

**CANOEING VICTORIA BOARD MEETING
MINUTES
Tuesday 26 July 2011
Gary's House**

1. MEETING OPENED

The meeting opened at 7.45pm

Gary Flanigan – President (GF)
Connie Todaro – Interested Director (CT)
Andrea Boothroyd – Executive Officer – Co (AB)
Sharon Swoboda – Executive Officer – Co (SS)

2. APOLOGIES

Richard Howard – Independent Director (RH)
Tom Hirschoff – (TH) Chair
Tony Coventry. – Independent Director (TC) of the chair
Lawrie Chenoweth – Independent Director (LC)

3. Minutes of Previous Minutes

As there is no quorum there are no motions agreed at this meeting.

4. Strategic Areas

a) Corporate Governance

- i) Finances. SS tabled the 2011 profit and loss and balance sheet. (emailed to all board members prior to the meeting).
- ii) 2011-12 Budget – SS tabled to the 2011-12 Draft budget (emailed to all board members prior to the meeting).
- iii) Staffing – SS presented the job descriptions for the proposed new positions: Education Service Delivery Manager and Marketing and Communications.

Motion: Education Service Delivery Manager to be advertised on a casual basis for approx 15-17hrs per week as required as per the job description.
Proposed GF Seconded CT

Motion to be emailed to all board members for email agreement.
Note: 30/08/2011 – Motion was moved via email

Motion: Marketing and Communications manager be defined on a project basis and employed as a casual.
Proposed GF Seconded CT

Motion to be emailed to all board members for email agreement.
Note: 30/08/2011 – Motion was moved via email

Staffing – SS proposed that the position of Bookkeeper hourly rate be raised to \$25 per hour.

Motion: Bookkeeper hourly rate be increased to \$25 per hour as of the 1st July 2011.
Proposed GF Seconded CT

Motion to be emailed to all board members for email agreement.
Note: 30/08/2011 – Motion was moved via email

b) Community Development

- i) Eildon SS is meeting Catherine Gardiner-Gaskin to discuss possible sponsorship, the changed conditions at Eildon and the link with scouts.

Action: SS to meet with GF to discuss the next steps.

- c) High Performance
 - i) NTID Program update
- d) Competition Development
 - i) Sprint Committee

Sprint calendar to be put on the website, however if there is not 25 registered volunteers to assist in the running of the event, the calendar will be cancelled.
 - ii) Canoe Polo – Canoe Polo have recently had their AGM.

Motion: Endorsement of the proposed Canoe Polo committee.
Proposed GF Seconded CT

Motion to be emailed to all board members for board agreement.
Note: 30/08/2011 – Motion was moved via email
 - iii) Slalom Committee – No report
 - iv) Ocean Racing Technical Committee

SS reported on the recent OCTC meeting and the proposed meeting with Tim Altman and Jarad Kohlar to put a position and vision together for Ocean Racing in Victoria.
 - v) Ultra Marathon Series.

SS reported on the YMCA's initiative to create an Ultra Marathon series with the Hawksbury and Murray 200 (SA event) and the ICF application to include the MM in the ICF Ultra Marathon series.
- e) Membership Services
 - i) On-line membership update

SS provided an update on the Essendon on-line membership trial which is going well with few issues at this stage. New procedures are being put in place to invoice and reconcile the invoicing.

The procedure has been made easy as Essendon currently manage their members utilising the AC database.

The next step is to publicise the new system and offer additional clubs to be shown the system to be set up for the remainder for the year.
- f) Club Development
 - i) Newstead. SS and Roz Manester met with the new president of Newstead Club (South West of Bendigo) to discuss what we can do to support their new club and objectives.

Outcomes: SS to contact Goulburn Murray to discuss the possibility of land to be made available for club storage and provide feedback on auditors (since determined that they don't need an auditor for less than \$10,000 in assets).
 - ii) Tarwin Lower: SS attended the Tarwin Lower AGM. Recreation members need to be a greater focus in the future to provide them greater services and support the club.
 - iii) Ballarat: SS and AB will be attending the Ballarat meeting next Monday and will report back at the next meeting.
- g) Training, Education and Safety
Employment of staff (see above).

5. General Business

Motion: 2010-2011 AGM to be October 15th at Westerfolds Park.
Proposed GF Seconded CT
Motion to be emailed to all board members for email agreement.

Action: SS to organize notice of AGM to be distributed.
Next Meeting – August 16th.