc |
| 4 | **Update of plans/progress from each discipline to promote their area of the club**  **Swim Safety-** April training session for swim safety. Booking for events open in February, earlier than usual. 15 or so people are active in the club and a team is going to France for the Olympics.  **Junior club-**going really well and oversubscribed. Trying to consider two sessions on Tuesdays. Parents are coming along as leaders for the juniors and lots of different people are leading at the docks. Parents are coming to adult sessions which is good for their development. Junior weekend in anglesey had to be changed and will encourage people to join.  **Sea-**some trips have been organised despite weather. Menai Straits for Christmas recently. Some core leaders are available but can’t always put trips on. Easter weekend sea kayaking coming up. Might be good to have a social paddle with sea leaders. We need to be conscious that people in club boats should check if they are sea worthy before taking them out and that not everyone signing up to trips can paddle in all conditions.  Coaching- 4 training sessions for aspirant leaders/ coaches organised but not many members showed up, and those who did, didn’t come back. List of leaders and coaches is available on the website. Bursary funds have been given to 6 people going on core coaching course.  **White water-**intro trips now on calendar and some trainee leader paddles.  **Polo**-too few people coming to the pool sessions, possibly due to winter. 2 entries into national competitions. Numbers at docks are more consistent than the pool. Discussion about pool changes at Kingsway that will affect pool sessions.  Safeguarding (received via email)-**I became club Lead Safeguarding Officer in September 2023. Carol agreed to be Assistant Safeguarding Officer in October 2023. We are registered as such with British Canoeing.**  **We have both got DBS checks with the club. We are both registered DBS verifiers for the club.**  **There have been no Safeguarding incidents reported to us since September 2023 and none in the last year. We are hoping to display a Safeguarding poster at the compound, to ensure that anyone who needs to contact us knows who to talk to.**    **We are both booked on British Canoeing Safeguarding training which is happening throughout the year.** | Discipline leaders |
| 5 | **The website needs to be moved from piggybacking on Keith's school servers – it may already have happened by next Wednesday as it has become urgent over Xmas–**  Ongoing and with KS. Added to action log | KS / CC |
| 6 | **Spending and budget for upcoming year linked to Richard Clews Action point – justified proposal for purchases/spending to support the club discipline -**  The process should be that discipline leads use this for their disciplines. Someone else could submit this request, but should be talking to discipline leads. Both would have to come to stewardship meeting for discussion and approval. Request to add something that says proposer is responsible for implementation, payments, receipts. Clarify that we can have this for more than just physical items. KS suggests we use Google forms that can be forwarded to stewardship. RC to finalise draft for the next meeting. GE suggests we add some guidance next to the form.  **Action (AM) Next meeting agenda item- stewardship to come up with a spending plan or club priorities. For example- pool sessions** | RC/ General Discussion |
| 7 | **Update on Discord**  Starting to properly test Discord now but people are needed to test this out fully and for it to work . Plan is to migrate people into discord and keep this as official club communication | CC / RC/ KS / MB |
| 8 | **1st Aid training for paddle leaders/supervisors**  People can book on to a course and use a bursary form.  **Action: Chair(RM) to email leaders to encourage them to go to a first aid course and ask members to let us know about their first aid qualifications.** | General Discussion |
| 9 | **AOB** |  |