

**CANOEING VICTORIA BOARD MEETING**  
**MINUTES**  
**Tuesday 20<sup>st</sup> March 2012**  
**Gary's House**

**1. MEETING OPENED**

The meeting opened at 7.30pm

Gary Flanigan – President (GF)  
Tom Hirschoff – (TH) Chair  
Tony Coventry. – Independent Director (TC) of the chair  
Lawrie Chenoweth – Independent Director (LC)  
Richard Howard – Independent Director (RH)  
Catherine Gardiner-Gaskin – Invited Guest – Potential Independent Director  
Andrea Boothroyd – Executive Officer – Co (AB)  
Sharon Swoboda– Executive Officer – Co (SS)

**2. APOLOGIES**

Connie Todaro – Interested Director (CT)

**3. Minutes of Previous Minutes**

Motion: Minutes of the previous meeting accepted. Moved TC Seconded LC

**4. Actions from previous minutes.**

Action: AB to forward the Westerfolds Park strategic plan to board members (sent)  
Action: SS to send Club Forum feedback to all Board members. (sent)  
Action: SS to send AGM minutes to board (Sent)

**5. Presidents Report**

GF welcomed Catherine Gardiner-Gaskin to the meeting.

The Board extended an invitation to Catherine to join the Board and contribute with her marketing and event management skills as well as her many connections both in and out of the canoeing community.

Motion: Acceptance of Catherine Gardiner-Gaskin to the Board.  
Moved: GF Seconded TH.

Report emailed and tabled to the Board.  
Action: SS to post report on the web site.

**6. Strategic Areas**

a) Corporate Governance

i) Finance.

SS tabled the finances. Budget forecast, profit and loss and balance sheets as well as project breakdowns which indicated that Education is currently underperforming.

ii) Internet Banking

SS present the option of internet banking. Cheque system will continue but wages to be paid by internet banking using a token system with the Commonwealth bank. Investigation into other banking systems indicated that we are well looked after fee wise with Comm Bank and would not show a cost saving.

Processes were discussed.

Motion: Internet banking with Commonwealth bank with dongle authorisation and scanned invoices/summary information to be adopted by the office.

Moved: CG Seconded TC.

Action: SS with SR to implement and define processes with RH.

iii) Credit Cards

SS and RH present the options the commonwealth visa debit card as a separate account.

Motion by CG. A trial of the system and procedures to be put in place until the 30<sup>th</sup> June and reviewed at this time. 2 cards under Andrea and Sharon with a \$2000 limit per card.

Moved: TC Seconded LC

Action: SS with SR to implement and define processes with RH.

iv) Grant Applications

AB provided additional information to the Board report about

v) Constitution

SS confirmed that the 2005 constitution that we are currently working to has been correctly lodged with the Department of Justice.

vi) Strategic Forum

Date set for the 28<sup>th</sup> April. 1pm – 3pm

vii) ORC Annual Meeting

Constitution change to enable the ORC to dissolve the organisation at a special general meeting rather than an AGM. Canoeing Victoria voted for this motion.

No audited financials were tabled and no president report was tabled.

Concerns still exist regarding the leasing agreements and the future position of Canoeing Victoria

Email tabled from Barbara Champion EO of Play Australia on behalf of Cathy Kiss the President of Play Australia requesting a meeting with the President of Canoeing Victoria to discuss the future tenancy arrangement with the ORC.

Board agreed that GF would attend a meeting organised by Play and CV.

Action: SS to liaise with Play to organise meeting.

b) Marketing and Communications

i) Murray Quad

Detailed discussion regarding the quadrathlon, the timing of the event, the objective of CV.

Concerns over the date of the event with Anaconda the weekend before and the X marathon on the same date.

Suggestions include outsourcing to a professional event company such as Rapid Ascent, Tough Mudder, USM. Full Gas

Date has already been advertised on the quadrathlon website.

Action: Find out how we need to affiliate with the international Quadrathlon federation.

[www.quadrathlon.com](http://www.quadrathlon.com)

Conclusion: Canoeing Victoria is very keen to own the event, however the Board is not prepared to take on the risk this year but instead investigate outsourcing the event to a professional event organiser such as Rapid Ascent.

Action: SS to request a quote from a number of outsourcing companies and present the findings to the Board via email for approval of the base fee risk to undertake the event.

c) High Performance

NTID Update. Invoicing and receipts will now be handed back to Australian Canoeing.

d) Competition Development

i) Canoe Polo Update

A Canoe Polo come and try will be held in Eildon this weekend with interest from the Outdoor Education Centre instructors and families based in Eildon. Canoe polo will be conducting the come and try with support from the office.

ii) Marathon Update

See Board Report.

iii) Sprint Update

See Board Report

iv) Slalom Update

No update

e) Employment of new staff

Cameron Myers has started at the office and will be available to run memberships Wed and Friday 10 -2pm.

**7. Strategic Areas – No discussion**

**8. General Business**

Water Safety Council. SS attended the last meeting and was approached by Transport Victoria. TC has been a copy of the Water Safety Plan and will be involved in the development of the document.

Paddle power to be included in agenda and Westerfolds park tenancy.

Meeting closed: 10.50pm