



**CANOEING VICTORIA BOARD MEETING  
MINUTES  
Tuesday 15 October 2013  
Blackburn**

**1. Meeting Opened**

The meeting opened at approximately 7.30pm.

**2. Present**

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

**3. Apologies**

Tom Hirrschoff – Chair (TH)

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

No additional items were noted.

**5. Declaration of conflicts of interest**

AB declared a conflict of interest regarding Agenda Item 10 – Appointment of Executive Officer and removed herself from the meeting for the duration of this discussion.

**6. Minutes of the previous meeting**

Motion: “That the minutes of the meeting of 10 September 2013 be accepted”.  
Moved LC. Seconded GRF.

**7. Report on actions arising from the previous meetings**

Refer to the Board Action Management document.

## **8. Finance**

AUDITED FINANCIAL STATEMENTS:

Motion: "That the Audited Financial Statements as presented be accepted."

Moved LC. Seconded TC

Action: GRF and CT to sign copies of Audited Financial Statements prior to AGM on Saturday 19 October.

SLALOM DISCIPLINE BOOKKEEPING

Following the recommendation of the auditor, and the need to receive monthly financial reports from all disciplines, the Board decided that the Slalom discipline accounts would be done by the CV Bookkeeper. This does not affect the Slalom Technical Committee's responsibility for the disciplines finances and accounts.

Action: AB to contact the Slalom Technical Committee to organise a handover of the bookkeeping function. AB to confirm the wildwater bookkeeping procedures with Chris Wharton.

## **9. Human Resources – Appointment of Executive Officer**

The Board offered Andrea Boothroyd the Executive Officer position. AB accepted the position.

Action: AB to draft EO position description and present at November Board meeting.

Action: AB to consider the appointment of a 'Second In Charge' and make recommendation to Board.

## **10. Good Governance – Constitution Update**

GRF presented the proposed amendments to the CV Constitution.

Motion: "That the proposed amendments to the CV Constitution be accepted by the CV Board and presented to members at the AGM on 19 October".

Moved GRF. Seconded CT.

## **11. Good Governance – Technical Committee Terms of Delegation & Proceedings**

AB presented proposed updates to the Technical Committee Terms of Delegation & Proceedings.

Action: All to review proposed amendments to Technical Committee Terms of Delegation & Proceedings & email comments to AB this week to consolidate and redistribute for approval by email before the next meeting. All to consider and comment on Governance and Financial Authority Levels when reviewing the documents."

## **12. Good Governance – Codes of Conduct**

The Australian Canoeing Code of Conduct was reviewed.

**13. Safety Risk Management**

AB tabled the issue of CV's responsibilities under the lease agreement for the Goulburn River Slalom facility that was raised by a CV member.

Action: GRF to follow up with Chris Wharton and Slalom Committee, review Goulburn River lease agreement and report at next meeting.

AB gave an update on the progress of Transport Safety Victoria approval for a CV sprint events safety management plan.

GRF reported that he had discussed wildwater safety risk management with Chris Wharton and that all related documentation is in place.

Further outstanding actions to be reviewed at the next Board meeting.

**14. Murray Quad**

The Board confirmed that it would like to be recognized for its work in developing the Murray Quad event through an in-kind sponsorship.

**15. Meeting Closed**

The meeting closed at approximately 9.30pm.

**16. Next Board Meetings**

19 November 2013

17 December 2013 – Presentation by Strategic Facilities Consultant.