**Training and development unit meeting 5/05/2015**

**Location:** Heritage hotel, Portlaois

**Time:** 7:30

**Present:** Kieran Mc Kevitt, Patrick McCormack, Neal Kelly, Liz Doherty, Susan Doyle and Benny Cullen

**Apologies:** Maryanne Doyle, Paul Norris, Laura Griffin

1. Minutes from previous meeting – Accepted
2. AGM – Everything passed – discussed at board level – provider agreement
3. Correspondence – reply to first aid queries: standard reply
4. Two year versus hours logged in the previous two year – leave as is, need to print email and attach to log book
5. Previous projects updates

* level 5 instructorship – JP back to chase up on project
* SUP assimilation course, number of courses – pathway for instructors Paddy safety query from Benny
* Women’s weekends continuing this weekend ring fenced €1000
* Newsletter to continue – Laura and Liz – Neal to find a better template
* Database updates - phase 1 completed other phases to be completed by end of summer
* Invasive species – Ongoing
* Leave no trace – Try to get CI on board as a partner

1. Canoeing Ireland Update, Skills sets, Re-naming awards, Terms of reference

* Paul called a meeting of the chairs, to move on from the past
* CI financial issues
* Sports council issues
* Increase membership: why people join and why they should
* Renaming of awards – junior paddle awards – Denmark model – Neal and Susan to follow up
* Skill sets bullet points on what you can do – Brief outline of your other skills
* Terms of reference – Kieran
* Recreational officer Liz Doherty suggested and seconded for the Board

1. Spending Monies, Ideas, Safety seminars subsidized training for instructors similar to the teachers that subsidy is paid when they qualify

* Safety seminar Inland and costal safety open and free to Members
* Build on the seminar with local groups to cross train with services
* Dave Farrell subsidized instructor training - discussed
* Publications, marketing and brand development - Neal
* Safety video – competition and a prize – Jon
* Promotional video – quote Benny
* Logo development – Neal
* Promotional/safety documentation - Paul
* Newsletter template – Neal Tomorrow

1. Plan for the year

* Junior paddle awards budget €1000 Launch for paddlefest August 3rd
* Sea kayaking meeting Liz
* Each member to write out a bullet point plan for the year

1. Co-opt Jon Hynes – co opted full voting member
2. New Level 1 review – Shackelton – QA & benchmarking Aidan and Paddy – expenses covered
3. AOB

* Ladies day Saturday question about RSR 1 qualification – no
* Office provider relationship
* Add Jon and Susan to email and Dropbox - Maryanne