



**CANOEING VICTORIA BOARD MEETING  
MINUTES  
Tuesday 22 July 2014  
Templestowe**

**1. Meeting opened**

The meeting opened at 7.33pm.

**2. Present**

Gary Flanigan – President & Interested Director (GRF)  
Tom Hirschhoff – Chair & Interested Director (TH)  
Lawrie Chenoweth – Independent Director (LC)  
Richard Lawrence – Interested Director (RL)  
John McMorrow – Independent Director (JPM)  
Connie Todaro – Interested Director (CT)  
Andrea Boothroyd – Executive Officer (AB)

**3. Apologies**

Steve Chamberlain-Ward – Interested Director (SCW)

**4. Identification of additional agenda items ‘for discussion’**

Two items were added to General Business:

- Sprint Event Management
- Australian Slalom Championships Budget

**5. Declaration of conflicts of interest**

No conflicts of interest were declared.

## **6. Minutes of the previous meeting**

There were no issues arising from the minutes of the meeting 17 June 2014.

Motion: That the minutes of the Canoeing Victoria Board meeting on 17 June 2014 be accepted.

Moved LC. Seconded RL. Accepted.

Motion: That the minutes of the extraordinary Canoeing Victoria Board meeting on 15 July 2014 be accepted.

Moved GRF. Seconded LC. Accepted.

## **7. Board action management**

Reporting against outstanding action items from board meetings will continue using the current method. No alternative methods of reporting were proposed.

## **8. Finances**

The Executive Officer presented the 2013-14 provisional accounts.

The Executive Officer presented the proposed 2014-15 draft budget.

Motion: That the proposed 2014-15 budget as presented be approved.

Moved CT. Seconded RL. Approved.

Action: AB to remind disciplines that 2014-15 budgets are due to be presented to board.

The board agreed that, subject to discussion with the family of Andrew Clough and the wildwater discipline, that the Clough bequest be invested in a fleet of junior sit on tops to support junior development through the Paddlepower youth participation and award scheme.

## **9. Structure of Education & Experiences**

AB proposed a recommended staff restructuring of Education & Experiences. The board agreed that, consistent with Canoeing Victoria strategy and budget, AB has the authority to employ office staff and set their salaries.

## **10. Nominations committee**

Action: All directors to read the proposal "CV Nominations Committee ByLaw" (in July meeting dropbox, CV Nominations Committee folder) and email comments to CT by Tuesday 29 July 2014.

Action: All directors to complete the "Skills Gap Analysis" (in July meeting dropbox, CV Nominations Committee folder) and email comments to CT by Tuesday 29 July 2014.

Action: CT to email revised version of CV Nominations Committee Bylaw to all directors by 5 August Tuesday for approval via email vote.

Motion: That CT and LC be appointed as the Canoeing Victoria Nominations Committee, and that AB be involved in the committee in a non-voting capacity.

Moved GRF. Seconded JPM. Approved.

## **11. Gender diversity on board**

Postponed to next meeting.

Action: AB to email proposed amended constitution to GRF.

## **12. Director screening**

Postponed to next meeting.

Action: GRF to email proposed director statement to AB to add to dropbox.

Action: CT to enquire with Sports People employment agency for recommendations on director screening checks.

Action: GRF to enquire with Australian Institute of Company Directors for recommendations of director screening checks.

Action: All directors to review the proposed director statement (to be placed in August meeting dropbox) and email comments to GRF by Tuesday 29 July 2014.

## **13. Limited terms for Canoeing Victoria directors**

The board decided not to pursue limited terms for directors at this stage.

## **14. Bi-monthly board meetings**

The board agreed to hold meetings every second month unless otherwise necessary. The board agreed that alternatives to face-to-face meetings should be used where appropriate e.g. teleconferences.

Action: AB to propose meeting dates to adjust to the end of December.

Action: AB to confirm with disciplines the Board-Discipline meeting scheduled for August. AB to work with LC on agenda for meeting.

## **15. Board Director authorisation levels**

AB recommended the board consider formalizing 'specialist' director roles for board members. A decision was postponed until after the skills audit is completed.

## **16. Working with Children Check guidelines for disciplines**

Action: GRF to follow up with Department of Justice (Working with Children Check) then draft guidelines for application to disciplines.

## **17. Constitutional review – Objects of Association**

The board decided not to review the Objects of Association in the constitution.

Action: AB to publish, with a request for comment, the proposed changes to the Constitution as tabled at the 2013 AGM.

## **18. Authorisation levels for disciplines**

No comments were received from disciplines after the March 2014 Board-Discipline meeting regarding amendments to the Terms of Delegation & Proceedings.

Action: AB to email to GRF draft discipline Terms of Delegation & Proceedings.

Action: GRF to review the Terms of Delegation & Proceedings and align to national terms of delegation where possible.

## **19. Nominations AC Life Membership**

The board did not propose any nominations for AC Life Membership.

## **20. Greater Alpine National Parks Draft Management Plan**

Action: TH to draft a response to call for public comments on Greater Alpine National Parks Draft Management Plan by 2 August, and circulate to board for comment. All directors to forward comments to TH on proposed response by 14 August.

## **21. Sprint event management**

LC presented an update on the current Sprint Technical Committee.

Action: AB to put out call for volunteers to assist sprint committee with running of sprint events. Where possible to promote it via club e-newsletters.

## **22. Australian Slalom Championships**

A revised budget for the Australian Slalom Championships to be held at Eildon in January 2014 was presented.

Motion: That the revised budget as presented by approved.

Moved: GRF. Seconded: RL. Approved.

Action: AB to pass on to the Slalom Technical Committee that the board recommended consideration be given to offsetting the expense of the athletes BBQ.

## **23. Meeting closed**

The meeting closed at 10.21pm.

## **24. Next meetings**

Future meetings:

Monday 18 August – Discipline meeting

Other dates to be confirmed via email.