



**CANOEING VICTORIA BOARD MEETING
MINUTES
Tuesday 25 June 2013
Blackburn**

1. Meeting Opened

The meeting opened at 7.42pm

Gary Flanigan – President (GF)
Tom Hirschoff – Chair (TH)
Catherine Gardner-Gaskin – Independent Director (CGG)
Connie Todaro – Interested Director (CT)
Andrea Boothroyd – Co-Executive Officer (AB)

2. Apologies

Tony Coventry – Independent Director (TC)
Lawrie Chenoweth – Independent Director (LC)

3. Minutes of the previous meeting

Motion: That the minutes of the meeting on 21 May 2013 be accepted.
Moved: GF. Seconded: CT.

4. Issues arising from the minutes of the previous meeting

Refer to Action Management Report.

5. President's Report

GF spoke to the President's report.

The issue of marathon risk management at recent events was raised.

Action: GF to raise issues arising with risk management subcommittee.
Action: Risk management subcommittee to follow up with Marathon Technical Committee on issues arising from the President's report before the next winter series race on 28th July.

6. Executive Officers Report

The Executive Officer presented the financial reports and suggested a new format for the financial reports in the future. The Board approved the proposed new format.

Motion: That the finance reports be accepted.
Moved: CT. Seconded GF.

Action: AB to submit 2013/14 proposed budget will be submitted at the July Board meeting.

7. Subcommittee Reports

Safety risk management subcommittee:

Action: AB email minutes of June subcommittee meeting to all Board members.

PFD exemptions:

Action: AB to circulate response from Transport Safety Victoria to proposed Sprint Safety Management Plan to the risk management subcommittee for review.

Murray Quad subcommittee:

Action: GF to follow up with Murray Quad organizers (Sharon Swoboda and Tim Roadley) to ensure interim milestones are being met.

8. Areas for Discussion

Vicsport Good Governance Review:

Action: AB to invite Peter Hanlon to next CV Board meeting to facilitate development of Good Governance action plan.

Volunteer Management Policy:

AB raised the issue of having a Volunteer Management policy.

Action: AB to add Volunteer Management Policy to the agenda for discussion at the July Board meeting.

Incorporations Act and changes to the CV Constitution:

Action: GF to continue following up with AC regarding clarification the need for affiliated clubs to be incorporated.

Action: GF to continue to follow up on whether CV need to make changes to their constitution following changes to Incorporations Act.

Action: GF to identify, in CV Constitution, the need for affiliated clubs to have CV recognized in club constitution and prepare a brief for clubs.

Marathon Nationals:

AB and CT are following up for response to CV changes to host agreement from AC and AC Marathon Technical Committee respectively. No feedback as yet.

Action: AB & CT to followup on response from AC to proposed CV changes to Host Agreement.

Mandatory CV membership for affiliated club members:

AB highlighted that some affiliated canoe clubs had members who are not AC/CV members and questioned whether CV had a policy that all canoe club members must also be CV members.

AB also highlighted that one of our clubs had enquired about whether a non-AC/CV club committee member was covered by AC insurance when acting as a committee member.

Action: GF to check CV and AC constitutions to see if there is anything covering mandatory CV membership for all club members.

Action: AB to follow up with AC regarding AC insurance cover for non AC/CV club committee members.

Action: AB to contact other state EOs regarding policies on compulsory AC membership for affiliated club members.

Action: AB to research to see how widespread non AC/CV membership is in our club member base.

Action: AB to add to compulsory AC/CV club membership for discussion at next Board meeting.

New Club affiliation:

AB tabled an application for club affiliation from the North East Canoe Club.

Motion: Subject to meeting the criteria to be an affiliated club, that the Canoeing Victoria Board accept the application of the North East Canoe Club.

Moved: GF. Seconded CT.

Action: GF to review club's application and circulate any issues arising to the Board. GF to inform AB when application meets criteria.

Hire of Sprint/MarathonTinnies:

The Board confirmed that the sprint/marathon tinnies are not available for members to hire for non-CV events.

Social Media Strategy:

CGG & AB met with a Consultant to provide a briefing on the development of a social media strategy for Canoeing Victoria.

Action: CGG to develop proposed guidelines for social media for Board consideration.

9. Meeting Closed

The meeting closed at 10.06pm.

10. Next Board Meeting

Strategic Item: vicsport Governance Review report.

Next Meeting: 16 July 2013 **AT CANOEING VICTORIA**