



CANOEING VICTORIA BOARD MEETING MINUTES

**Tuesday 26 May 2015
Templestowe**

1. Meeting opened

The meeting opened at 7.30 p.m.

2. Present

Gary Flanigan – President, Chair & Interested Director (GRF)
Daisy Brooke – Independent Director (DB)
Marg Buck – Interested Director (MB)
Lawrie Chenoweth – Independent Director (LC)
Richard Lawrence – Interested Director (RL)
John McMorrow – Independent Director (JPM)
Andrea Boothroyd – Executive Officer & Minute Secretary (AB)

3. Apologies & rescheduling of June 2015 meeting

Steve Chamberlain-Ward – Interested Director (SCW)

The June board meeting was rescheduled to 23 June 2015. Gary Flanigan apologized in advance for the June 2015 meeting.

4. Identification of additional agenda items 'for discussion'

One item was added to General Business:

- Trialist fees.

5. Declaration of conflicts of interest

No conflicts of interest were declared.

6. Minutes of the previous meeting

Motion: That the minutes of the Canoeing Victoria Board meeting on 17 February 2015 be accepted.

Moved JPM. Seconded RL. Accepted.

7. Board Action Management List

Motion: That the proposed 'close' items in the CV Board Action Management List as at 19/05/15 be accepted.

Moved: GRF. Seconded: JPM. Accepted.

8. Resolutions made via email

No decisions were made via email since the last meeting.

9. Summary of significant information distributed via email

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

10. President's Report

The President's report was included in the meeting background papers. No issues were raised.

11. Finances

The Finance reports were included in the meeting background papers. No issues were raised.

12. Membership Report

The Membership report was included in the meeting background papers. No issues were raised.

13. Constitution Review

RL presented a consolidation of comments from Directors regarding proposed changes to the Constitution.

Action: RL to contact Australian Canoeing to develop a clear understanding of the difference between a Disciplinary Procedure and the Grievance Procedure.

Action: RL to update Constitution to reflect discussion at the meeting and present at the June meeting.

Action: MB to assist RL in updating the Constitution by proof-reading it.

14. Discipline Committees

Several items related to development and support of competitive disciplines were discussed which will be considered in the development of the Strategic Plan and in consultation with technical committees.

15. Canoeing Victoria Strategic Plan

Action: JPM to prepare draft of Strategic Plan to present at July Board meeting, discipline meeting in September and Strategic Forum in October.

16. Executive Officer Position Description

Action: GRF to email EO Position Description to Directors and Executive Officer.

Action: AB to review EO Position Description and forward comments to GRF.

Action: Board to take email vote on EO Position Description before next meeting.

17. Safeguarding Children Update

DB presented an update on the Safeguarding Children project. A draft action plan has been developed and the subcommittee is now looking at implementation of the action plan.

A recurring theme is leadership from the Canoeing Victoria Board, and it was decided that, to role model expected behavior, Canoeing Victoria Director's should have a Working with Children Check and undertake the Play By The Rules – Safeguarding Children training module.

Motion: That Directors of Canoeing Victoria must have a Working with Children Check and undertake the Play by the Rules – Safeguarding Children training module.

Moved: GRF. Seconded: LC. Accepted. RL abstained from voting.

Action: Directors to apply for WWCC by next meeting and undertake Play by the Rules – Safeguarding Children training module.

Action: DB to email links to WWCC application and Play by the Rules training to Directors.

18. Murray Marathon

Opportunities for Canoeing Victoria's future participation in the Murray Marathon were discussed.

19. Murray Quad

Canoeing Victoria discussed a concept proposed by Tim Roadley of a Murray River region K1 race series leading up to the Murray Quad. The Board supported in principle the concept of a K1 race series subject to understanding further details of how this might work. The Board recommended a discussion between Tim Roadley, and representatives from the marathon discipline and the board.

Action: AB to update SCW on Tim Roadley's Murray River region K1 proposal.

Action: AB to organise meeting with Tim Roadley, Marathon Technical Committee representative(s), CV Director and Executive Officer.

20. Canoeing Victoria Finances 2016-17 update

AB updated the Board regarding the preparation of the budget for the next financial year.

21. General Business

Trialist Fees:

Action: AB to work with Daisy Brook and come up with Trialist Fee proposal for next meeting.

Bunnings BBQ: GRF reported that the last Bunnings BBQ was a very successful fundraiser.

22. Meeting Close

The meeting closed at 9.37 pm.

23. Next meetings

Tuesday 2 June – Safeguarding Children workgroup meeting (at Kew Library)

Tuesday 23 June

Tuesday 21 July

Tuesday 18 August

Thursday 17 September – Board-Discipline Meeting

AGM & Strategic Forum – Saturday 10 October 2015