Liverpool Canoe Club Stewardship Group Agenda – 1st September 2026

Venue: Liverpool Marina Bar, Coburg Wharf, L3 4BP

#	Item	Who
1	Approval of minutes	All
2	Attendees/Apologies	MB
3	Review Action Points of Previous Meeting	All (15 min)
4	**Operational Review & Volunteer Safeguarding** • **Administrative Workload Update:** Review the unsustainable hours spent by key officers over recent months dealing with informal grievances and administrative friction. • **Volunteer Protection & Historical Impact:** Address the systemic impact of persistent, targeted jibes and defamatory comments directed at officers over an extended period. • **Zero-Tolerance Position Statement:** Establish an unequivocal Stewardship position on volunteer protection as a prerequisite for retaining key officers and attracting new ones.	Mark Benson Keith Steer All

#	Item	Who
5	**Disciplinary Policy Review & Constitutional Motions** ● **Complaint Submission Thresholds & Standard Form:** Mandate the use of a formal **Complaint Form** requiring exact dates, named parties, concrete evidence, and specific policy breaches before any complaint is logged. ● **Time Limiting (21 Days) & Step 3 Triage:** Establish a **21-day deadline** post-incident for submitting complaints. Reaffirm the Secretary's authority under Step 3 of the Disciplinary Policy to issue immediate summary rejections via template for out-of-time or evidence-lacking submissions. ● **Vexatious Complaints & Volunteer Abuse Clause:** Draft a new policy clause explicitly classifying repeated, baseless submissions and targeted officer abuse as an independent act of misconduct. ● **Section 7.1 Constitutional Amendment Motion:** Finalise resolution text for the October AGM to amend Section 7.1 of the Constitution, mandating adherence to these formal submission standards.	MB

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<tr><th>#</th><th>Item</th><th>Who</th></tr>
<tr><td>6</td><td>Stewardship Structure & Governance Revisions
Role Modifications & Deletions:
Decide & Vote whether to retain or retire Home Waters Coordinator, White Water Coordinator and Paddle-Ability roles.
Reconfirm Honorary Treasurer’s non-voting status.
Election & Nominations Transparency: Draft text for member mailouts reiterating that all roles are open for annual re-election (Section 8.4), while confirming the group's duty to vet candidates for capability and constructive intent.</td><td>KS</td></tr>
<tr><td>7</td><td>Pre-AGM Member Communications
Member Survey Approval: Approve final publication of Laura B's survey and assign distribution responsibility.
Coaches & Leaders List Disclaimer Statement: Approve official statement clarifying that the listed document tracks ongoing development/training, not universal coaching clearance across all environments.</td><td>KS</td></tr>
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#	Item	Who
8	**AGM Schedule, Logistics & Action Assignments** ● **Master Schedule:** Reconfirm **Thursday 15th October** as the AGM date and set hard cutoffs for: ○ Survey closing & POTY voting windows ○ Member motions submission (14-day statutory deadline, signed by 10 members per Section 12.5) ○ Member question submissions ● **Historical Records:** Address the outstanding 2025 AGM minutes. ● **Logistics Task Ownership:** Assign named owners for: ○ Chasing 1-minute discipline reports ○ POTY copy, voting page, and 3 engraved trophies ○ Main PowerPoint compilation, background slideshow, and projection hardware ○ Confirming post-AGM showcases (Major Trips, Juniors, Polo)	KS
9	**AOB**	All