



Meeting Agenda – 4th March 2020

Maiden Castle Upstairs Meeting Room - 16:30

Edited by

George Padolsey - L/U: March 3, 2020

1 **Motion** – Accept Minutes from Meeting 09/12/19

Proposer: N/A

Seconder: N/A

Though not specified in the standing orders it would be beneficial to guarantee the minutes of past meetings are accepted by all members of the exec before continuing on with future matters.

Document Reference: Minute 20-03-2019 | AGM Minutes
<https://community.dur.ac.uk/canoe.club/downloads.php>

Accepted

2 **Easter Term**

2.1 **Discussion** – Training Week

Concerned: Competition Sec

In previous years we've come back a week early to do BUCS polo practice. This would take place a week before the start of Easter Term. It needs to be discussed whether we want to run this again.

We have decided this will take place w/k 20th April and by organised by Mark, perhaps a 2hrs or so on the river every day Monday-Weds with a potential trip to Stockton basin on Thursday. BUCs Fri-Sun.

Action:

George to inform club members about dates so they can book trains back to Durham at the right time!

Mark to book the basin and organise the week

2.2 **Discussion** – BUCS Polo

Concerned: Competition Sec

To ascertain facts surrounding BUCS Polo, dates published and look at general organisation in terms of transport, coaching and accommodation.

Dates confirmed: 25th-26th April

Action:

Nicole to message Dan about accommodation

2.3 **Discussion** – Easter Sessions

Concerned: All

Deciding sessions for next term, whether we want to keep with the sessions for this term and vague plans for what to do when exams start (leave broad strokes for new exec.) Important: Make sure someone books pool sessions if needed.

I was decided sessions would be spontaneous next term. If we need a pool session (eg. for safety/rescue training) we could ask nearer the time.

3 Friends Group

3.1 Discussion – Friends group

Concerned: Captain & Vice-Captain

We had an amazing Slalom turnout in terms of volunteers and performance. The friends group seemed happy with the amount of volunteers but continue to mention how they'd like the load to be spread out. Possible solutions include, but are not limited to, increasing the remit of the Competition Sec's role to include the friends group liaison for BUCS events or perhaps working with the Vice-Captain?

Discussion over whether we need to create a new exec member to help run BUCs. It was decided that we need to wait until the Friends group officially tell us their plan before we decide who should take on the role and whether we appoint the duties to an official member.

4 Finances

4.1 Discussion – Sprint Boat Purchase

Concerned: Treasurers

To determine the progress and time scheme of sprint boat purchase as discussed in the previous meeting.

It was decided that the Tigers boat is too wobbly so we will leave it until another is found.

5 Other matters

5.1 Discussion – Standing Orders Review

Concerned: All

The standing orders are in dire need of some TLC. I tried to look at how best to update them and in a fit of irony:

"Any ammendments are subject to the precedure defined in Section 10 of the Standing Orders."

Section 10 doesn't exist. Well it does but it's about "Club Trips".

Reading through the latest standing orders I can find no mention about how to amend them! Therefore, it comes down to what do we believe is the fairest way to amend them. I plan to submit a motion in the AGM to convene a Standing Orders Reform Committee. This could be filled with any member of the club which opts in, with the Captain (or Vice) chairing. Anyone in the club can submit motions to change the standing orders (including committee members) to the committee. The committee debate each change. Most changes (spelling mistakes, reorganisation) should be trivial and waived through, deeper changes (changes from emailing list -> social media) and rewriting of roles may take longer.

Whoever ends up chairing (Captain or Vice) has powers of veto which will be detailed in the AGM. These meetings will be separate to the Exec Meetings.

I'd be interested in opinions on this method of updating the standing orders.

Everyone agreed George is to make changes that we then agree to at AGM via this method.

5.2 Discussion – [Quick] Date selection for club photo

Concerned: All

I've been given a selection of dates as choices for when to take the club photo. I thought best to see which days exec are free and go from there.

- Thursday 30th April
- Monday 4th May
- Tuesday 5th May
- Wednesday 6th May

Action

George will select a random date next term for it.

5.3 Exec Handover Documents

Concerned: All

After looking at roles in other Team Durham clubs and general University societies there are serious advantages to those which use handover documents for their exec. Even with the changeover period: it is hard to convey all the information necessary by voice and especially considering as it's easy to forget things when it's not all easily together. Therefore I believe all exec should make some form of handover document (they can choose the length dependent on their free time).

These documents should be handed over via messenger rather than posted to the club website as they may contain sensitive info such as banking information.

George talking about creating a hand-over doc to help the incoming exec.

Actions

All to create a handover document and send to George to compile

5.4 Thank you

Concerned: All Thanks to all the amazing Exec this year. The club wouldn't have been able to function without you. Keep paddling.

5.5 Other matters

Team Durham President has told Becky that he wants to come to an official session to see how our club runs, preferably on a Wednesday. We have told Becky that we want an official email from him before we organise this.

Fixing polo bumpers, some of them have fallen off so we need people to fix them.

Action:

George organise a day where lots of people can help

Training Womens A team next Thursday Womens A team training.

Recommendations for location for dinner for AGM were provided to Oscar

Oscar to book location for post-AGM meal

OGM 2020/03