

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

1. Meeting Opened

The meeting opened at 7.37pm.

2. Present

Gary Flanigan – President (GRF)
Tom Hirschoff – Chair (TH)
Tony Coventry – Independent Director (TC)
Richard Lawrence – Interested Director (RL)
Connie Todaro – Interested Director (CT)
Andrea Boothroyd – Co-Executive Officer (AB)

3. Apologies

Lawrie Chenoweth – Independent Director (LC)

4. Identification of additional agenda items ‘for discussion’

General Business – NSW Waterways Guide (added by AB). See section below.

5. Declaration of conflicts of interest

No conflicts of interest were declared.

6. Minutes of the previous meeting

Motion: “That the minutes of the meeting of 16 October 2013 be accepted”.
Moved CT. Seconded TC.

Draft AGM minutes – Corrections:

- Correct spelling of Tom Hirschoff.
- Tony Polkinghorn – uppercase M on Member.

Motion: “That the minutes of the AGM of 19 October 2013 be accepted as draft to publish on CV website as a draft”.
Moved TC. Seconded CT.

7. Report on actions arising from the previous meetings

Refer to the Board Action Management document.

8. President Report

No President's Report was submitted this month.

9. Finance

No issues were raised.

10. Appointment of Independent Directors

An EOI was received from Tony Coventry. Tony was appointed to the Board as an Interested Director.

An EOI was received from Lawrie Chenoweth. Lawrie was appointed to the Board as an Interested Director.

11. Election of Chair

Tom Hirschoff was appointed as Chair.

12. Use of short term Subcommittees and Independent Director Appointments

Action: AB to draft advertisements to recruit Independent Directors with skills in Marketing/PR and Volunteer Management (with HR skills an advantage). Email to Directors for comment. Promotion is to be both internally (e.g. via CV website) and externally beyond the canoeing community.

13. Good Governance – Board member role descriptions

TC tabled a document "Role of Directors of Canoeing Victoria".

Action: All Board members to review document and email comments to TC.

Action: AB to add 'for approval' to agenda of December Board meeting.

14. Good Governance – Technical Committee Terms of Delegation & Proceedings

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

Motion: That the Terms of Delegation as amended be accepted.

Moved: GRF. Seconded: CT.

Motion: That the Proceedings as amended by accepted.

Moved: CT. Seconded: RL.

Action: AB to email to key discipline committee members.

Action: AB to consult disciplines to find a mutually agreeable date for a Board/Discipline meeting.

15. Update on Paddlepower Project.

AB presented an update on the Paddlepower project.

16. CV Responsibilities for Goulburn Water Sports Centre

Deferred to next meeting.

17. Murray Quad

AB updated the Board on the Murray Quad.

Action: GRF to take on handover process to new event manager.

18. Australian Canoeing AGM and Strategic Forum

CT presented a report on the key issues discussed at the AC AGM & Strategic Forum.

Action: CT to email Victorian Award winners to AB to publish on website.

Action: AB to put AC Strategic Forum notes from AC in the December dropbox.

19. AC Nominations Committee

Motion: That Connie Todaro be proposed as the CV representative on the AC Nomination Committee.

Moved: TC. Seconded: RL.

20. AC Statutory Declaration – Anti-Doping.

The AC Statutory Declaration was discussed. A decision was made to take no further action at this point in time.

21. Geelong Canoe Club Strategic Plan

Geelong Canoe Club has requested comments on strategic plan.

Action: AB to put document in December dropbox.

Action: All to email comments to AB by 10 December 2013.

22. Sanctioning of Club Events

The Canoeing Victoria Board confirmed that the running of club events are the responsibility of the club and that events should be run in line with AC and CV policies. No further sanctioning from Canoeing Victoria is required.

23. Future reporting to Board

The Board agreed to that detailed Executive Officer reports (as tabled at this meeting) are to be tabled quarterly at Board meetings. Executive Officer to continue to highlight of any areas of concern at monthly meetings.

24. NSW Waterways Guide

Action: AB to email information on Waterways Guide to RL.

Action: RL to investigate Victorian participation in the Waterways Guide and report at next meeting.

25. Next Board Meeting

17 December 2013 – Presentation by Strategic Facilities Consultant at Westerfolds Park.
BBQ with Staff beforehand.

26. Meeting Closed

The meeting closed at 10.00pm.