

Yakity Yak Kayak Club Trust AGM 2017



Minutes

DATE: 14 June 2017

TIME: 7 pm

LOCATION: Canoe & Kayak North Shore

ITEM	ACTION POINTS	WHOM / WHEN
1. ATTENDEES	Todd Dorset, John Shaw, Neil Watson, Olivia Svendsen, Renèe Olivier, Tim Muhundan, Andy Harding, Robert Brown, John Wilson, Robert Brassey, Charlie Barker, Uta Machold, Glenda Ray, Shaun Maclaren, Pete Townend, James Fitness Unknown number on the internet connection that did not have sound for some.	
2. WELCOME	➤ Overall Update and Vision for the club.	Chairmans Report
3. APOLOGIES	Russell & Lorraine Williams, Shelley Stuart, Ruth Henderson, Keith Hayes, Allan Clarke, Di Scoones	
4. FINANCE	➤ End of Year Financials, Member Numbers	See Financial Report. It was agreed to make the available funds viewable on the website. Now available at http://www.yakityyak.co.nz/About+Us/Financial+Records.html
5. BOARD MEMBER NOMINATIONS	<ul style="list-style-type: none"> ➤ Progress on appointments to the Board ➤ Seeking Nominations <ul style="list-style-type: none"> ○ The Board are now meeting every two months via Skype. This enables members from all parts of the country to join us, not to mention reducing the travel time for those based in Auckland. We'll also have an annual face to face meeting at a location easily accessed by all. ○ Time commitments of a board member varies depending on the tasks decided upon, but the work load is minimal. ○ Nominations will be voted on at the AGM. 	<p>Board Members: Rob Brown and Keith Hayes put their names forward for the board. These were gratefully accepted. No other nominations were taken at the AGM as there is a wish to get a board member from the south.</p>

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<p>6. ROLE CLARIFICATIONS</p>	<p>➤ As Per AGM Minutes 2016</p> <p><i>Club Captain Job Description or Role:</i></p> <ul style="list-style-type: none"> ➤ <i>To organise monthly Club Nights – arrange guest speakers, demonstrators, activities</i> ➤ <i>To write fortnightly email newsletters which promote club nights, new trips, up-coming events</i> ➤ <i>To organise and chair six monthly trip planning meetings for Leaders e.g. in May and November</i> ➤ <i>To organise in conjunction with the Club Manager, leaders training sessions</i> ➤ <i>To keep records/collate records of leaders trips, training, first aid certificates</i> <p><i>Club Vice-Captain Job Description or Role:</i></p> <ul style="list-style-type: none"> ➤ <i>To assist the Club Captain in all of his/her assigned roles and responsibilities.</i> ➤ <i>To deputize for the Club Captain in their absence.</i> 	<p>Nominations for Club Captains and Vice Captains: This will take place after the AGM. Nominations are to be sent to the Club Manager (info@yakityyak.co.nz) Voting will be online for each club centre. Results will be notified by the manager via the website and by email.</p> <p>If only one candidate is nominated then no vote will be required.</p> <p>John Wilson & James Fitness will work on an organization chart for clarification on club positions.</p>
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	<p><i>Club Manager is responsible for:</i></p> <ul style="list-style-type: none"> ○ <i>Accounting</i> <ul style="list-style-type: none"> • <i>Membership Income. New & Renewals</i> • <i>Fund allocation</i> • <i>Fundraising</i> • <i>Sponsorship</i> ○ <i>Safety Management System</i> <ul style="list-style-type: none"> • <i>System maintenance</i> • <i>Compliance</i> • <i>Review</i> • <i>Audit</i> ➤ <i>Marketing</i> <ul style="list-style-type: none"> • <i>Planning</i> • <i>Implementation</i> • <i>Measurement</i> • <i>Review</i> 	<p>Todd Dorset of Canoe & Kayak Adventures has been appointed Temporary Club manager as he has time over the winter months.</p>
<p>7. TMP PLAN MANAGEMENT</p>	<ul style="list-style-type: none"> ➤ Are they required ie is there discretion? ➤ Who are Technical Advisors <ul style="list-style-type: none"> ○ See page 6 in the Yakity Yak Kayak Club Trust Handbook 	<p>AMP's are an important part of our Safety Management System. It is with the use of these that knowledge of an area is passed on to others. In the club survey, members felt our safety record was one of the main benefits of being a member.</p> <p>It was noted that not all club centres were using AMPs or not loading them on the website. The preferred action is to encourage their use rather than try to enforce this.</p> <p>Although many AMPs are "out of date" they can still be used as a starting point to aid trip planning. Most of the work has already been done. There is also the useful information attached to these such as campsites, good cafes/ restaurants or tourist attractions/ alternative activities.</p>

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		<p>Part of the issue is a lack of training for club members on the systems. So, Club Captains will hold regular Systems refreshers.</p> <p>Technical Advisor contact emails are on the website</p>
8. CLUB MANAGERS REPORT	<ul style="list-style-type: none"> ➤ Introduction & Report from the Club Manager 	
9. ACCESS TO CLUB FUNDS	<ul style="list-style-type: none"> ➤ How do clubs access funds for use? <ul style="list-style-type: none"> ○ BEFORE any activity takes place, the Club Captain applies to the Club Manager with an outline of what is wanted. This will be put to the committee for approval. This will be approved so long as the activity/ purchase fits the Trusts objectives. ➤ What can it be used for? <ul style="list-style-type: none"> ○ Anything, as long as it fits the Trusts objectives. This might include Leader Training, First Aid courses, VHF courses etc. 	<p>Clarification was given on what club funds can be used for. Anything that is within the following from the Trust Deed.</p> <p>PURPOSES OF TRUST The Trustees hold the Trust Fund on trust to pay or apply so much of the capital and income of the Trust Fund as the Trustees think fit exclusively for or towards any one or more of the following purposes:</p> <ul style="list-style-type: none"> (a) to foster the development and increased participation of recreation and sport kayaking and canoeing in New Zealand; and (b) to provide a platform, leadership and a community for people to take up the activity of kayaking and canoeing in a safe and organised way in New Zealand; (c) Promote, develop, organise and train volunteers and leaders for kayaking and canoeing activities organised by the Trust; (d) To co-operate with, and/or assist, other trusts, clubs or organisations having purposes similar to those of the Trust; and (e) all things incidental to the purposes described in this clause.
10. LEADER TRAINING	<ul style="list-style-type: none"> ➤ Leader Training Programme available 	<p>Minimum Leader requirements can be found on the website.</p> <p>Canoe & Kayak Adventures are offering Leader Training this winter. Todd will be circulating more information.</p> <p>Costs can be subsidised through the club funds and/ or community trust funds (e.g. North Harbour Sport). Applications can be sought.</p> <p>If you have Skills Active NZQA qualifications, you will need to revalidate these. Todd will clarify and notify by email.</p>

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11. EQUIVALENT SKILLS	➤ The process to accept members with equivalent paddling skills/ qualifications.	See appendix 1 It was decided that GUEST PADDLERS may join in on trips at the discretion of the Trip leader. This is to facilitate international guests etc., not as a back door into the club. The Guest paddler must be recorded on the Trip Report/ Post Activity Check List
12. CONCLUSION Wrap-up and way forward		

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Appendix 1.

Equivalent Skills

New members with recognised paddling skills may be welcomed in to the club in exceptional circumstances.

This decision is made on a case by case basis by the Club Captain.

The process to ascertain whether a New Member must do the Skills Course is as follows:

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