Location : Heritage hotel, Portlaoise

Present: Patrick McCormack, Elizabeth Doherty, Neal Kelly, Kieran McKevitt, Susan Doyle, Benny Cullen

Apologies: Laura Griffin and Paul Norris

Time: 19:30

Date: 8/06/2016

1. AGM (Minutes and issues) – Publish minutes and accounts – Kieran and Neal

2. Minutes of last meeting – send around again

3. Correspondence – Kieran and Paddy to respond

4. Panel Applications – Individuals emailed with requirements to be met

5. SUP Update – Now a 2 day course

* survey of providers to guide training, costal training add on.
* Looking at ways to log and develop their abilities
* Phase out assimilation and have instructor training course.
* Needs a pre requirement for the last assimilation.
* People have failed the assimilation.
* Have your own board for assimilation, unrestricted access, personal log if you failed your pre assessment you fail the course
* SUP club in blessington

6. QQI Level 5 (Kayak & Canoe crossover needs to be nailed down) – Peter larkin, JP, Aiden doran 2 days course and timetable. 2 days – Stand alone assessment for level 1 or Level 2 if you meet the pre requirements – needs to be on the QQI syllabus Benny

7. Level 5 Instructor Assimilation – March

Define the report correctly, Benny to forward notes and develop a framework document – Benny to email

8. Provider Agreement Update – Exists and approved by board of management, IT system in place needs office people – admin issues on the sign off on certs – instructor receives email -

9. Blueway 10k Update – Up and running on week 2, instructors engaging with the project and engaging with clubs, advertising for the programme – blueway 10km does not explain what it is – work on the brand – capture of video and content of the videos will help – cost and the discount for participants

Email instructors to get free content

10. AOB

* Set dates for instructor assessments – level four assessments grade 3 rivers 2 assessors minimum of 2 people
* Book date, book assessors
* Create a calendar of assessments for instructorships