

**CANOEING VICTORIA BOARD MEETING**  
**MINUTES**  
**Tuesday 10<sup>th</sup> Dec 2007**  
**Gary's House**

**1. MEETING OPENED**

The meeting opened at 8.07

Gary Flanigan – President (GF)  
Tom Hirschhoff – Chair (TH)  
Richard Howard – Independent Director (RH)  
Ross Stevens – Independent Director (RS)  
Andrea Boothroyd – Executive Officer – Co (AB)  
Sharon Swoboda – Executive Officer – Co (SS)

**2. APOLOGIES**

Geoff Hindle - Interested Director (GH)  
Richard Lawrence - Interested Director (RL)

**3. MINUTES OF THE PREVIOUS MEETING**

Motion: "That the minutes of the previous meeting be accepted"  
Moved: RS. Seconded: RH. Accepted.

**4. PRESIDENT'S REPORT:**

No Presidents Report tabled.

**5. FINANCIALS**

**Discipline Support Fees**

A further extensive discussion about the fees paid by disciplines was undertaken with various options discussed taking into account the issues raised by the disciplines with the objective that the State Office does not burden the disciplines any more than necessary and that the disciplines share in any wealth generation from the State Office

**Motion:**

The Board and Administration has agreed that in the event that the State Office Administration is in profit (excluding any fundraising specifically for the purposes of administration - particularly generated from the Directors efforts) that State Office will reimburse to the disciplines as much as possible any excess above the base cost paid by the disciplines and above an agreed base profit margin.

Moved: RH  
Sec GF  
Moved

**Action:** Determine the activities / costs that the State Office incurs on behalf of the disciplines that need to be recovered.

- Action:** Determine the base cost to Disciplines
- Action:** Determine the min profit that CV would ideally like to carry forward each year.
- Action:** Determine the distribution of profit Sharon

### **Analysis of Variance between Actual and Budget**

- Depreciation needs to be entered
- Instructor fees payroll / instructor Education – split 50%
- Instructor / Coaches need to be reallocated
- Yarra Descent budget needs to be added
- Push insurance to December
- Telephone Bills – check budget figures
- Review Insurance / phone / rent.

#### **Actuals**

**Actions:** SR

Opening balances need to be completed as of last July.  
Journal entries need to be printed from Auditors email  
Reconcile ING account  
Provide receivables with zero balances

Account balances were submitted

**Action:** Include dates on Account balances.

**Action:** Provide bank balances in a spreadsheet style.

Financial Report Accepted  
Moved GF  
Seconded RS

## **6. EXECUTIVE OFFICERS REPORT**

### **a) Vichealth Project**

Sharon and Andrea attended the Picsar Training program in November and developed a project plan focusing on the CALD (Culturally and Linguistically diverse population) group. The project focus is working on the relationships with the organizations that are involved in this population.

### **b) Insurance**

Recommendation that CV engage Willis as the preferred Insurer and that amendments will be made as required.

1 policy for speed boats  
1 policy for CV Assets. As discipline assets are identified, they can be added to the asset list.

Question regarding the Canoes currently being housed at Patterson Lakes and their ownership. SS to followup.

Report to be included in Feb 08 meeting.

## **7. TECHNICAL COMMITTEE'S**

### **7.1 Slalom**

No Report tabled.

### **7.2 Canoe Polo Committee**

No Report tabled

### **7.3 Flatwater**

No report Tabled

### **7.4 Wildwater**

SS reported verbally.

Technical Committee needs to be advertised.

WW champs were a reasonable success.

Next year National WW champs will be held on the King River in September with training sessions to be held during July.

### **7.5 Marathon**

No report Tabled

### **7.6 Recreational/Touring**

## **8. STRATEGY**

No Report

## **9. MARKETING**

No Report

## **10. General Business**

- Board positions need to be advertised.,
- Geoff Hindle reported (via GF) that Melbourne Water has removed two obstacles from the Yarra as requested.
- Office will be closed from the 22<sup>nd</sup> Dec – 20<sup>th</sup> Jan,
- ORC Xmas party –Tuesday night.

**11. NEXT MEETING**

Feb 12<sup>th</sup> 2008.

Open Meeting Tues 4<sup>th</sup> March – at the CV office..

Meeting closed 11.45pm