

**CANOEING VICTORIA BOARD MEETING**  
**MINUTES**  
**Tuesday 20<sup>th</sup> July 2010**  
**Gary's House**

**1. MEETING OPENED**

The meeting opened at 7.40pm

Gary Flanigan – President (GF)  
Tom Hirschoff – Chair (TH)  
Richard Howard – Independent Director (RH)  
Tony Coventry. – Independent Director (TC)  
Andrea Boothroyd – Co-Executive Officer (AB)  
Lawrie Chenoweth – Guest (LC)  
Peter Garguilo – Guest Presenter (PG)

**2. APOLOGIES**

Sharon Swoboda – Co-Executive Officer (SS)

**3. Minutes of Previous Minutes**

Motion: That the minutes of the previous meeting be accepted”

Moved: GF. Seconded RH

**4. Action items from previous meeting**

Nil

**5. Proposed Sprint Technical Committee**

PG presented a proposed Sprint Technical Committee to the Board. It was presented that:

- The proposed committee is made up of a broad range of experienced people to lead the sprint decision making process and lessen the workload on individuals.
- All proposed committee members are involved in canoeing and are successful in business and sport event management including:
  - Chris Porter, a former director of Lifesaving Victoria & L2 surf coach who once ran Go Ride A Wave, a successful outdoor education recreation business.
  - Justin Hocevar, National Manager BMW Australia.
  - Peter Hurst who provides links with Mentone Surf Life Saving Club.
  - Mark Lionett, a coach at PLCC and small business owner.
  - Michael Salih who has been trainee official at events.
  - Peter Foster, a former Olympian.
  - Tim Altman, on a consulting basis.
  - Daniel Heydon, who runs a small family business.

It was presented that the group would provide:

- Promotion and marketing of the sport more widely
- Risk management and event management
- IRBs provided free at events.

- Integration with all clubs and lifesaving victoria
- IT systems to manage a regatta from initial entry to finals.
- High quality events – more than just what happens the water, e.g trade vans, food vans, commentary.
- Broader decision making process and consultative process for the development plans for sprint and high performance structure.
- Access to funding – 10s to 100s of 1,000s dollars.
- A good communication structure through CV.
- 3 to 4 regattas plus some twilight races very closely associated with Surf Life Saving Victoria.

**6. NTID update.**

PG presented an NTID update. Athletes were retested 2 weeks ago. There were noted improvements in their strength training. (See CV Admin report for further details).

Action: AB to contact PG next month for future NTID updates to the Board.

Action: AB to follow up with NTID regarding the NTID contract extension.

**7. Discussion regarding the Sprint Technical Committee Proposal.**

Action: AB & TH to draft Sprint Technical Committee responsibilities and position descriptions/key skills required for presentation to the Board. PG to be given opportunity to input. Consider including club representatives and sub-committees.

Action: Board to call for nominations for Sprint Technical Committee positions. Applicants will have 14 days from publication to nominate.

Action: AB to update PG on above actions.

**8. Working with Children Check**

Motion: That a current Working with Children Check is mandatory for all CV Discipline Volunteer memberships.

Moved GH. Seconded TC.

**9. Discipline Volunteer & University Club Memberships**

Action: AB to add to the Volunteer Membership application form, that there is no charge to volunteers for the WWC check.

Motion: That student members joining through the university affiliated clubs receive a \$10 discount on full adult membership.

Moved TC. Seconded RH.

**10. Election of New Technical Committees**

Motion: That the Marathon Technical Committee be authorized to elect the 2010/11 Marathon Technical Committee via an open general meeting.

Moved GF. Seconded TC.

Action: AB to offer Marathon the standard CV Technical Committee nomination forms.

**11. Office Equipment Insurance**

Motion: That the Board accept the quote for fire only insurance for the CV Office contents if the policy is new for old replacement.

Moved TC. Seconded GF.

Action: AB to find out if policy is new for old replacement.

Action: If not new for old replacement, RH to search for alternative policy.

**12. Bass Coast Canoe Club Affiliation**

The President of Bass Coast Canoe Club has indicated that the club may not reaffiliate in 2011. Tony attended the Bass Coast AGM and updated the Board on key issues.

**13. AC Affiliation Fees 2010-2011**

Action: AB to circulate comparison of membership types over the last few years.

Action: AB to find out membership fees and structures of other states and circulate to Board.

Action: RH to draft a letter to the AC Board detailing CV's difficulties in meeting the current fees and requesting a reduction by proposing to pay half the current fee (\$27,000). Proposed letter to circulate to Board for decision via email.

Action: TH to discuss the issue with Danielle Woodward.

**14. 2011 Membership trends to date**

AB indicated that there may be a trend emerging in membership renewals for full members in 2010 to downgrade to recreational or social in 2011. The number of memberships processed to date is not enough to determine if this is consistent across all clubs however the potential trend will be monitored and reported to the board at the next meeting. If this is the case, a revised budget will also be presented.

**15. Finance Reports**

AB explained that there was an extra \$600 in prepaid coaching course fees not yet included in the Admin reports.

Action: AB to follow up on the following:

- Admin. Balance Sheet - Grants unearned \$3701.41.
- Canoe Polo P&L - \$18,000 profit? Check all pool invoices from all competitions have been included.
- Sprint balance sheet - \$2056 prior year adjustment.

Action: AB to inform RH when auditors will be there so he can come out and prepare schedules

Action: AB to ensure all P&Ls and Balance sheets for future Board meetings include comparison to last year.

**16. Marathon Nationals MOU**

Action: AB to send subsequent email from AC MTC to GF regarding MOU.

Action: GF will be board point of contact for the MOU signed. GF to liaise directly with Mark Murray to get MOU signed.

Action: AB to send GF the canoe polo amended agreement.

**17. Appointment of Laurie Chenoweth**

Motion: That Lawrie Chenoweth be appointed as an Independent Director until the CV AGM in October 2011.

Moved GF. Seconded TC.

**18. Meeting Closed:**

Meeting Closed 10.55pm.

**19. Next Board Meeting**

Tuesday 17<sup>th</sup> August, 7.30pm at GF's house.