



# CHELTENHAM CANOE CLUB

## Annual General Meeting Minutes

Held on Thursday 29<sup>th</sup> January 2009 at the Dowty Sports and Social Club.

The meeting started at 7.45pm and finished at 10:35pm, with 36 members present.

### 1. Apologies

Apologies were received from Danny Knight.

### 2. Minutes of Last AGM (2008)

The minutes from the 2008 meeting were read and confirmed to be a true record of events by Adam Griffiths and Mike Lawrence.

### 3. Matters Arising from Last AGM

- There was a reminder of the subsidy of £5 for 1<sup>st</sup> competition for U18s, although it is understood that no one applied for the subsidy this year.
- It was noted that the search for a new slalom C2 was not successful as no boats had been found up for sale, so the search will continue.
- It was noted that the Environmental policy suggested at the last AGM has not been progressed this year.

### 4. Secretary's Report

It has been another busy and successful year for the club. The early part of the year suffered from a lack of water in local rivers, but the club more than made up for it during their trip to the French Alps, where they encountered huge rivers swollen by persistent rainfalls. This surplus amount of rain meant that in some cases the club had to switch to other uses of their kayaks including sledging and tobogganing. As usual, trips have been run all over the country including weekends on Dartmoor, the River Tyne, Scotland, and the Wye/ Usk area.

Once the weather warmed up, the club made full use of the lido which was opened for the whole of the summer, after being shut for most of last year. The lido sessions were as usual very well attended, and the club kicked off the Paddle Power scheme for younger members which proved popular.

As usual the lido was fully utilised as an excellent place for new members to start kayaking, and it is great that so many, have continued into the winter season.

We weren't so lucky with the winter pool sessions at Kingsmead School which were cancelled and which has left us without an indoor training facility for the colder winter months. The committee is looking for alternatives for the next winter season but have been unable to find a suitable home for this winter, so we shall have to stick with the outdoors.

Socially the club has again been active, with Bowling, Skittles evenings, Slot Car Racing, a Christmas Meal and a trip to a brewery amongst others. The club also celebrated its 25<sup>th</sup> Anniversary with an excellent day of paddling, BBQs and beer at Croft Farm near Tewkesbury. This event was subsidised by the club.

Equipment wise, the club was very successful in obtaining a grant for new equipment from the Severn Trent Water Authority, which was submitted by Duncan and Alison, which has enabled some new boats and equipment to be purchased.

I'm sure the Treasurer will comment further on this grant, but it is probably worth reminding people that the equipment is there to be used by all club members whenever they want, but we would ask that it is returned promptly so that it is available for everyone else.

This year the committee has started work on becoming accredited by the Clubmark scheme, a cross-sport quality accreditation for clubs which is implemented by Sport England and which is supported and promoted by the BCU. It is felt that whilst we are running in the club in ways similar to those recommended by the scheme, it is worth the extra work necessary to get proper accreditation which may be helpful in the future.

Looking ahead, the majority of committee members are standing for re-election with the exception of the Secretary; the programme remains full and having had an excellent start to the year with a great Dart weekend, we shall look forward to another busy year of paddling.

The following points were raised:

- The situation with the Kingsmead pool was clarified: the school had decided not to allow us to use the pool as they felt that our boats were adding dirt to the pool.
- It was suggested that we look at using a pool such as GL1. Although this was considered to be more expensive than the pools that we have used in the past, it was thought that we could hold sessions once per month rather than once per week to compensate for this. It was pointed out that we are only a few months from the lido becoming available. However, the committee agreed to look at this as an alternative.

## **5. Treasurers Report**

Duncan Cameron handed out copies of the year's accounts and gave a summary of the club's financial position.

The following points were raised:

- There was a small loss made on the 10 pin bowling event due to people not turning up. It was pointed out that club members should pay up front for activities.
- After being awarded a grant for new equipment, all money has been allotted for expenditure. We are just waiting to put in order for slalom boats. All boats will be purchased with a paddle, spraydeck and buoyancy bags.

- Full list: Canale, another boat, Dynamo, 2 big boats, open boat for 2 people equipped for white water, GT, Inazone 232. Each boat has paddle, spraydeck and paddles, slalom boats.
- No depreciation to club equipment had been applied to the accounts presented.
- It was pointed out that the Storm is missing, and went missing in movement of boats from lido to shed.
- The Committee agreed to look at kit depreciation and writing off missing kit in future accounts.

## 6. Finance

### Club Shed

- Pete presented a proposal to move the location of the shed and store the boats in containers.
- Richard Berry proposed to go forward with this proposal and move the club kit. It was carried unanimously.
- It was agreed that the project needs a group of people to drive the proposal forward and to work out budgets, timescales and arrange people to do the work.
- It was suggested that a presentation was given done when the full costs were known.

### Future Expenditure

- Gerome proposed that the club bought a couple of digital cameras for use on trips. It was thought that many people already have cameras and it could be difficult to look after the cameras in a club environment. It was instead agreed that the club should look at better ways of sharing photos.
- It was suggested that more buoyancy was needed for club boats, especially open boat.
- It was also suggested that the open boat needed some work inside to make it not so slippery.
- There was a proposal to buy new equipment as approved to the committee and that some money should be used to subsidise training for club members.

### Membership Fees

- The subject of membership fees was discussed which are currently priced (2009) as follows:
  - £30 for individual membership
  - £25 for individual membership with concessions
  - £40 for family membership
- Pete proposed they were raise of £2.00, seconded by Steve Slater, based on the presumption that pool session costs will go up, additional shed rental.
- Alan Williams proposed that we agreed fees for this years were as agreed from last year, seconded by Richard Longhurst. The motion was carried.
- Alan then proposed that the club should decide the fees for 2010 at the next AGM (in January 2010). This motion was also carried.
- It was suggested that information was provided for forecast income and expenditure for the next year at the next AGM to assist in setting the fees.

## 7. Changes to the Constitution

- It was pointed out that the constitution was had not been updated since 2001 and that it had drifted away from the BCU model text.
- It was suggested that due to the difficulties in discussing and updating the constitution, it should be done in steps over the next few AGM meetings.
- The changes approved are attached to these minutes.
- 1<sup>st</sup> change passed.
- 2<sup>nd</sup> change passed.
- 3<sup>rd</sup> change passed.
- 4<sup>th</sup> passed.
- 5<sup>th</sup> not passed.
- 6<sup>th</sup>: 1<sup>st</sup> yes, 2<sup>nd</sup> no, 3<sup>rd</sup> passed.
- 7<sup>th</sup> change ... Will review next year (treasurer). Note that treasurer voted against!!
- Profits: change passed.
- Declaration: should be merged with what is already on the forms.

## 8. Election of Officers and Committee for 2009

- Nominations were received for the following positions:
  - Alison Williams as Captain
  - Noreen Bishop as Treasurer
  - Adam Griffiths as Secretary
  - Tony Kelly
  - Steve Slater
  - Duncan Cameron
  - Laurence Mezo
  - Sharon Edge
  - Bhav Vaja

No further nominations were received and these nominations were accepted. Committee positions are to be assigned by the incoming committee at the first committee meeting.

## 9. Club Awards

The following club awards were presented:

- Swimmer of the Year:
  - 3<sup>rd</sup> Place: Yasmin Al-Mashhed (20 points)
  - 2<sup>nd</sup> Place: Steve Slater (21 points)
  - 1<sup>st</sup> Place: Jason Bradley (30 points)
- Roller of the Year:
  - 4<sup>th</sup> Place: Rich Berry (6 Points)
  - 3<sup>rd</sup> Place: Laurence Mezo (9 Points)
  - 1<sup>st</sup> Place: Ollie Slater/ Adam Griffiths (12 Points)

- Hangover of the Year: Felicity (mulled wine and camping)
- Car Maintenance Award: Steve Slater (car issues in Briancon)
- Duracell Bunny Award: Nick Robinson (snow boating)
- Big Air Award: Mike Lawrence (snow boating)
- Ibble Dibble Award: Pete Bogle (Alps)
- Casualty of the Year: Mark (broke bone on the Cynrig)
- Young Improver of the Year: Edward Marriott
- Paddler of the Year: Sharon Edge
- Keith Thompson Memorial Award: Pete Bogle

## **10. Any Other Business**

- Gerome Mezo requested that new members bought roof racks to assist with transportation of boats. It was suggested that this was also noted in the next newsletter.
- Sue Halliday raised the issue of First Aid qualifications. It was agreed that wherever possible, river leaders and group leaders should have qualifications.

# British Canoe Union

## MODEL CLUB CONSTITUTION AND RULES

### 1. NAME

The club shall be known as the CHELTENHAM CANOE CLUB hereinafter known the Club.

### Proposed change 1.

### 2.OBJECTS.

The objects of the club are to promote the sport of canoeing.

### 2 OBJECTS

The objects of the Club are to promote and provide facilities for the sport and recreation of canoeing. - Passed

### Proposed change 2

### 3. MEMBERSHIP.

#### 3.1 Qualification.

Any person who undertakes to behave in the best interests of the sport shall be eligible for membership.

**1 Qualification:** Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis - Passed

#### 3.2 Classes of membership.

3.2.1 Full member – individual member over the age of 18.

3.2.2 Family member – subsequent member of the same household (max of two adult members per family membership, children must be 18 or under, or in full time education).

3.2.3 Student member – currently in full time education, qualifies for junior subscription rates or as a junior on a family subscription.

3.2.4 Junior member – under 18 years of age (eligible only if they have a parent or guardian who takes full responsibility for the junior whilst he or she is partaking in any club activity.)

### Proposed change 3.

#### 3.3 Election.

Candidates for election shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee who may refuse to elect any applicant without assigning a reason for so doing.

**3 Election:** Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee who may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members. - Passed

### 3.4 Restriction

A person who has been expelled from any club affiliated to the British Canoe Union shall not be eligible for membership.

**Proposed change 4 an extra bit which will mean things have to be renumbered.**

**5 Acceptance:** The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members. - Passed

### Proposed change 5

#### 4.SUBSCRIPTIONS.

The rate of subscription shall be determined by the members in General Meeting and shall be due after the General Meeting. New members subscriptions shall be due on election.

#### 5 SUBSCRIPTION

The rates of subscription shall be determined by the members in General meeting and shall be due on election **and, thereafter, on or before .... in each year – Not Passed**

#### 5.CESSATION OF MEMBERSHIP.

Any members violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled.

**Proposed change 7 an add in as we don't have it.**

#### **8 DISQUALIFICATION FROM HOLDING OFFICE**

**1. Only members entitled to vote are eligible to hold office, (except that a Junior Section Chairperson may be elected by the Junior members of the Club,) and be entitled to vote at General Committee meetings. Suggest not the green part - Passed**

**2. Any member who is under the age of..... years, shall not be eligible for election to the General Committee of the Club. – Not Passed**

**3. Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur under the rules of the British Canoe Union, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights. - Passed**

**No change**

#### 6.GENERAL COMMITTEE.

6.1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Captain, Secretary, Treasurer and other officers as necessary. Additionally the General Committee may co-opt no more than three members of the Club to its number.

6.2 Nominations for the position of Captain, Hon. Secretary, Hon. Treasurer and other officers shall be put forward in the form of a motion under the terms of rule 9.4.

6.3 The terms of office shall be for one year, and members shall be eligible for re-election.

## 10 DUTIES OF COMMITTEE

### 7.1 Captain.

The Captain shall preside at all General Meetings of the Club and at all the meetings of the General Committee. He/she shall be responsible for guiding the activities of the Club in accordance with its rules and general policy as expressed by the majority of its members. He/she shall represent the Club at meetings of other organisations.

### 7.2 Hon. Secretary.

The Hon. Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

particular activities of the section concerned at the earliest opportunity. The Hon Secretary will receive copies of the minutes relating to the meetings of section committees.

### Proposed change 8

### 7.3 Hon. Treasurer.

The Hon. Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. He/she shall produce an audited statement of accounts at the AGM.

**3. Hon Treasurer:** The Hon Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Hon Treasurer shall audit the books of each section annually and shall produce at the AGM balancesheets showing the financial state of each section and of the General funds, accompanied by the Hon Auditor's report. Cheques should have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems. - Passed

## 8. GENERAL COMMITTEE

8.1. The General Committee is responsible for the general conduct of the Club's business and activities.

8.2. The General Committee shall meet not less than 5 times, at regular intervals, during the year.

8.3 Meetings of the General Committee shall be called by the Hon. Secretary on instructions from the Captain or not less than three committee members.

8.4. A quorum shall consist of not less than three members.

8.5. In the case of a casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## 9. GENERAL MEETING.

9.1 The Annual General Meeting shall be held in the month of January of each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of December immediately preceding.

9.2. An Extraordinary General Meeting shall be called upon the instructions of the majority of the General Committee, or on a requisition signed by not less than 10% of the members of the Club.

9.3 Not less than 28 days clear notice shall be given, specifying the time and business of the General Meeting.

9.4. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary 3 days before the meeting.

9.5 At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands by club members.

9.6 At all General Meetings the Captain will preside or, in his/her absence, a Vice - Captain will be elected by the Committee.

9.7 At all General Meetings not less than 15% of the members of the Club shall constitute a quorum.

9.8 Absence of Quorum.

If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members shall be dissolved; in any other case, the Meeting shall be adjourned until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.

9.9 Accidental Omission.

Accidental omission to give notice of a meeting to, or the non receipt of a meeting by, any member shall not invalidate the proceedings of a meeting.

10. LIABILITY.

10.1 The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal responsibility of the Committee, but shall be the responsibility of the Club as a whole.

10.2. All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour or meet.

11. ALTERATION OF CONSTITUTION

11.1 This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

11.2 A resolution to give effect to any change must be passed by at least 55% of the members present at the General Meeting

11.3 Changes to the constitution must be lodged in writing to the Secretary at least 14 days before General Meeting.

12. ALTERATION OF RULES.

The Club rules may be altered by the General Committee.

### **Proposed change 9**

13. DISTRIBUTION OF PROFITS.

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

### **18 DISTRIBUTION OF PROFITS**

The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club. - Passed

14. TERMINATION.

The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects, or to a charity or charities.

15. POWER OF DECISION.

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee, whose decision shall be final.

**Proposed change 10**

**21 DECLARATION**

Each member upon joining shall sign the following declaration:

Name.....

Upon acceptance into membership of the.....Canoe Club I understand

that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

Signed.....

Parent/Guardian (if under 18).....

\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be

sought from your family doctor. – To be added to membership form

31/10/06

Draft