



**CANOEING VICTORIA
EXTRAORDINARY BOARD MEETING
MINUTES
Sunday 30 June 2013
Canoeing Victoria, Westerfolds Park**

1. Meeting Opened

The meeting opened at 3.40pm.

2. Present

Gary Flanigan – President (GF)
Tom Hirschoff –Chair (TH)
Lawrie Chenoweth – Independent Director (LC)
Tony Coventry – Independent Director (TC)
Catherine Gardner-Gaskin – Independent Director (CGG)
Connie Todaro – Interested Director (CT)
Tim Roadley – Murray Quad Race Director (TR)
Andrea Boothroyd – Executive Officer (AB)

3. Apologies

None

4. Murray Quad

The purpose of the meeting was to review progress of preparation for the Murray Quad.

The President reported that Sharon Swoboda has resigned her position as Event Manager although she may be available in an advisory capacity.

TR gave an overview of the current funding and sponsorship for the event. He also highlighted some of the changes made to the event as a result of moving the date from December to February (hotter month – changes are mainly a reduction in distances).

Tim proposed that he take on the Event Manager role and that two additional volunteers be recruited to fill the Race Director position and an Administration Manager position. No potential candidates have yet been identified. He also proposed to recruit four additional volunteers to manage each of the event legs.

TR reported that he had all on-the-day event volunteers in place for the 2012 event, and that he would need to confirm their availability for the 2014 event.

TR confirmed that no costs would be incurred between now and September, although there may be a fee for Global Traffic Management. If this is the case, TR to seek approval from CV Board (via CGG) before committing to expenditure.

The Board confirmed its support for the Murray Quad event.

CGG was appointed the CV Board Murray Quad representative and the main point of contact for TR.

5. Actions Arising

TR to prepare Significant Events Funding application (for \$20,000) and forward to CGG for review before submission. Application to be submitted by mid July 2013.

TR & CGG to define Human Resources including Event Manager & Race Director roles.

TR to confirm availability of on-the-day event volunteers.

CGG to phone SS to clarify future involvement of SS and to organize handover of Event Manager position and any associated documentation.

CGG to seek clarification from TR on sponsorship packages offered.

TR to forward updated event management plan, budget and to date income & expenditure statement to CV Board (via CGG).

AB & CT to ensure sponsorship income received to date is correctly reflected in CV accounts.

TR to confirm that the shortened race distances meet the World Quadathlon Federation criteria for a selection event.

6. Meeting Close

The Executive Officer forgot to record the time the meeting closed. It was somewhere around 4.30pm.