

SENNEN SURF CLUB AGM 2014

MEETING MINUTES

Date of Meeting

5th February 2014

Meeting Venue

Sennen Cove Recreation Centre

@ 19.00 – 21.00 Hrs

The meeting chairman opened the meeting @ 19.00, declared a 'quorum' number attending, welcomed the attendees, explained health and safety, WC, meeting protocols and 'house' rules.

Attendance: 5 MCG members + 3 ordinary members + 1 visitor + 9 'absence apologies' (Proxy voting via meeting chair)

1. Management Committee Group (MCG) attendance (x 5)

PT Urquhart (club trustee) (co-opted chair) (PT)

Sara Bevan (SCRC representative) (SB)

Peter Bainbridge (secretary/administration) (PB)

Sadie Knight (treasurer + secretary/membership) (SK)

Becky Hancock (child protection officer)

Ordinary Club Members attendance (x 3)

Harvey Thomas (HT)

Justin Knight (JK)

Rob Bradley (RB)

Apologies for absence (chair proxy vote x 9)

Harvey Hoare (president) (HH)

Sam Smart (surf school representatives & elite surfing) (SS)

Julia Rescorla (honorary member - swimming) (JR)

Jeremy Freeman (family member) (JF)

Kevin Silverthorn (senior member) (KS)

Rachel Gwennap (family member) (RG)

Martin Greene (family member) (MG)

Bibi Fuchslecheur (family member) (BF)

Bryn (?) (junior member) (Bryn)

Agenda

PT welcomed everyone and after 'housekeeping' information, made the following observations and statements:

- He was requested by PB & SK as club secretaries to act as a 'co-opted' meeting chair due to absence of club chairman (Steve Jamieson)
- Thanked the MCG members as a team and specific individuals for all the tremendous effort, enthusiasm and generosity put into running the club so successfully in 2013 particularly: SB, SK, JK, BH
- Thanked the 'volunteer' parents of the Groms club families who turned up routinely on 'Groms Club' surfing days to be duty coaches & lifeguards or to assist the club coaches and lifeguards: particularly RB, guest coach/surfer Charles Williams & Smart Surf School
- Assessed the club was still on a firm and secure footing both financially and practically. But remained effectively the 'groms club' with mostly 'family membership' support.
- Outlined the 2013 season development of the RNLI / RLSS sponsored 'grass roots' beach lifeguarding & lifesaving project and anticipated 2014 progression development of the project
- Outlined the mission to develop the club to 'junior & seniors' levels of relevant activity participation: e.g. inter-club contests & social events
- Explained 'elections' protocol after main agenda item 11
- He had confidence that the club objectives for 2014 were achievable and wished the club every success in its objectives

i) Minutes (2013) and 'matters arising'

The minutes 2013 were declared a 'fair and accurate' record of AGM 2013 and there were no matters arising.

ii) Apologies for absence (see above)

iii) Secretary (admin) report

PB reported the club's 2013 general administration. Including:

- Club had another very successful year even with a slight drop in Groms club membership.
- The bulk of the club activity was again the 'Groms Club'. However with the older age cohort (14-16 age group) also involved and interacting either as 'assistants' on 'Groms club' day (Sunday) or as 'independent' surfers using the club premises resources.
- After a slow start the 'Groms' club surfing picked-up and continued for a full season ending as in 2012, 1st week October with no 'emergency action' incidents.
- The 'Groms Surfer' & Junior Surfer' progression awards of 2013 are to be decided ASAP in 2014
- 2013 saw addition of Poppy as 'assistant to head coach'. She has confirmed that she will be available for 'Groms club' coaching duties in 2014
- 2013 saw addition of key 'junior surfers' to assist in 'Groms club' coaching on a Sunday morning
- Key 'Juniors' and parents, assisting with Groms club coaching are attending the 'RLSS NBLQ' (16+ & 18+ yrs) or 'RLSS Assistant-BLQ' (14-16 yrs) awards programme

- Other parents are attending the RLSS 'survive & safe: Beach' awards programme
- The Sennen RNLI-Lifeguard 'head guard' (Steph Harkem) has discussed the possibility of club juniors aged 14-16 to do lifeguard 'school based work experience' with his team
- The RNLI-Lifeguard 'area manager' (Phil Drew) has discussed the possibility of older club juniors & seniors (17-18+ yrs) with an 'RLSS NBLQ' award, being considered for 'professional lifeguard' training with the RNLI 'Hayle' depot
- The 2013 Groms 'Rookies' programme was successful. But some parents did not collect their children's 2013 'awards' due to non renewal of their club membership. The 2014 programme has started and promises to be well attended c/o JR & SB assisting.
- Club 'parents surfing' night was another success and will be continued
- There will need to be clarification of the 'Affiliated Club' member category for the purposes of H&S issues and finance costs in 2014 (see item ii report)
- RB asked for further information regarding local primary & secondary schools becoming 'affiliated' to the surf club. The operational detail will be made clear as we progress through 2014. But in principle the 'affiliation' to the surf club by other organisations was briefly explained (see 'club constitution' document & club history)
- RB asked about club membership 'car' and 'surfboard stickers' advertising. Practically, this is available. SK will explore the 'costing' of this club resource
- PT informed the group that Tyson i/c GAS 'Groms club' is keen to resurrect the annual 'inter-club' contest between the 2 clubs. PT assisted by Mark Eley will make enquiries and inform the club managers asap

iv) Treasurer report

SK reported the club's 2013 financial record with data rounded to nearest £. The data 'spread sheets' and full report are available on request. Including:

- The club's finances were in a 'firm and secure' position even though most income items saw a reduction on 2012 data = working profit of £218 for 2013 current a/c. This was an increase in net income of 2012 season.
- The club's 'savings a/c' was not used in 2013 and has a total amount of £2033: 93p. The interest earned in 2013 on start capital of £2033: 76p was 21p. The a/c Tax paid in 2013 was 0.4p
- The 2012 'art auction' £5,000 income was an exceptional 'income' item that will not be repeated on a routine annual basis. This has therefore been removed from the club's 'normal income' accounting reports (see SB & item xi detail)
- Members of 'affiliated clubs' will require 'independent membership' of the surf club if they are to use the clubhouse & other club resources when 'free surfing' through the week. Also if they wish to acquire their own individual-personal RLSS awards.
- RLSS NBLQ registration & awards will be paid for in advance by award candidates and then reimbursed if/when candidate volunteers their service for the 'Groms Club' surfing sessions
- The club will investigate 'grant' availability and application to purchase replacement HVI vests with club logo. The older vests are now 6 years old and many need replacing asap. SB & PB will assist SK in this action.
- Other key club material assets are: *surfboards + leashes + rescue tubes + rescue boards + instructor/coaches ID + 1st Aid + assorted accessories*. All in good condition and secured in managers' homes when not in clubhouse. 3 surfboards were removed: i.e. 1 x theft + 1 x decommissioned + 1 (rescue board) sold

- Additional 'gym' equipment has been added to the club's stock of the gym assets: *running machine, cross training machine, TV & DVD player*
- The club will have made-up ready for sale for club members to purchase, club logo 'hoodies & T's. SK will make enquiries about 'club stickers' provision
- Annual membership fees will remain the same as 2013: *family £30 // individual 'Groms' & 'Juniors' £10 // Affiliated club £50 // independent seniors/adults £20*
- The club should consider an 'events' programme to raise more money for the club costs: *e.g. surf contests, weekend 'camps' & Fri-Sat night 'parties'*

v) Safety officer & training report

PT reported Mark's discussions with him and others in the club management team. Including:

- Due to extensive domestic and business commitments in 2014 Mark wishes to resign from 'head coach & safety officer' routine duties at 'Groms club' sessions
- Mark will continue with his 'i/c winter training: lifeguard & lifesaving' roles. He will also be available for 'safety advice' if and when required.
- Mark will also help arrange surf contests on condition that there is an official event organising team to help him.
- Poppy will be available to be 'assistant i/c' of 'Groms Club' surfing days.
- It was agreed that her command & operational role status will be 'senior instructor' (SI) assisting the Groms club duty 'beach manager' (BM). The BM will be PB assisted by Nick (?) or PT as a back-up or 'reserve' BM should PB not be able to attend the sessions
- The 'Smart Surf School' will provide additional lifeguard-surf instructor personnel if required
- SS and the 'Smart Surf School' will be contacted to see if their 'elite squad' programme is to be run in 2014
- The 'Smart Surf School' will be running a 'Groms Club – Rippers' programme on a Saturday morning/afternoon and the surf club's 'Groms' are invited and will be encouraged to join this group to extend their surfing skill development & enjoyment

vi) Safeguarding Children report

BH delivered her report. Including:

- There were no accidents, injuries or significant incidents involving children 2013
- The club will have to get all of its volunteers a 'criminal record clearance' certificate now called a *DBS* status qualification and previously known as a *CRB Certificate* qualification. This process will apply only to those who: a) do not have an existing 'sennen surf club' CRB b) no DBS. The process of DBS qualification will be explored & informed asap by BH assisted by SK
- The cost of DBS will be minimal and will be funded by the surf club subject to funds being available
- The club must have a 'volunteers' briefing session prior to start of 2014 'Groms Surfing' programme being started to cover: *a) affirmative duty-of-care responsibilities b) A 2014 'Risk Assessment' review for 'activities / operation personnel / children participants'*

vii) Family representative report

The 2013-14 family representative did not attend the meeting and the post was declared 'vacant' by club managers. An election was held for the post ending @ AGM 2015 including:

- The candidate: RB
- Proposed BH & seconded SK
- Vote = 'unanimous'

viii) Junior representative report

The 2013-14 junior representative did not attend the meeting and the post was declared 'vacant' by club managers. An election was held for the post ending @ AGM 2015 including:

- The candidates to be approached: Beth Bainbridge & Matt Schlitka
- Proposed BH & seconded SK
- Vote = 'unanimous'

ix) Senior representative report

The 2013-14 senior representative did not attend the meeting and the post was declared 'vacant' by the club managers. An election was held for the post ending @ AGM 2015 including:

- The candidates to be approached: Bryn & Taio
- Proposed BH & seconded SK
- Vote = 'unanimous'

X) Social events representative

The 2013-14 social events representative did not attend the meeting and the post was declared 'vacant'. An election was held for the post ending @ AGM 2015 including:

- Candidate: Harvey Thomas
- Proposed BH & seconded SK
- Vote = 'unanimous'

xi) Clubhouse building report

SB delivered her report. Including:

- Building use by the club was generally OK
- The 2 rooms (Dry Rm/Gym & Wet Rm/Surf Club) now require extensive internal cleaning & redecorating. The surf club to do the work on Wet Rm & Gig Club to do the work on the Dry Rm
- Both Surf & Gig club members must keep the toilet & galley kitchen 'clean/tidy/secure'
- There is no significant repairing required. However sooner rather than later the front windows need replacing and the roof re-sealing outside of building
- The clubhouse 'key pad code' NO will be changed ASAP after AGM and released 'on condition' etc
- There is a concern that the agreed 'occasional use' of the clubhouse by the 'Smart Surf School' may be misunderstood and/or misinterpreted. The building management committee will conduct discussions with SS to include:

- ✓ Locking/closing the clubhouse door when they have removed or replaced the club surfboards
- ✓ The clubhouse will not be used for the surf school's 'commercial' business: i.e. only the surfboards
- ✓ Applying for occasional use of the clubhouse for surf school school 'changing & surf lesson briefing' purposes at an agreed 'hire' rate

AOB:

- i) The general feeling of the meeting attendees was that 2013 was a success and this could be repeated in 2014 starting with the 'winter lifeguard/lifesaving training' programmes
- ii) The Nos of club members has reduced over the last 2 years. But the membership of the 'Groms' club is holding 'firm' if smaller in No. The 'junior & senior' sectors have good scope for expansion and 'events / activities' development.

As meeting chair PT thanked all at the meeting and on behalf of the club trustees, wished the members and the managers every success for the 2014 year's operations.

Meeting business declared 'completed & closed' @ 20.45