

PENTLAND CANOE CLUB

Minutes of the Annual General Meeting held on 28 November 2017 at Community Education Offices, Miller Academy, Prince's Street, Thurso.

Present:

Ken Nicol	Sam Robinson	Nancy Speirs
John Speirs	Ian Borland	Neil Parkin
Ben MacGregor	Vincent Girardot	Emma Summers
Stuart Reid	Perrine Detrois	Anne Grain
Christine Deighan	Mike Grain	

1. Apologies

Apologies were received from: Gerald Urquhart; Gary Youngson; Neil Uprichard; Gary Stronach

2. Minutes of the 2016 AGM

The minutes had previously been sent out to members prior to the meeting. The minutes were proposed N Speirs and seconded by N Parkin.

3. Chairperson's Report

The Chair (N Parkin) presented his report. A copy is given in Appendix 1. There were no questions.

4. Treasurers Report

A copy of the Annual Accounts was circulated to those present. A copy is attached in Appendix 2 (copy attached). As of 31 March 2017 the Club had £13,777.09 in funds. The accounts were accepted by those present.

It was noted that at 4th November 2017 the accounts totalled £13,809.33.

5. Constitution Revision

The Secretary stated that there was a revision proposed to amend the Club Constitution. The change was being proposed followed a recommendation from the Scottish Canoe Association.

Proposal was presented to those present (a copy is given in Appendix 3).

The meeting accepted the changes.

The meeting noted that the revised version of the Constitution would be Issue 12 dated 28 November 2017.

6. Election of 2018 Committee

A number nominations had been received by the Secretary prior to the meeting. These were: Christine Deighan; Neil Parkin; Sam Robinson; Gary Stronach; Emma Summers. All agreed to serve on the Committee.

The members agreed to the following serving on the Committee from 1 January 2018:

Post	Name
Chair	Neil Parkin
Secretary	Ken Nicol
Treasurer	Gary Stronach
Non - Executive (Child Protection)	Emma Summers

Post	Name
Non – Executive	Nancy Speirs
Non – Executive	Sam Robinson

Non – Executive	Ben MacGregor
Non – Executive	John Speirs
Non – Executive	Christine Deighan
Auditor	To be agreed by the new committee

7. Membership Fees and Equipment Fees

Membership Fees

The meeting was informed that the 2017 Membership were

- Adult: £50 (SCA members: £45)
- Family: £75 (limited to 2 adults and 2 youths under 18) (SCA members: £65)
- Youth /Full Time Education /Unemployed: £25 (SCA members: £23)
- Associate: £13

Following a discussion, those present agreed the 2018 Membership Fees as:

- Adult: £50 (SCA members: £45)
- Family: £75 (limited to 2 adults and 2 youths under 18) (SCA members: £65)
- Youth /Full Time Education /Unemployed: £25 (SCA members: £23)
- Associate: £13

Equipment Fees

These are currently set at £5. The membership agreed that for 2018 this would be £5 and double rate for non-members

8. Awards

a) Broken Paddle

The Clubs first award and dates back to 1984. This is given to the most interesting mishap which has occurred whilst canoeing.

The recipient for the award was John Speirs

b) **Improver**

The award was first presented in 1991 and is given to an individual whom is considered to have improved their canoeing skills during the year. The recipient of the award was decided by the Club Committee.

The recipient for the award was Sue Rainbow.

c) **Sea Voyage Trophy**

The trophy was donated by Terry Jones (one of the Founder members of the Club). This is awarded annually to the person, who in the opinion of the Committee was responsible for the best sea kayaking expedition / trip of the year.

In considering the recipient, the Committee considers the number of people who took part and the “enjoyment” due to weather, exploring, scenery and distance

This was award to John Speirs

9. AOCB

Mike Grain thanked all those involved in the organisation and running of the Club for their work

There was no other business

Neil Parkin closed the meeting by thanking everyone for attending.

Appendix 1: Chairman's Report (2016 to 2017)

Chairman's Report (2016 to 2017)

The club has been very active over the last year. With positive numbers attending sessions, with a number of evening sessions with 20 + boats on the water. The club is in a good position and the finances are in a buoyant state. There is a good core of active paddlers who have participated in Club activities. The Club also has a healthy stock of paddling equipment.

The Secretary (Ken) continues to do a massive amount of work to keep the club running so smooth, from arranging funding to organising the majority of the trips and keeping everyone informed by sending out the numerous emails and communications. (Big thank you).

Equipment

Thank you to all who help with the spring and autumn boat and equipment 'migration' between the hut, the swimming pool and the store in Halkirk (Ken's Garage). Quite a lot of hard work is involved here, cleaning boats in the autumn, keeping an inventory/storage of kit.

A special thanks to Sam Robinson for maintaining the kayaks throughout the year.

Funding

Again our Secretary has been working tirelessly to secure funding for the Club throughout the year. Members continued to access funding via Caithness & North Sutherland Fund for members to attend coaching and leadership courses and is in consultation to have this extended.

Additional funding was also secured from the Spirit of Caithness to support individuals attending UKCC L1 courses.

In total, during 2017 (January to November) approximately £5500 has been awarded, via the Club, to individuals towards the cost of attending these courses.

Protecting Vulnerable Groups

Thank you to Emma Summers, our child protection officer, for sorting out the disclosure of the committee and all the helpers, anyone who works with children or vulnerable adults must be 'disclosed' and this involves quite a lot of bureaucracy and paperwork. Getting this right is absolutely essential in this day and age, thanks again to Emma.

Club Stores

The Cub has 4 stores (the Beach Store, a container at Thurso Swimming Pool, the internal store in the renovated Leisure Centre and winter storage in Halkirk). Sam Robinson has put in a great deal of work in looking after the Club stores. He has kept the shed painted, filled cracks in the masonry, has painted the internal beams with anti-corrosion paint, internal bracing to storage shelves. A big thank you to Sam.

The threat to the hut from undermining by waves is still a big issue. We did have a meeting with Councillor Karl Rosie who is applying pressure and focus with the relevant departments in the local council.

Events

On the paddling front, the weather has been reasonably fair with if I recall correctly only one cancellation of the Thursday evening session due to bad weather.

Big thanks to all who helped out on Thursday evening's, day trips and special organised events. There have been a number of the newer members showing vast improvements and a few first timers attending over the summer season. Thursday evenings, people were keen in spite of some very cold weather in the spring. Sam, assisted and supported by many others within the club has put tremendous work in coaching and bringing on the beginners under the

guidance of Ken who's presence/hands on guidance/instruction on the Thursday evenings open water sessions has been greatly missed.

I would also like to take a moment to give special thanks to Gerald for making such an effort to paddle with us and sharing his knowledge and experience with the club. It's most appreciated.

A number of trips took place including:

- A week over in Isle of Lewis.
- Trips along the North and East Coasts. Organised and led by Ken.
- Some members even tried a bit of canoe sailing on Loch Watten.
- Some of the members did a 3 day paddle along the great glen way

There was also the "annual" outing to Freswick Castle. A paddle followed by tea and cake in the Castle. The weather was mixed, but the group managed a short paddle. Thank you to Ben MacGregor for organising this event again this year.

A wet Autumn has meant that some members have now started river paddling. Whilst water levels were low, it was sufficient to develop the basic skills. Hopefully, conditions will allow paddling to continue.

Ken Nicol was almost the sole organiser of Sunday sea trips this year. A big thank you.

Some extra coach training took place throughout the year.

Courses and Training

Ken Nicol ran a number of British Canoeing (BC) courses for the club. These have included a Foundation Safety and Rescue Training course and an Open Water Navigational & Tidal Planning course is scheduled last December

A number of members completed a variety of BC awards these included:

- Level 1 Coaching: Christine Deighan; Marcella Thompson, Gary Youngson, Emma Summers, Ben MacGregor, Mike Grain and Neil Parkin
- 2 Star : Christine Deighan; Marcella Thompson, Gary Youngson, and Neil Parkin
- Outdoor First Aid: Christine Deighan; Gary Youngson, Nancy Spears, John Spears, Neil Parkin
- Advanced Water Leader: Gerald Urquhart
- Sea Kayaker Leader Training: Anthony Cundall; Ben MacGregor
- Moderate Water Endorsement (Sea): Gerald Urquhart
- Moderate Water Endorsement Training (Open Canoe): Ken Nicol

We hope that these individuals will continue to gain further awards.

The club still needs more qualified coaches and higher star level paddlers. I would encourage others to undertake BC awards.

As Chairman for the past year I would like to thank you all for your continued support.

Neil Parkin

Appendix 2: Accounts



Statement of Accounts for the Year ending 31st March 2017

Income	£	Expenditure	£
Balance o/f	10,577.91	CSC	20.00
Subscriptions	1,720.00	SCA	142.00
Pool	205.00	Refund Subscription	34.00
Equipment Resale	300.00	Equipment Maintenance	399.82
Hire	1,448.00	Purchase	1,605.21
		Bench Hut	
Club Clothing	157.00	Club Clothing	
Grants		Repaid Training Grants	1,616.74
CANSF - Training	1911.25		
Training	147.00		
Donations		Insurance	619.55
Dounreay Community Fund	250.00		
Foundation Scotland	1,541.00	Website	86.40
Misc	15.00	Certificates	35.00
Easy Fundraising	16.32		
Interest	47.33		
		Cash	
		Bank	13,777.09
	18,335.81		18,335.81

G Stronach
Treasurer

J Ridgley
Auditor

K Nicol
Secretary

Appendix 3: Changes to the Constitution & Rules

Proposed Changes to Paragraph 18.

The Constitution currently states the following:

.1. DISCIPLINE AND APPEALS

- a. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- b. The Secretary in consultation with the Chairman will convene the Disciplinary Committee
- c. The Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.
- e. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

Proposed Changes:

GRIEVANCE, DISCIPLINE AND APPEALS

Notification

- a. All complaints regarding the behaviour of members should be submitted in writing to the **Club** Secretary.

Disciplinary Panel

- b. The Secretary in consultation with the **Chairperson** will convene the Disciplinary **Panel**. **The Panel will consist of at least 3 Club members who may or may not be members of the Club Committee.**
- c. The **Disciplinary Panel** will meet to hear complaints within 30 days of a complaint being lodged.
- d. The **panel** has the power to take appropriate disciplinary action including the termination of membership.

- e. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.

Appeal

- f. **Individuals will have the right of appeal to the Club following disciplinary action being announced.**
- g. **Appeals are to be made in writing to the Secretary**

Appeal Panel

- h. **In the event of an appeal being made, the Chairperson will convene an Appeal Panel of individuals not involved in the original hearing.**
- i. **The Panel will consist of at least 3 Club members who may or may not be members of the Club Committee.**
- j. **The Appeal Panel should consider the appeal within 28 days of the Secretary receiving the appeal.**
- k. **The Appeal Panel will, within seven days of the appeal hearing, sustain or dismiss the original decision and impose any other sanction it sees fit.**
- l. **The outcome of the appeal hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.**
- m. **The decision of the Appeal Panel is final.**