



**CANOEING VICTORIA BOARD MEETING
MINUTES
Monday 15 April 2014
Blackburn**

1. Meeting Opened

The meeting opened at 7.38pm.

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)
Steve Chamberlain-Ward – Interested Director (SCW)
Andrea Boothroyd – Executive Officer (AB)
Don McAllister – Client Manager, Leadership Victoria (Guest)

3. Apologies

Connie Todaro – Interested Director (CT)

4. Identification of additional agenda items ‘for discussion’

Two items were added to the Agenda:

1. Paddlepower.
2. Board Dropbox.

5. Declaration of conflicts of interest

SCW declared a conflict and left the meeting for the “Appointment of Independent Directors” section.

No other conflicts of interest were declared.

6. Minutes of the previous meeting

Motion: That the minutes of the CV Board meeting on 17/2/14 be approved.
Moved RL. Seconded LC

Motion: That the minutes of the CV Board meeting on 17/3/14 be approved.
Moved TC. Seconded GRF.

Motion: That the minutes of the CV Board/Discipline meeting on 17/3/14 be approved.
Moved LC. Seconded TC.

7. Board management items:

The Board reviewed and updated the *Board Action Management* list.

Action: Board members to email updates to action items to AB before next meeting.

8. Don McAllister

The Board welcomed Don McAllister from Leadership Victoria. Don presented a brief overview of his role as Client Manager.

9. Actions arising from the Board/Discipline Meeting.

The common issues facing disciplines as reported at the CV Board/Discipline meeting were discussed, namely:

- Participation is generally stagnant or only slightly up.
- The volunteer base continues to decline resulting in fewer people are taking on more work.
- Risk management templates are required by marathon and polo.

Action: AB to continue to seek funding to continue the 2013 volunteer management & support initiative.

Action: CV Board to continue to seek Board member with HR/volunteer management skills.

Action: LC to work with disciplines to identify participation targets, barriers to achieving targets, and support required to overcome barriers.

Action: AB to include more specific references to disciplines (including participation targets) in next version of CV Strategic Plan.

Action: AB to provide support to disciplines (if required) to develop risk management templates including club event host agreements and event sanctioning policy.

Action: AB to continue to ensure office plays a coordinating role in discipline event calendar development.

10. Appointment of Independent Directors

Steve Chamberlain-Ward was appointed until November 2014 (one month after the next AGM).

Motion: That Steve Chamberlain-Ward be appointed to the CV Board.

Moved: GRF. Seconded TH.

The Executive Officer has received an application for Independent Director from John McMorrow.

Action: GRF to contact John Morrow to thank him for his application and to organise a meeting with GRF and TH.

Action: GRF & AB to organise Board induction for SCW induction.

Action: GRF to develop a 'criteria for Board Members' summary and implementation process that takes into account limitations placed on selection of Directors under the Incorporations Act, CV's funding agreement with the Australian Government, and the CV Constitution. Process to be in place by May Board meeting.

11. Ocean Racing Technical Committee

Motion: That John Lisica and Peter Currie be accepted as members of the new CV Ocean Racing Technical Committee until April 2016.

Moved GRF. Seconded LC

Action: LC to contact new members of the Ocean Racing Technical Committee to welcome them, agree on Terms of Delegation, and work with AB to develop induction pack.

Action: AB to contact AC & other states to see if they have any Terms of Delegation for an Ocean Racing Technical Committee.

12. Sprint Technical Committee

Motion: That Roger Douglass be appointed as Chair, and that Ross Martin and Kieren Dews be appointed as members of the Sprint Technical Committee until April 2016.

Moved LC. Seconded TC.

Action: LC to contact new members of the Sprint Technical Committee to welcome them, agree on Terms of Delegation, and work with AB to develop induction pack.

The Board confirmed that AB no longer has responsibility for Sprint racing, however requested that AB support LC with the formation of the new committee if requested.

13. Finance

The Board determined that, in principle, Ocean Racing will be included in the Administration financial accounts and directed AB to seek advice from the Auditor about the implications of this as well as the existing Sprint financial accounts.

Action: AB to seek advice from Auditor regarding the implications for managing the Sprint financial accounts under the Administration Account.

The Board determined that money be budgeted in the 2014/15 Administration accounts to support the Sprint and Ocean Racing Technical Committees. The amount allocated to each will be subject to approval of each discipline budget but should not exceed \$2,000 per discipline.

Action: That LC coordinate the development of 2014/15 budgets for the Sprint and Ocean Racing Technical Committees.

Motion: That \$2,000 for Sprint and \$2,000 for Ocean Racing be allowed in the 2014/15 Administration budget.
Moved GRF. Seconded TC.

14. Membership & Club Affiliation Fees

Motion: That a new club affiliation level be introduced for clubs with less than 19 members, and that the affiliation fee for this level be \$120 in 2014/15.
Moved RL. Seconded TC.

Motion: That the 2013/14 individual member categories be maintained in 2014/15, and that the membership fees in 2014/15 remain at 2013/14 levels.
Moved LC. Seconded SCW.

Motion: That the early bird fee be offer in 2014/15 on the same terms as 2013/14.
Moved: LC. Seconded TH.

The Board agreed to review the existence of club affiliation fees for the 2015/16 membership year.

The Board determined that, at this stage, other than the early bird discount, no membership discounts would be introduced in 2014/15.

15. High Performance Coordination in Victoria

Action: AB to email K4 trailer registration to TC.

Action: TC to inspect K4 trailer before next meeting.

Motion: That the position High Performance Representative (Olympic disciplines) be created in Canoeing Victoria Administration (approximately 5 hours per month), and that Warwick Draper be appointed to the position. The representative is to be the point of contact between AC High Performance, the Victoria Sprint and Slalom Technical Committees, and Canoeing Victoria Administration.

Moved GRF. Seconded LC.

Motion: That AB & Warwick Draper followup with Melissa Hopwood regarding the future of the Sprint NEDP program in Victoria.

LC confirmed that Peter Gargiulo has moved to a new position so is no longer Coach of the Victorian NEDP program.

Action: LC to follow up with PG re handover of Victorian NEDP Coach responsibilities.

Motion: That a Certificate of Appreciation be given to Peter Gargiulo for his contribution to the growth of high performance sprint racing in Victoria.

Moved: GF. Seconded LC.

Action: AB to organise Certificate of Appreciation for Peter Gargiulo for his contribution to the growth of high performance sprint racing in Victoria.

Motion: That Warwick Draper be appointed as the 2014 Canoeing Victoria delegate/representative to the Victorian Olympic Council.

Moved: GRF Seconded: TH

16. PFD exemptions

Actions from risk management subcommittee meeting held at 7.00pm prior to the Board meeting.

Action: AB to follow up on email (18/3/14) from Transport Safety Victoria regarding exemptions to the wearing of PFDs.

17. AGM Date

The Board decided to reschedule the 2014 CV AGM & Strategic Forum to Saturday 18th October 2014 to avoid the clash with the AC AGM & Strategic Forum.

18. Australian Marathon Championships Dropbox

Action: TH to follow up with CT and Glen Rose regarding the Australian Marathon Championship dropbox.

19. Next Board/Discipline Meeting

Tuesday 20 May 2014 – Blackburn

Agenda Items for May Board meeting:

Action: AB to add CV Board position on Inflatable PFDs to agenda of May Board meeting.

Action: AB to add '12 month marathon calendar' to May Board meeting agenda.

Action: AB to add mandatory membership to May Board meeting agenda.

20. Meeting Closed

The meeting closed at 10.06pm.