



**CANOEING VICTORIA BOARD MEETING  
MINUTES  
Tuesday 28 January 2014  
Blackburn**

**1. Meeting Opened**

The meeting opened at 7.30pm.

**2. Present**

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

**3. Apologies**

There were no apologies.

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

No items were identified.

**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 December 2013 be accepted”.  
Moved TC. Seconded GRF.

**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. Membership**

Mandatory Canoeing Victoria membership for all club members was discussed.

Action: Board members to contact club committee representatives to get a feeling for some of the issues involved before broader consultation with all clubs. Email results to AB within 11 February.

- GRF – Fairfield, Ballarat
- TC – No clubs assigned
- TH – Geelong, Cobram, Echuca
- LC – INCC, Essendon, Footscray, Melbourne
- RL – PLCC, Tarwin River, Gippsland clubs
- CT – no clubs assigned
- AB – Bendigo, Yarrowonga

Action: AB to consolidated informal club research on mandatory club membership for all CV members to Board members.

Action: AB to draft policy for use of trialist form including fees.

## **11. Appointment of Independent Directors**

AB reported that Ross Armstrong has decided not to accept the position of Interested Director due to other commitments.

Motion: That Canoeing Victoria become a full member of Leadership Victoria with a view to participating in the Great Connections program to assist in identifying and recruiting Independent Board members with specific skills.

Moved: LC. Seconded: RL.

Action: AB to organise for Canoeing Victoria to join Leadership Victoria.

Action: CT and AB to meet with Leadership Victoria client manager.

## **12. Discipline Terms of Delegation**

The Board agreed to align Canoeing Victoria's Technical Committee Terms of Delegation and Committee Proceedings with those of Australian Canoeing where possible.

Action: AB to email current CV and AC terms of delegation to disciplines as background to February meeting.

## **13. Sprint Technical Committee**

Action: AB and LC to advertise for sprint technical committee.

**14. Recreation Advisory Technical Committee**

Action: AB to contact Canoe WA to request information about new CWA recreation technical committee role and responsibilities in WA.

Action: RL to contact Queensland Canoeing to see what they do in the area of recreational paddling.

**15. Paddle Victoria Website**

The Paddle Victoria website has not been updated for several years. RL & TC have reviewed the content of the Paddle Victoria website. The Board decided to leave the Paddle Victoria website as is as there was no misleading information published.

The Board decided to include maintenance of Paddle Victoria website in responsibilities of a new recreational advisory technical committee should one be formed.

**16. Coroner's Report**

Canoeing Victoria has received from the Coroners Court of Victoria a copy of the finding without an inquest into a canoeing related death. The report includes a recommendation made by the coroner affecting Canoeing Victoria and requires a written response.

Action: TC to review and prepare response to Coroners Court.

Action: TC to work with AB to consider implementation of Coroner's recommendation.

**17. Executive Officer Position Description**

AB tabled a proposed position description for the Executive Officer.

AB made a recommendation for a 2IC.

Action: AB and GRF to sit down and review position description in line with the strategic plan.

Action: AB to follow up with proposed Executive Officer 2IC to determine interest in role.

**18. AC Nominations Committee**

GRF tabled comments on the AC Nominations Committee Terms of Reference for Board review.

Action: On behalf of Board, GRF to forward comments on AC Nominations Committee Terms of Reference to Australian Canoeing.

**19. Geelong Canoe Club Strategic Plan**

GRF tabled comments on the Geelong Canoe Club Strategic Plan for Board review.

Action: On behalf of Board, GRF to forward comments on Geelong Canoe Club Strategic Plan to AB to forward to Geelong Canoe Club.

**20. Promotion of Club Health Check and Club Help**

The Board approved the promotion of Club Health Check and Club Help to clubs.

Action: AB to organise promotion of Club Health Check and Club Help to clubs.

## **21. PFD Exemptions**

The Board decided that Canoeing Victoria will not be applying for a blanket exemption for all member flatwater related paddling activities.

Action: AB to work with TSV to develop guidelines on how clubs, training groups and individuals can apply directly to TSV for exemptions from the wearing of PFDs for specific activities for specific groups.

## **22. Discipline Point of Contact on the CV Board**

Motion: That Lawrie Chenoweth be appointed as the discipline technical committee liaison contact on the Canoeing Victoria Board.

Moved: TC. Seconded: RL.

## **23. Footscray Marathon Race & Heat Policy**

Action: Joe Alia to discuss application of SMA heat policy with Footscray Canoe Club.

Action: AB to email heat policy to board.

Action: LC to represent the Board in liaising with Footscray Canoe Club regarding the application of the SMA Heat Policy to the Footscray Marathon Race in January.

## **24. AGM, Strategic Forum and Board meeting dates for 2014**

AB proposed a series of dates for 2014 meetings:

- Monday 17 February – Discipline meeting - Westerfolds Park
- Tuesday 18 March – Blackburn
- Tuesday 15 April
- Tuesday 20 May
- Tuesday 17 June
- Tuesday 15 July
- Monday 18 August – Discipline meeting
- Tuesday 16 September
- Saturday 18 October – AGM & Strategic Forum
- Tuesday 18 November
- Tuesday 16 December

Motion: That the proposed dates be accepted.

Moved: TH. Seconded: GRF.

## **25. Next Board Meeting**

**Monday** 17 February – Discipline meeting - Westerfolds Park

Action: AB to contact discipline Chairs to extend invitation to February Board/Discipline meeting to two discipline representatives.

## **26. Meeting Closed**

The meeting closed at 9.28pm.