

Yakity Yak Kayak Club Trust AGM 2017

MEETING AGENDA

DATE: 14 June 2017

TIME: 7 pm

LOCATION: Canoe & Kayak North Shore

ITEM	ACTION POINTS	WHOM / WHEN
1. ATTENDEES		
2. WELCOME	➤ Overall Update and Vision for the club.	Peter T
3. APOLOGIES	Russell & Lorraine Williams, Shelley Stuart, Ruth Henderson	
4. FINANCE	➤ End of Year Financials, Member Numbers	James F
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. 	Peter T
6. ROLE CLARIFICATIONS	<ul style="list-style-type: none"> ➤ As Per AGM Minutes 2016 <i>Club Captain Job Description or Role:</i> <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> <i>Club Vice-Captain Job Description or Role:</i> <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> 	Peter T

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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> 	
7. TMP PLAN MANAGEMENT	<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 ➤ 	Peter T
8. CLUB MANAGERS REPORT	<ul style="list-style-type: none"> ➤ Introduction & Report from the Club Manager 	Todd D
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. 	Peter T
10. LEADER TRAINING	<ul style="list-style-type: none"> ➤ Leader Training Programme available 	Todd D
11. EQUIVALENT SKILLS	<ul style="list-style-type: none"> ➤ The process to accept members with equivalent paddling skills/ qualifications. <ul style="list-style-type: none"> ○ See appendix 1 	James F
12. CONCLUSION Wrap-up and way forward		Peter T

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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:

