



## **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