

Avon Outdoor Activity Club

Committee Meeting 19 November 2008

Present: Richard Hiscoke, Michelle Anderson, Issie Donovan, Fiona Reid, Phil Webster, Paul Thomas, Dave Murdoch

Apologies: Liz Catchpole, Melissa Bates, Carrie Stone, Clare Gundry

1. Review of Actions from Previous meetings

1.1 Ongoing Actions

Treasury – MB to speak to CG about anomaly on Croyde account – *Done, but issue still to be resolved.*

Membership – Issie will send research on adverts out to the committee. Clare is going to attempt to get the free advert changed in Venue – *Ongoing.*

Equipment – Keith Chant to bring updated proposal for new kayak equipment to next committee meeting following review of current equipment by PW – *Ongoing.*

Insurance – RH to write summary guide to the insurance – *Ongoing*

Possible new venue for Weds night pub meet – Two suggestions are The South Bank on Dean Lane and the Pumphouse. Committee to have a meeting at each, at the Pumphouse in January and The South Bank in February – *Ongoing.*

First Aid – MB to contact Dougal Matthews authorising him to buy first aid kits as agreed at August meeting – *Ongoing.*

Guest attendance for Brunel Walkers – RH to feedback to Brunel Walkers that they can join the Club like any other new member if they wish to take part in cycling or mountain biking – *Ongoing.*

Baltic Wharf Sailing Club affiliated membership – PT to proceed negotiations with BWSC and get quotes for boats and any relevant other costs – to present to Committee. PT to email LC with item canvassing support for weekly newsletter – *Ongoing.*

Vulnerable Adults Policy – PT to provide brief bullet points to explain situation to add to Club website – *Ongoing.*

Draft Health & Safety Policy – DM to forward BEC contact details to PT. RH to feedback comments to PT. Other committee members to read draft H&S policy and feedback comments to PT before next meeting - *Ongoing.*

18 – 30 weekend - Refer to the weekend for the “young and active”. CG to organise alternative weekend on same weekend for other club members

New members’ representative – DM to pursue. *Ongoing.*

T-shirts – RH to pursue and purchase more than ordered in order to have stock for raffle prizes etc. *Ongoing.*

2 Summary of new actions to be taken agreed at November Committee Meeting

Climbing offer – RH to liaise with Undercover Rock to see what they need and co-ordinate with Paul McCloy.

Training applications - CS to inform applicants and put info on spreadsheet.

First aid - Dave Morgan and Dougal Matthews to work out process for looking after and using kit. CG to update “how to” guides to include info on first aid.

Leaflet and cards to advertise - MA to look at costings, Issie and PW to look at designs.

Membership - Issie to send database to Committee to ensure people who are not members are not going on trips.

3. Issues for discussion

3.1 Kayak Kit Purchase

PW explained that until a full audit is done it is difficult to know how much new kit is needed. Committee agreed to fund the immediate purchase of two spray decks and one airbag. PW will return with a further request for new kit once a full audit has been completed.

3.2 Climbing presentation

The Committee received an email from Undercover Rock offering to give a talk/slide show on Wednesday evening. The company has offered the AOAC a discounted rates for groups booking onto an adult beginner's course. If six places are booked the sixth person goes free.

Action: RH to liaise with Undercover Rock to see what they need and co-ordinate with Paul McCloy.

3.3 Training applications.

The Committee received two requests for funding and agreed as follows:

- Aquatic first aid course for ten people organised by Mark Athay at an approximate cost of £200 plus venue hire plus £5 each for certificate. The Committee agreed to fund the course fully for ten participants but agreed that each candidate should submit a cheque for £10 when they book. If they don't turn up for the course this will be cashed but won't be if they complete the course.

- Rescue and coaching qualifications by Mark Athay at a total cost to him of approximately £660. The Committee agreed to fund half of each course to be refunded as £50 for five club events at which he uses his qualifications.

- Sea kayaking qualifications by Fraser Bideford at a cost to him of £282. The Committee agreed to refund him half of his cost equivalent to £140 over five instalments for club events at which he uses his qualifications.

Action: CS to inform applicants and put info on spreadsheet.

3.3 New members' representative. DM suggested there is a need for new members to have a voice and one way of doing this would be to have a new members' rep. This person would also possibly later become a committee members.

Action: DM to take further.

3.4 First Aid

First aid kits and survival bags have been bought as discussed at October Committee meeting.

Action: Dave Morgan and Dougal Matthews to work out process for looking after and using kit. CG to update "how to" guides to include info on first aid.

3.5 Annual General Meeting

The Committee agreed 16 March as the date for the annual general meeting.

Action: FR to book room at Llandogger Trow. LC to advertise date in club communications by 2 Feb.

4. AOB

The following was decided:

- to advertise for free on Gumtree for Bristol
- to look into producing a leaflet and cards the size of business cards to help advertise the club. **Action: MA to look at costings, Issie and PW to look at designs.**
- Membership will filter and send reminder email to anyone who hasn't renewed membership. **Action: Issie to send database to Committee to ensure people who are not members are not going on trips.**