

**CANOEING VICTORIA BOARD MEETING
MINUTES
Tuesday 12th Feb 2007
Gary's House**

1. MEETING OPENED

The meeting opened at 8.00

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: GF. Seconded: RS. Accepted.

4. PRESIDENT'S REPORT:

Presidents Report tabled.

Action: Post on internet and send out to all club members.

Moved: TH
Seconded RH

5. FINANCIALS

a) Budget versus Actual Analysis

Grant money has not been expended to date so budget has been amended to reflect this.

b) Membership

Motion: Membership fee for the period 1st Aug 08 – 30th Jun 09 will be set at \$80.00 with a discount for early payment received prior to 1st September 2008.

All other fees listed for 2007/08 will remain for 2008/09 at the reduced period.

This is to align membership fee period with financial June year end.

Adult: \$80, Full Junior \$57, Recreation Adult \$60, Social \$15, Family \$175, Rec Family \$135, School groups \$75.

Moved RH
Seconded TH

Action: *Write to clubs informing of change of fees and fee period. SS*

Motion: Club Affiliation will remain as for 2007/08 except that fees to be invoiced for the period 1st Aug 08 to 30th Jun 09.

Moved RH
Seconded TH

Action: *Invoices and information letter to be sent out in May for next year's affiliation fees. SS/SR*

Motion: Technical Committee support fees to remain as 2007/08 and will be invoiced and payable from 1st July 08 and sent in May 08

Moved TH
Seconded GF.

c) Marine Safety Grants

Motion: The Canoeing Victoria Board accepts the Marine Safety Grant proposal and accepts the liability of the additional 20%.

Moved RS
Seconded GF.

d) Bank statements were tabled.

Motion: Offer Discipline accounts pooling extra money to invest and gain interest or setup ING accounts.

Moved: RH
Seconded Gf.

Action: *SS to followup with disciplines.*

Action: *SS to followup with disciplines monthly reports and financial proformas.*

e) Discipline Finance Reports

Action: *Find canoe polo budget and send to RH.*

Action: *Follow up with polo regarding funding for the pontoons and the possibility of the National Polo Committee paying for the pontoons.*

f) Aged Receivables were tabled.

Footscray requires a credit note to clean up.
Tim Grimes being followed up.
Amanda Lake being followed up.
Mitta Mitta - outstanding fees for post discounted membership.

g) Technical Committees and GST.

It was confirmed with the Auditor how the "Branch" arrangement works for GST. Further details are in the Board report.

Action: ***Check with Auditor the use of the CV ABN Number (as opposed to the ACN number).***

Action: ***Write to the Tax office and document how we are currently working within this structure.***

Note: All Discipline entry fees (Excluding Polo) are not to include GST when collected by the State office.

h) Australian Canoeing Fees

The Board discussed the GST, and AC Affiliation fees. So far no invoice has been received that has not included GST for the CV to pay. CV has asked for new invoices several times to no avail.

Motion: Pay the 7 months in arrears at the rate we originally agreed to and request the missing invoices.

Moved TH
Seconded GF.

Motion : Financial report accepted.

Moved TH
Seconded GF

6. EXECUTIVE OFFICERS REPORT

a) Expenses

Discussions around how incidental payments are currently been covered by personal accounts.

Motion: A float of \$500 to be held in the office for over incidental expenditure. Anything over \$500 or requires a Credit Card payment will be covered by GF.

Moved RH
Seconded Gf.

b) MYOB

Current MYOB version is only 13.5 versus 17. It would be preferable to upgraded.

Action: ***Sharon and Gary to investigate options.***

RH offered to provide Sandra with MYOB Training.

Action: ***SS / SR to organize with Ric.***

c) Technical Committee Accounts

For Technical Committee accounts that have CV take on the accounting, Sandra's time needs to be covered by the disciplines to take on the additional work.

Action: *Followup with Sandra approx time required. SS*

Processes for Central discipline management needs to be defined.

Action: *New Treasurers (Flat / Marathon) meet with Sandra, Sharon and Ric to determine appropriate processes for how accounts will be managed and the process flow.*

d) Hawthorn Rowing Club Access

Sharon tabled a note from Carmel regarding concerns from the Hawthorn rowing club regarding access to the river under the councils changes to the ramps.

TH explained his knowledge and the changes proposed.

Action: *TH to write letter on behalf of the CV to explain any reduction in car parking or access to the river is unacceptable.*

Motion: Executive Officers report accepted.

Moved TH
Seconded RS.

7. TECHNICAL COMMITTEE'S

7.1 Slalom

RS provided verbal report from last slalom meeting.

Action: *CV to discuss with slalom the opportunity for Slalom course to be maintained from Marine Safety grants in the future.*

7.2 Canoe Polo Committee

Financial reports tabled.

Issues with accounts regarding pontoon contributions for nationals.

RH to followup with IB.

7.3 Flatwater

Minutes from 18th Nov and 19th Jan tabled.

Damon Bonney is the new treasurer.

Junior development plan tabled.

Diary report tabled.

7.4 Wildwater

Diary to come out ASAP.

2 Training sessions on the King river
King River Nationals in September in-line with the Tas School holidays.
Kirinari will run 3 DR Races this year.

7.5 Marathon

No report tabled.
TH Verbally reported last marathon meeting held in Jan at Geelong.
Michael Baird is the new treasurer.

7.6 Recreational/Touring

No report tabled.

8. STRATEGY

No Report

9. MARKETING

Andrew Coutts from Patterson Lakes is interested in assisting the CV Office

Action: *SS to discuss with Andrea a marketing plan and possibility of joining the board.*

10. General Business

Murray Marathon.

Action: *SS to contact and followup with Peter Moran from MM*

Action: *Police / Aboriginal paddling group in Ballarat are potentially interested in working with CV. SS to followup. – Merv Atkinson / Michelle Henderson*

11. NEXT MEETING

March 4th.