## Minutes of Steering Group Held on 13th October 2022

1. V LC 2. M Th S. M Fi a Pu 4. Re A Th w Th fit Tr M m ar  5. Ve To to	Welcome  G thanked everyone for attending.  Winutes of meeting 22 <sup>nd</sup> August 2022 The minutes were approved and signed.  Watters Arising if not covered later in the agenda.  First Aid course JG to identify volunteers who have not yet taken a first aid course and make enquiries for trainer.  Pursue Grant Application  Report from Trustees Meeting A meeting was held on Tuesday 13 <sup>th</sup> September 2022 The Trustees are concerned about falling numbers of Patrons which obviously impacts on revenue. They agreed to purchase a ceramic radiator which has now been litted. This will be a great asset for our Winter Trips.  Training was discussed and will be reported at item 5 MR has been in contact with Wychavon re no mooring sign and memorial bench. These items must be approved by Heritage and Archaeology and take approx. 12 weeks.  Volunteer recruitment and training	JG to make enquiries of volunteers wishing to attend and availability of course.  Trustees
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	Two of our volunteers have passed their RYA. Congratulations to John Collins and Andy Wagstaff.  Our recruitment drive has been highly successful, with further laster and training sessions in the diary. Ten people are now being trained with Paul Mobey joining the training team.	
(C is ta sy cr Tr w Th Pa ce Tr	At a meeting between Operations and Trainers the CCBM Certificate in Community Boat Management) was discussed. It is similar to the RYA Inland Waterways Helmsman course but is railored for boats carrying passengers and covering a broader syllabus. The most cost-effective way of delivering this to our crews would be for us to have our trainers attend a NCBA trainers Course. This would make us a Training Centre. We would like to have three trainers which will cost approx. £1000. They would then be able to deliver the training in house on Pamela May 2. There is a £60 cost per person to register their certificates. Everyone felt that this would benefit the trust. The certificate lasts for 5 years and would then need to be retaken. The trustees will discuss this further at their next meeting and a grant to cover some or all of the cost explored.	Trustees discuss CCBM and Grants
in be	We discussed a Welcome Pack for new volunteers with information on Dropbox, membership application etc. This has been started but needs more "meat on the bones." Our training team will work on this.	RB, IW, PM continue working on Welcome Pack

	we are working through. We agreed that everyone will become members and be able to vote at our AGM. Membership fees were discussed but no final decision made.	
	At the steering meeting, the Wych Waterways Magazine was discussed. As the printing costs far exceed revenue currently received from patrons the question was asked if it could be offered in a different format.	
	The question was also asked if we need a membership secretary.	
7.	Financial Report The balances in our accounts are as follows. Reserve Account £32,000 Current Account £7,000. Saltfest raised £1250. There was a donation of £500 from Droitwich Woodturners.	
8.	2023 Prices.  It was agreed that our Trustees will discuss our pricing structure for 2023. DA will produce a detailed report of costings so that we have accurate information before deciding on future prices for trips.	DA prepare costings of trips.
9.	Bookings – Crewing.  Bookings for our weekday Carols Cruises are almost fully booked with just three trips available. Santa Trips have now been advertised and 50% of the first weekend trips sold within the first week. Weekly adverts will be posted on Facebook etc. We are now in possession of some of the presents needed. We need to give a donation of £300 to Droitwich CVS for these.	DA pay Droitwich CVS £300
10.	Environmental.  The Wanderer is above lock 1 and will be brought to the yard.  James is now fully qualified to helm, and it is hoped Andy will be our second helm. A plan of work has been discussed with Paul Wilkinson from CRT and will be carried out over the Winter.  Some areas have been identified for CRT to plant trees. There have been problems with the grazing licence for Churchfields to put cattle on Coney Meadow. We have probably missed the boat again for this year which is such a pity and very infuriating.	DB and JC to organise dates for work parties.
11.	Jumble Sale Currently on hold. We need more jumble especially clothes, please help if you are able.	
12.	SOP. Andy is working his way through all the procedures currently on dropbox and putting them into one document.	AM continue condensing SOP into one document.
13.	Uniforms Uniforms have been ordered for all volunteers who have replied. As we have new Volunteers a second order will be placed in the Spring.	
14.	Volunteer Get together Unfortunately, the get together planned for September had to be cancelled. We discussed having a Christmas Get Together similar to last year. It was felt that this should be paid for by the	Trustees to discuss.

trust. Trustees to discuss.	
15. AOB.	
It was suggested that there is quite a lot of confusion having two	
websites. A passenger had looked at the Droitwich Waterways	
website which has a section on booking Pamela May. This had	
come up in her google search. There is information on this site	
which many of us don't know about. We should consider how	
relevant this website is and discuss if some of the pages can be	
taken down.	
16. Date of Next Meeting	
Actions	
JG to provide list of volunte	eers who have
passed first aid course,	and those who
are yet to take it.	
Trustees Pursue grant application	าร.
Discuss CCBM Training	
Trustees to discuss Chris	stmas Get
Together for volunteers	
Training Team RB, IW, PM continue wo	orking on
Welcome Pack	, <u>, o</u>
MR to work through templa	te for articles of
association	
DA prepare costings of trip	
pay Droitwich CVS £300	
AM continue condensing SC	P into one
document.	
DB & JC Organise dates for work	parties on the
Wanderer.	