



**CANOEING VICTORIA BOARD MEETING
MINUTES**

**Tuesday 13 August 2013
Canoeing Victoria, Templestowe**

1. Meeting Opened

The meeting opened at 7.37pm

2. Present

Gary Flanigan – President (GF)
Tom Hirschhoff – Chair (TH)
Tony Coventry – Independent Director (TC)
Lawrie Chenoweth – Independent Director (LC)
Connie Todaro – Interested Director (CT)
Andrea Boothroyd – Co-Executive Officer (AB)

3. Apologies

Catherine Gardner-Gaskin – Independent Director (CGG)

4. Identification of additional 'for discussion' agenda items

No items were identified.

5. Declaration of conflicts of interest

There were no declarations of conflicts of interest relating to the agenda items.

6. Access to dropbox

Action: AB to work with TH to get dropbox downloaded onto his computer.

7. Acceptance of minutes from the previous meeting

Motion: That the minutes of the previous meeting be accepted. Moved GF. Seconded TC.

8. Issues Arising from minutes of the previous meeting

Constitutional update:

Action: All Board members to review constitution for potential updates and forward recommendations to AB by 30 August. AB to collate and put in dropbox to be discussed at next meeting. AB to add to agenda of September meeting as for discussion.

Action: Gary to update constitution to suit model rules and email to the board by 30 August.

Action: AB to add constitution changes to agenda of September meeting as for approval.

Marathon Host Agreement: Has been signed and forwarded to AC. We are waiting for AC to sign and return.

9. President's report

No President's report was submitted this month.

10. Finance:

The proposed 2013-14 Budget was presented.

Motion: That the budget be approved. Moved CT. Seconded GF.

The Board acknowledge the effort of the EO and staff and asked that the staff be acknowledged for their efforts.

The Board agreed that monthly financial reports on Office, Education & each funded project be presented with the following information: Budget, Forecast, Variance, YTD actual.

11. Membership:

The membership report was presented.

12. Safety Risk Management:

No report this month. TC was nominated as Chair of the Subcommittee.

13. Murray Quad

Action: AB to request via CGG that Tim Roadley present a more detailed overview of the Murray Quad to the CV Board. The date proposed 24 August at CV.

Action: AB to confirm date with CGG & TR.

Action: All to email to AB topics to guide TR on what to include in the presentation. AB to forward collated topics to CGG to discuss with TR.

Marathon Officials course is being run in September. It was suggested the manager of the kayak leg attend.

Action: CGG to ask TR to see if the managers of each leg will be accredited and to request something in writing from each sport.

14. Human Resources:

AB presented a list of new casual staff/contractor positions to be appointed during 2013/14 including a schools development officer. The Board approved the positions.

15. Good Governance:

It was confirmed that CT & TC are developing position descriptions for Director roles. Their report was held over to the September meeting.

CT, TC & AB attended the Vicsport Good Governance for Boards workshop (30 July) - notes from meeting were presented.

Action: TH (as Chair) to set time limits for agenda items in future.

16. General Business

Australian Canoeing – Maintaining Integrity in Sports (letter from Greg Doyle):

Action: AB to find out who the ASADA code applies to therefore who could breach it.

Action: AB to contact Greg Doyle to clarify consequence of athletes/people who have breached the code.

Action: CT to forward email from AC marathon with questions regarding this.

North East Canoe Club: GF confirmed that the application for affiliation was approved.

Action: GF to work with North East Canoe Club to ensure their constitution is aligned with the CV constitution.

CV AGM: The date of 18 October was confirmed.

Paracanoeing: LC presented a letter from Steve Vegh requesting support for a paracanoe program.

Action: LC to follow up with Steve Vegh regarding development of a proposal for CV support to paracanoeing.

Risk Management: TC presented a newspaper report “Victorian surf camp fined over teacher’s death” relating to an investigation into a water safety incident.

17. Meeting Closed

The meeting closed at

18. Next Board Meeting

10 September 2013 (note this is the 2nd Tuesday of the month).

19. Next Risk Management Subcommittee Meeting

10 September 2013, 6.30pm prior to Board meeting.

