



CANOEING VICTORIA BOARD MEETING MINUTES

**Tuesday 14 October 2014
Templestowe**

1. Meeting opened

The meeting opened at 7.43pm.

2. Present

Gary Flanigan – President & Interested Director (GRF)
Tom Hirschoff – Chair & Interested Director (TH)
Steve Chamberlain-Ward – Interested Director (SCW)
Lawrie Chenoweth – Independent Director (LC)
Tony Coventry – Independent Director (TC)
Richard Lawrence – Interested Director (RL)
John McMorrow – Independent Director (JPM)
Andrea Boothroyd – Executive Officer & Minute Secretary (AB)

3. Apologies

The Chair announced that Connie Todaro had resigned from the Board of Canoeing Victoria and was therefore an apology.

4. Identification of additional agenda items 'for discussion'

One item was added to General Business:

- Connie Todaro resignation.

5. Declaration of conflicts of interest

No conflicts of interest were declared.

6. Minutes of the previous meeting

There were no issues arising from the minutes of the meeting 22 July 2014.

Motion: That the minutes of the Canoeing Victoria Board meeting on 22 July 2014 be accepted.

Moved GRF. Seconded JPM. Accepted.

Motion: That the minutes of the Canoeing Victoria Board-Discipline meeting on 15 August 2014 be accepted.

Moved SCW. Seconded LC. Accepted.

7. Resolutions made via email

Motion: That the Board confirm the following decisions made via email:

- 01/08/14: That the Board endorse Australian Canoeing's decision to appoint Craig Pickett as Head Coach and Kieran Dews as Assistant Coach of the AC NEDP Victorian State Development Squad.
- 05/08/14: That the dates as tabled be approved as the dates for Canoeing Victoria Board bi-monthly meetings.
- 09/08/14: That Rob McConnell be appointed as Chair of Canoe Polo.
- 29/08/14: That a provision of \$33,000 be made in the Canoeing Victoria Administration accounts for Staff Long Service Leave.
- 09/09/14: That the YMCA Massive Murray Paddle Canoe Club Cup as proposed but amended to indicated that all members of the team must be members of Australian Canoeing be approved.
- 23/09/14: That the Canoe Polo Technical Committee as tabled be appointed.
- That Canoeing Victoria members be invited to attend and participate in the Canoeing Victoria Strategic Forum on 18 October 2014.

Moved TC. Seconded RL. Accepted.

8. Technical Committee budgets

The Board noted the need for Technical Committees to adhere to deadlines for submission of financial budgets.

Action: LC, with support from AB, to organise inductions for Technical Committees.

Action: LC, with support from AB, to include budgeting responsibilities in Technical Committee inductions.

Action: LC to follow up with Rob McConnell to ensure the Polo budget for 2014-15 is tabled at the next meeting.

Action: LC to follow up with Chris Wharton to ensure Wildwater budget for 2014-15 is tabled at the next meeting.

Action: LC to continue to pursue formation of new Sprint Technical Committee, and, when formed, work with the committee to develop the 2014-15 budget.

Action: AB to distribute template for discipline budgets prior to 2015-16 year.

Motion: That the Marathon Technical Committee budget as presented by approved.
Moved: RL. Seconded: GRF. Accepted.

Motion: That the Slalom Technical Committee budget as presented by approved.
Moved: GRF. Seconded: LC. Accepted.

9. Working with Children Check

The Board agreed to work with Discipline Technical Committees to help them to meet their legal obligations.

Action: LC, with support from AB, to include responsibilities under Working with Children Check legislation in Technical Committee inductions.

Action: GRF to audit implementation of Working with Children Check legislation at discipline events and present results to the CV Board.

Action: When revisions to Working with Children Check legislation are received from Dept of Justice (expected at end of October), AB to forward relevant information received to clubs via club e-newsletter, and publish on website.

10. Membership Termination Policy

GRF tabled a draft Membership Termination Policy and Procedure.

Action: AB to follow up with Australian Canoeing regarding implications of Australian Canoeing membership termination on Canoeing Victoria membership.

Motion: That subject to clarification of termination of a membership by Australian Canoeing, that the proposed Canoeing Victoria Membership Termination Policy and Procedure be approved.

Moved: TC. Seconded: JPM. Accepted.

11. Termination of club member individual membership

Action: Following the Canoeing Victoria Membership Termination Procedure, GRF to follow up with club that has recently terminated a club member's club membership to seek reason for member termination and report at next Board meeting.

12. Australian Canoeing AGM and Strategic Forum

Motion: That Tony Coventry be approved as the Canoeing Victoria delegate at the Australian Canoeing AGM in 2014.

Moved RL. Seconded: LC. Accepted.

Motion: That the Canoeing Victoria vote for AC Director at the AC AGM be (1) Ian Hume. (2) Andrea McQuitty. (3) Tim Hookins. Jason Dicker – NO. and that the Canoeing Victoria vote for Life Membership at the AC AGM be Danielle Woodward – YES.

Moved: TC. Seconded: RL. Accepted.

Motion: That Canoeing Victoria vote YES to all proposed Notices of Motion on the agenda for the AC AGM:

- That AC become a company limited by guarantee.
- That the new company be called Australian Canoeing Limited.
- That the relevant Australian Canoeing Inc directors be authorised to sign the necessary application for registration under the Corporations Act.
- That if motions above are passed, upon the transfer of registration under the Corporations Act 2001 taking effect on 1 July 2015, the constitution of Australian Canoeing Limited be replaced with the constitution as circulated in the AC AGM notice.
- That if the motions above are passed, the Chief Executive Officer and the Board of Australian Canoeing Inc. are authorised to prepare and execute all necessary documents and take all necessary actions as are required to effect the transfer of registration.
- That the proposed new AC Constitution be adopted.

Moved: GRF. Seconded: RL. Accepted.

Motion: That in the case of a new AC Strategic Plan being presented at the AC AGM or Strategic Forum, the Canoeing Victoria delegates are not authorized to vote regarding adoption of the plan, and that the CV delegates refer any such decision to the CV Board at the next CV Board meeting.

Moved: RL. Seconded: GRF. Accepted.

13. Canoeing Victoria AGM

Motion: That the Board recommend to delegates at the CV AGM that the decision to adopt a new Constitution for Canoeing Victoria be deferred to the CV AGM in 2015, and that the CV Annual report and Audited Financial Statements be approved for presenting at the CV AGM.

Moved: GRF. Seconded: SCW. Accepted.

14. Canoeing Victoria Strategic Forum

The Executive Officer presented an overview of the format of the CV Strategic Forum and the role of Directors at the forum.

15. Board Assessment and Skill Set Audit

Deferred to next Board meeting.

16. Updated on Paddlepower meeting with Australian Canoeing

The Executive Officer presented an update on the recent Paddlepower meetings with representatives for the AC Participation Advisory Group.

The Board confirmed that any decision relating to an administration fee to AC should AC decide to adopt Paddlepower to be a national product is a product pricing decision and therefore is the responsibility of the Executive Officer.

Moved: GRF. Seconded: RL. Accepted.

17. Director resignation

The President confirmed that Connie Todaro resigned as a CV Director in early October 2014.

18. Strategic Facilities Plan

Action: All Directors to submit any comments on the Strategic Facilities Plan to the Executive Officer by next Monday 20 October.

19. VicHealth Innovation Challenge

The Executive Officer presented an update on CV's application for VicHealth Innovation Challenge funding.

20. Board meeting minutes

Motion: That the Board approve the posting of the last two years of CV Board meeting minutes on the CV website.

Moved: GRF: Seconded: LC. Accepted.

21. Item to include on next meeting agenda

Parks Victoria Event Permit Fees

22. Meeting closed

The meeting closed at approximately 10.30pm.

23. Next meetings

2 December 2014