



## **CANOEING VICTORIA BOARD MEETING MINUTES**

**Tuesday 17 February 2015  
Templestowe**

### **1. Meeting opened**

The meeting opened at 7.34 p.m.

### **2. Present**

Gary Flanigan – President, Chair & Interested Director (GRF)  
Daisy Brooke – Independent Director (DB)  
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 for today's meeting.

SCW apologized in advance for the April 2015 meeting.

### **4. Identification of additional agenda items 'for discussion'**

To items were added to General Business:

- Marathon on-line entry system.
- 'Weir to Port' race.

### **5. Declaration of conflicts of interest**

No conflicts of interest were declared.

The Executive Officer left the room during the discussion on Executive Officer remuneration.

## **6. Minutes of the previous meeting**

Motion: That the minutes of the Canoeing Victoria Board meeting on 2 December 2014 be accepted.

Moved GRF. Seconded JPM. Accepted.

## **7. Resolutions made via email**

No decisions were made via email since the last meeting.

## **8. Summary of significant information distributed via email**

All significant items are referred to under other items in these minutes.

## **9. Strategic Plan 2012-15**

JPM presented his comments on the Strategic Plan 2012-15.

Action: AB to email draft list of member benefits to Directors.

Action: AB to include 15 minutes in agenda of next board meeting to discuss Strategic Plan (to be discussed in conjunction with reviewing Objects of Association section of the Canoeing Victoria Constitution).

## **10. Update of Canoeing Victoria Constitution**

Action: All Directors to review Constitution, and email comments on Objects of Association section to RL by Tuesday 3 March 2015.

Action: RL to review Constitution and circulate to Directors by Tuesday 10 March his recommendations for amendment.

Action: AB to email softcopy of CV constitution to all Directors.

## **11. Child Protection Capacity Building and Action Planning**

GRF reported on the vicsport workshop - *Child Protection Capacity Building and Action Planning* - presented by Australian Childhood Foundation. The workshop was attended by GRF and AB.

A Safeguarding Children working group was formed. Members of the working group are Daisy Brooke, Marg Buck, Lawrie Chenoweth, Gary Flanigan, Andrea Boothroyd.

The Executive Officer recommended the group consider including discipline and club representatives on the group, and consider holding an open forum for member input.

Action: Safeguarding Children executive working group to meet before the next board meeting.

Action: AB to include 15 minutes in agenda of next board meeting to discuss Safeguarding Children.

Action: AB to add Safeguarding Children to Board-Discipline meeting agenda.

## **12. Host Agreements and Lines of Authority**

Action: Executive Officer to write to Australian Canoeing expressing Canoeing Victoria concerns over the decision to run the Australian Wildwater Team Selection event on 3 January 2015, and request that Australian Canoeing confirm it has implemented appropriate procedures to ensure that a similar situation will not arise at a future national event hosted by Canoeing Victoria.

## **13. Discipline Risk Management**

The Executive Officer made several recommendations regarding safety risk management at Canoeing Victoria events and activities.

Action: AB to add safety risk management to agenda of next board-discipline meeting.

Action: By 30 March 2015, the Board liaise with discipline committees to appoint a representative from each discipline to be responsible for the discipline's event safety risk management plans and procedures, and to represent the discipline in discussions with Canoeing Victoria Education.

Action: By June 2015, Canoeing Victoria Education safety risk management policies are upgraded to apply to all disciplines, and the Board approve these as mandatory policies for all Canoeing Victoria activities, including discipline events. (Examples of these policies include Bushfire Policy, Heat Policy, Lightning Policy).

Action: By June 2015, Canoeing Victoria Education develops guidelines and templates to support discipline safety risk management planning, and identify any associated training requirements.

Action: Over 12 months from June 2015, Canoeing Victoria Education work with disciplines to review and upgrade their safety risk management plans and implement training where required.

Action: That the Board investigate options to fund Canoeing Victoria Education's assistance, support and auditing of discipline safety risk management.

## **14. Revised Budget for 2014-15**

Motion: That the revised budget for 2014-15 as presented by accepted.  
Moved GRF. Seconded TC. Accepted.

## **15. Executive Officer Remuneration**

The President presented a review of Executive Officer remuneration and recommendations for adjustment in line with other state canoeing EOs.

Motion: That the Executive Officer remuneration as presented be accepted.  
Moved: GRF. Seconded: RL. Accepted.

## **16. Executive Officer Position Description**

This item was not discussed.

## **17. Bank Account Signatories/Expenditure Authorisation**

Following the recent resignation of a Director, Canoeing Victoria requires a second Director to be authorized to approve Administration and Discipline expenditure and to act as a signatory on bank accounts on behalf of the Board. (GRF is already authorized to undertake these activities).

Motion: That Lawrie Chenoweth be authorized to approve Administration and Discipline expenditure and to be a signatory on Administration and Discipline bank accounts on behalf of the Board.

Moved: JPM. Seconded: SCW. Accepted.

AB reported that the Finance Officer has investigated use of Commbiz (direct debits) from discipline accounts. Based on this review, the Executive Officer tabled several recommendations based on a comparison of costs between the existing cheque based payment system and the online Commbiz system and existing delays in the current system:

1. That Discipline payments remain cheque based only (ie. that CommBiz is not adopted by the Disciplines due to the relatively higher fees).
2. That the Executive Officer and the Finance Officer be authorised to sign Discipline cheques up to \$500 with approval from the Discipline Chair or Treasurer but without approval from an authorised CV Director.
3. That the Executive Officer and the Finance Officer be authorised to sign discipline cheques over \$500 with the approval (via email) of the expense from the Discipline Chair or Treasurer and authorised CV Director.
4. That the Executive Officer and the Finance Officer be authorised to sign Administration cheques up to \$1,000 without approval from an authorised CV Director.

Motion: That the four recommendations presented by the Executive Officer be accepted.

Moved RL. Seconded TC. Accepted.

## **18. Board-Discipline Meeting in March**

The Board confirmed Thursday 19<sup>th</sup> March as the date of the next Board-Discipline meeting.

Topics for the agenda included:

- Safeguarding Children
- Safety Risk Management

Action: AB to invite Canoeing Victoria Education Business Manager to March Board-Discipline meeting.

Action: AB to organise 'nibbles' for March Board-Discipline meeting.

## **19. Australian Team Selection Policy**

The President tabled an email received from Roy Farrance regarding concerns about the Australian Slalom Team Selection Policy.

Action: AB to draft letter to Australian Canoeing highlighting Canoeing Victoria's concerns at the current selection policy, including key issues raised by Roy Farrance, and requesting these concerns be considered by Australian Canoeing in the future. AB to consult CV Slalom Chair, CV High Performance Representative in drafting the letter. Director Lawrie Chenoweth to approve the letter before forwarding to Australian Canoeing.

## **20. Victorian Slalom Access to Penrith Whitewater Stadium**

The President tabled an email received from Roy Farrance regarding concerns that Victoria was unable to book exclusive water use at Penrith Whitewater stadium prior to the Australian Open.

Action: AB to draft letter to Australian Canoeing requesting Australian Canoeing's support to encourage Penrith Whitewater stadium to allow state's to make exclusive water bookings prior to national and international events.

## **21. General Business**

**Webscorer Online Event Entry System:** The Board approved the Marathon discipline's use of the Webscorer online event entry system.

**Weir to Port Race:** LC raised the Board's awareness of the proposed race by Cobram Barooga Canoe Club from Hume Weir to Echuca between Christmas and New Year.

## **22. Meeting Close**

The meeting closed at 10.06 pm.

## **23. Next meetings**

**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.