

CANOEING VICTORIA BOARD MEETING
MINUTES
Tuesday 14th December 2010
Gary's House

1. MEETING OPENED

The meeting opened at 7.45pm

Gary Flanigan – President (GF)
Tom Hirschoff – Chair (TH)
Richard Howard – Independent Director (RH)
Sharon Swoboda – Executive Officer – Co (SS)

2. APOLOGIES

Connie Todaro – Interested Director (CT)
Tony Coventry. – Independent Director (TC)
Lawrie Chenoweth – Independent Director (LC)
Andrea Boothroyd – Executive Officer – Co (AB)

TH left early.

3. Minutes of Previous Minutes

Motion. Minutes of the previous meeting be accepted.
Moved. GF seconded TC

4. President's Report

No Presidents report.

5. Strategic Areas

Governance:

Finance:

a) Set of reports:

All with Account numbers:

Profit loss compared to budget for the month. (if no budget to last years).

Profit loss compared to budget for the YTD.

Balance sheet compared to Last year with variance

Forecast Spreadsheet.

Accounts receivables / or payables – as of date of meeting. Send to Tom.

No payables or receivables for Disciplines.

b) Followup the Event Licences in Marathon. Check how the process

c) Review the format of the reports to highlight the headings on the reports. Under "List" "Accounts" select "Down" to indent the accounts under the headings.

d) Readjust the Discipline Support fee to reflect a Negative expense against the audit accounts from the disciplines. This will ensure that the consolidated accounts reflect properly the \$5,000 audit fee and the shared cost across the disciplines.

- e) As with the Audit fee, the insurance, when allocated against the disciplines also needs to appear as a negative expense against the insurance to reflect the discipline contribution.
- f) Question. Should we adjust the budget to reflect the decrease in audit and insurance fees and adjust the budget for discipline support fees.

Technical Committees

Sprint Committee

SS tabled an email from Chris Porter to Andrea Boothroyd regarding potential risks and missing processes in regards to running sprint events.

The Technical committee's are responsible for the risk management and implementation of discipline events. The Canoeing Victoria Administration office is a resource and advisory centre for the disciplines but does not have an audit function of the risk management plans.

Sprint Trailer

SS tabled documentation supporting Canoeing Victoria's purchase of the trailer for the VIS program.

Action: SS to draft a reply with copy of the letter to Peter Spence supporting the position that Canoeing Victoria have ownership of the trailer.

Sprint Committee Nominations

SS Tabled 3 Sprint Committee Nomination Form.

George Bradilovic – Chair
Michael Salih –Treasurer and Officials Development officer
Andrew Coutts – Communications Officer

Motion: Nominations are accepted by the two remaining board members with email acceptance to be provided by additional Board members post meeting.

Action: SS to organise email endorsement.

Recreational Committee

Richard Lawrence has offered to Chair a newly revived Recreational / Touring Committee to develop opportunities for the recreational market.

Action: GF will discuss the issue further with Richard Lawrence.

6. General Business

Grievance Officer

The Board shall investigate suitable members to take on the role of the Grievance officer.

Action: SS to draft the Grievance officer position description and processes supporting the role and circulate to the Board.

Membership Meeting

Membership Meeting to discuss the affiliation fees and Australian Canoeing services is proposed for the weekend of the 12th February. 2pm start. Finish 3.30pm with Afternoon tea.

Action. GF, RH and SS to determine agenda and circulate to the members / clubs.

7. Meeting Closed: 10.10pm

8. Next Board Meeting

Next Board Meeting 15th February 2010.