



CANOEING VICTORIA BOARD MEETING MINUTES

**Tuesday 2 December 2014
Templestowe**

1. Meeting opened

The meeting opened at 7.30pm.

2. Present

Gary Flanigan – President, Chair & Interested Director (GRF)
Marg Buck – Interested Director (MB)
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

There were no apologies.

4. Election of Chair

Gary Flanigan was elected as Chair of the Board of Canoeing Victoria

5. Identification of additional agenda items 'for discussion'

No additional agenda items were identified.

6. Declaration of conflicts of interest

No conflicts of interest were declared.

The Executive Officer and nominees for the position of Chair left the room during the election of the Chair.

7. Minutes of the previous meeting

The date of the October minutes is incorrect – AB to amend date to read “14 October 2014”. There were no other corrections or issues arising from the minutes of the meeting 14 October 2014.

Motion: That the minutes of the Canoeing Victoria Board meeting on 14 October 2014 be accepted.

Moved RL. Seconded SCW. Accepted.

Motion: That the draft minutes of the Canoeing Victoria AGM on 18 October 2014 be accepted to circulate to clubs and to publish as a ‘draft’.

Moved RL. Seconded TC. Accepted.

8. Resolutions made via email

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

- That, at each of the next six board meetings, the Directors focus on developing strategies and actions to address the 6 strategic goals identified in our Strategic Plan (one goal per meeting).
- That, for the next 6 months, the Directors revert back to monthly meetings (excluding the discipline meeting in March).

Moved: LC. Seconded: SCW. Accepted.

9. Summary of significant information distributed via email

The Executive Officer confirmed the following information had been emailed to Directors:

- Women in Sport and Active Recreation (WISAR) program funding extension for 12 months has been received from Sport and Recreation Victoria. Initiatives will include expansion of River Rambles – social paddles for women, the female coach development and initiatives to encourage more female leaders in governance roles.
- An SRV funding contribution has been received to assist with upgrades to improve safety and course design for the Goulburn whitewater facility.
- The Murrindindi Shire has confirmed a funding contribution to the running of the Australian Slalom Championships.
- Although we made it to the shortlist (12 out of more than 100) for the VicHealth Innovation Funding, Canoeing Victoria was not successful in our bid for a canoehub at Lake Lilydale.
- Canoeing Victoria submitted an application for funding under the VicHealth ‘Changing the Game’ program aimed at increasing women’s participation in sport and physical activity. The basis of the funding was to rollout and expand the River Rambles – social paddles for women initiative.

10. Skills on the Board

GRF presented a proposal to define the skills required on the current Board.

Action: JPM to analyze the six current strategic goals from the Canoeing Victoria Strategic Plan with a view to seeking clarity at a higher level. JPM to circulate analysis to board members for comment by the end of this calendar year.

11. Statement of Eligibility

GRF tabled a proposed Statement of Eligibility to hold office as a Director of Canoeing Victoria.

Motion: That the proposed Statement of Eligibility to hold office as a Director of Canoeing Victoria be adopted.

Moved GRF. Seconded RL. Accepted.

Action: Each Director to complete Statement of Eligibility to hold office as a Director of Canoeing Victoria and return to Executive Officer.

12. Role of Executive Officer

AB tabled a proposed position description for the Executive Officer of Canoeing Victoria.

Action: TC to work with MB to review Executive Officer position description, then circulate to Board and EO for comments by mid January 2015.

Action: All Directors to email comments on current description to TC by 9 December 2014.

Action: AB to add 'Executive Officer position description' to agenda of next board meeting.

13. Strategic Forum

AB tabled the notes of the Canoeing Victoria Strategic Forum held 18 October 2014.

Action: JPM to review the results, to look at how megatrends match the strategic goals, to identify how we fit our Strategic Plan around the results, and to present to the Board at the February 2015 meeting.

Action: AB to draft a newsletter article to clubs to summarise results of Strategic Forum and to highlight next steps in the Strategic Planning process. AB to seek approval from JPM before distributing to clubs.

14. Australian Canoeing AGM & Strategic Forum

TC presented a report on the AC AGM & Strategic Forum.
AB raised the issue of acceptance of the AC Strategic Plan.

Action: GRF to write to AC President to seek clarification from Australian Canoeing on the due process for accepting the strategic plan. GRF to seek input from AB and TC prior to sending.

15. MOUs for Australian Canoe Slalom and Canoe Polo Championships

Motion: That the Board delegate authority to Gary Flanigan and Lawrie Chenoweth to review and approve the signing of MOU's/Host Agreements with Australian Canoeing for the 2014 Australian Slalom and Canoe Polo Championships.

Moved: RL. Seconded: SCW. Accepted.

16. Murray Marathon

MB presented a proposed vision for Canoeing Victoria's future involvement in the Murray Marathon.

AB presented a summary of the 2014 Massive Murray Paddle (formerly Murray Marathon), recommended Canoeing Victoria continue to support the YMCA to host the event, and recommended several ways in which Canoeing Victoria could improve their support for the YMCA and the event.

It was agreed that Canoeing Victoria would continue to support the YMCA and to work with the YMCA to identify opportunities to improve that support in the future.

Action: MB, LC and AB to discuss opportunities for Canoeing Victoria to support the YMCA to host the Murray Marathon.

17. Dropbox

GRF presented a proposal for each Director to comment on background information circulated for agenda items using individual folders in the dropbox.

Action: AB to organise to set up LC, RL and MB on dropbox.

18. Polo to terminate GST registration

The Canoeing Victoria Auditor has suggested that there is no requirement for the polo discipline to continue to pay GST.

Motion: That the Canoeing Victoria Polo no longer pay GST.

Moved: GRF. Seconded: MB. Accepted.

19. Appointment of Independent Directors

Applications for Independent Director of the Board of Canoeing Victoria have been received from John McMorrow and Daisy Brooke.

Motion: That John McMorrow be appointed as an Independent Director to the Board of Canoeing Victoria for a two year term.

Moved: GRF. Seconded: RL. Accepted.

Motion: That Daisy Brooke be appointed as an Independent Director to the Board of Canoeing Victoria for a two year term.

Moved: GRF. Seconded: RL. Accepted.

Action: AB to draft letter from President to Daisy to confirm her appointment as Independent Director.

20. Other Business – Paddleathon at Albert Park Lake

RL proposed holding a Paddleathon at Albert Park Lake and sought the Board's agreement to put together a proposal for Board consideration.

Action: RL to draft proposal for Paddleathon at Albert Park Lake.

21. Other Business – Australian Canoe Polo Championships funding support

AB confirmed that Canoeing Victoria has submitted an application for funding under the Significant Sporting Events Program of Sport and Recreation Victoria.

22. Meeting Close

The meeting closed at approximately 9.45pm.

23. Next meetings

January 2015 – no meeting

Tuesday 17 February

Thursday 19 March (meeting with disciplines)

Tuesday 21 April

Tuesday 19 May

Tuesday 16 June

Tuesday 21 July

Proposed AGM date – Saturday 10 October 2015.