



**CANOEING VICTORIA BOARD MEETING  
MINUTES  
Monday 20 May 2014  
Templestowe**

**1. Meeting opened:**

The meeting opened at 7.33pm.

**2. Present:**

Gary Flanigan – President (GRF)  
Tony Coventry – Acting Chair & Independent Director (TC)  
Steve Chamberlain-Ward – Interested Director (SCW)  
Richard Lawrence – Interested Director (RL)  
Connie Todaro – Interested Director (CT)  
Andrea Boothroyd – Executive Officer (AB)  
John McMorrow – Guest

**3. Apologies:**

Lawrie Chenoweth – Independent Director (LC)  
Tom Hirschoff – Interested Director (TH)

**4. Welcome:**

The President welcomed John McMorrow as an observer.

**5. Identification of additional agenda items 'for discussion'**

'Privacy Act 2014' was added to the agenda.

**6. Declaration of conflicts of interest:**

CT declared a conflict of interest regarding the powerboat accessory purchases.

No other conflicts of interest were declared.

**7. Minutes of the previous meeting:**

There were no issues arising from the minutes of the meeting 15/4/14.

Motion: That the minutes of the CV Board meeting on 15/4/14 be approved.

Moved RL. Seconded SCW.

**8. Membership:**

Motion: That a \$10 individual membership and \$5 Limited Youth be offered for month of June.

Moved RL. Seconded SCW.

The Board agreed that AB continue to investigate, as proposed in the EO's report, a potential membership option that may be attractive to Murray Marathon participants.

**9. Policys:**

The Board agreed to commence a rotational review of policies and their application to Canoeing Victoria (including disciplines). The Executive Officer to nominate policies to review at each meeting. Policies to be reviewed at the June 2014 meeting are:

- Australian Canoeing Member Protection Bylaw.
- Australian Canoeing Privacy Bylaw.
- Australian Canoeing Photography Policy
- Australian Canoeing Social Media Policy.
- Australian Canoeing MyWebsite Terms and Conditions

Action: Executive Officer to draft a procedure to identify processes (including responsibilities) for communicating, implementing, monitoring and reviewing Canoeing Victoria policies.

**10. Discipline commitment to adhere to AC bylaws, policies etc.**

Action: LC to investigate communication and application of policies at a discipline level so volunteers are not overwhelmed. LC to present recommendation at next Board meeting.

Action: RL to prepare summary of working with children (check) legislation and how it applies to Canoeing Victoria Board and disciplines. RL to present recommendation at next Board meeting.

Motion: That all Canoeing Victoria Board members must have a Working with Children Check.

Moved: CT. Seconded: SCW

**11. Sprint Technical Committee update:**

LC reported that the new Sprint Technical Committee will meet the first week in June.

Action: LC to follow up with Sprint Technical Committee to confirm event dates to the end of 2014 for the consolidated calendar. LC to forward dates to AB to include in calendar.

**12. Canoe safety education:**

The Board confirmed that Canoeing Victoria's obligation is to offer canoe safety education to our members.

**13. YMCA Murray Marathon and Cobram Barooga Canoe Club Ben Ward events:**

The Board confirmed its support for both events.

**14. AC nominations committee:**

Australian Canoeing is looking for a Director following the end of term for Catherine Ordway.

Action: AB to circulate email from AC advising of Catherine Ordway's end of term as Director.

**15. Australian marathon championships:**

A brief report was presented regarding Canoeing Victoria's hosting of the Australian Marathon Championships.

Action: AB to contact Richard Roach regarding transfer of income for Australian Marathon Championships from AC to CV.

**16. National Elite Development Program/Regional Pathways Coordinator:**

AB provided a brief update.

**17. Sprint account keeping:**

Following a discussion with Canoeing Victoria's auditor regarding the sprint accounts, AB recommended the Sprint discipline accounts remain separate to the Administration accounts.

Motion: That the Sprint discipline financial accounts remain separate from the Administration accounts.

Moved: GRF. Seconded: TC.

**18. Requests for comment on local Government sport and recreation strategies:**

Canoeing Victoria receives numerous requests for comment on local Government sport & recreation strategies. It was agreed that, where a club(s) exists in a city/shire area, the Executive Officer should forward requests to the club(s). Where no club exists, AB should forward requests to the Board.

**19. Confirmation/Identification of member benefits:**

On notice for next meeting.

**20. Approval to employ marketing & communications consultant:**

The Board approved the purchase of a marketing and communications consultant as detailed in the EO's report.

**21. Approval to purchase storage shelving and compactus:**

The Board approved the purchase of the storage systems as detailed in the EO's report.  
Action: TC to email AB guideline for safe use of compactus.

**22. Approval to purchase marathon tinny trailer and motor:**

Motion: That up to \$3,000 for the purchase of a new trailer for the marathon tinny be approved.

Moved GRF. Seconded TC.

Action: RL to write procedure for flushing powerboat motors.

Action: GRF to discuss purchase of new motor with Marathon Technical Committee Chair.

**23. Privacy Act 2014:**

Action: GRF to contact lawyer to request he present updates on new privacy legislation at next Club Strategic Forum.

**24. 2014-15 budget:**

Action: AB to present 2014-15 Budget at next meeting.

**25. Canoeing Victoria communications:**

The Board agreed to make communications the focus of the next meeting.

Action: SCW to work with AB to prepare agenda and background information for the communications section of the next meeting.

**26. Meeting closed:**

The meeting closed at approximately 10.00pm.

**27. Next meetings:**

Tuesday 17 June 2014

**Summary of agenda items to add to June Board meeting agenda:**

- Canoeing Victoria communications.
- Identification of member benefits.
- Policy review and application:
  - Australian Canoeing Member Protection Bylaw.
  - Australian Canoeing Privacy Bylaw.
  - Australian Canoeing Photography Policy
  - Australian Canoeing Social Media Policy.
  - Australian Canoeing MyWebsite Terms and Conditions
- AC MOUs with other Paddlesports (postponed at May meeting).

**Future meetings:**

Tuesday 15 July

Monday 18 August – Discipline meeting

Tuesday 16 September

Saturday 18 October – AGM & Forum

Tuesday 18 November

Tuesday 16 December