



## **CANOEING VICTORIA BOARD MEETING MINUTES**

**Tuesday 23 June 2015  
Templestowe**

### **1. Meeting opened**

In absence of the Chair, the Executive Officer opened the meeting opened at 7.57 p.m.

### **2. Election of Chairperson**

Motion: That Marg Buck be appointed Chairperson for this meeting.  
Moved: JPM. Second: LC. Accepted.

### **3. Present**

Daisy Brooke – Independent Director (DB)  
Marg Buck – Interested Director (MB)  
Lawrie Chenoweth – Independent Director (LC)  
John McMorrow – Independent Director (JPM)  
Andrea Boothroyd – Executive Officer & Minute Secretary (AB)

### **4. Apologies**

Gary Flanigan – President, Chair & Interested Director (GRF)  
Richard Lawrence – Interested Director (RL)

### **5. Resignation of Director**

The Executive Officer confirmed the resignation on 12 June 2015 of Steve Chamberlain-Ward as an Interested Director of Canoeing Victoria. The Board acknowledged Steve's contribution over the last year.

Action: AB to draft a letter from the President to SCW to thank him for his contribution to the organisation.

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

No items were added to General Business.

## **7. Declaration of conflicts of interest**

No conflicts of interest were declared.

## **8. Acceptance of minutes of the previous meeting**

Corrections to the minutes of the last meeting.

- Item 17 Safeguarding Children Update.  
The record should show Richard Lawrence abstained from voting.
- Item 20 Finances 2015-16.  
The record should show that AB updated the Board regarding the preparation of the budget for the next financial year.
- Item 13. Constitution Review.  
The record should show that MB will assist RL in the updating of the constitution by proof-reading the updated constitution.

Motion: That, subject to the above amendments, the minutes of the Canoeing Victoria Board meeting on 26 May 2015 be accepted.

Moved MB. Seconded DB. Accepted.

## **9. Issues arising from the minutes of the last meeting**

It was agreed that at the next meeting, RL to be given an opportunity to table any issues raised by email regarding the decision with Safeguarding Children.

Action: AB to add Code of Conduct to agenda of next board meeting.

## **10. Board Action Management List**

Amendment to the Board Action Management List – Item May 9 is to remain open and transfer to AB and LC to cover at the marathon discipline meeting.

Motion: That the proposed 'close' items, excluding item May 9, in the CV Board Action Management List as at 150616 be accepted.

Moved: DB. Seconded: LC. Accepted.

## **11. Resolutions made via email**

No decisions were made via email since the last meeting.

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

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

## **13. President's Report**

There was no President's Report this month.

## **14. Finances**

The Finance reports were included in the meeting background papers. No issues were raised, however the Board requested a detailed discussion on finances at the next meeting.

Action: AB to add to agenda of next meeting a detailed finance discussion with a focus on revenue generation.

## **15. Membership Report**

The Membership report was included in the meeting background papers. Club numbers are now being included in the report.

The board expressed a concern at the lower membership numbers and revenue were noted coinciding with the introduction of the new AC membership database in October 2014. Further investigation is required to confirm whether this is a causal relationship.

Action: AB to present a detailed analysis of membership numbers and revenue loss at the next board meeting.

Action: AB to request copy of Australian Canoeing's contract with membership database provider.

## **16. Board Meeting Procedure**

The Board agreed that, to improve the process of recording the minutes, the Chairperson will clearly state the outcome of any vote as it should be recorded in the minutes.

## **17. Constitution Review**

Comments were made on the proposed changes to the procedure for nominating Directors of Canoeing Victoria. Further discussion on the Constitution review was postponed until the July Board meeting.

Action: All Directors to review Director nomination procedures in the proposed constitution.

Action: AB to add Constitutional Review – Director nomination procedures to the agenda of the next meeting.

## **18. Safeguarding Children update**

A Safeguarding Children working group meeting was held prior to the meeting. Further discussion was postponed until the next meeting.

Action: AB to add Safeguarding Children to the agenda of the next meeting.

## **19. Executive Officer Position Description**

Motion: That the Executive Officer Position Description as tabled be accepted for the 2015-16 financial year.

Moved: DB. Seconded: LC. Accepted.

Action: AB to update position description to reflect date of acceptance and review date by the Board.

## **20. Election of Deputy President**

In the interim period when the President is on leave, the Directors agreed that AB report to Lawrie Chenoweth.

Action: AB to add election of a Deputy President to the agenda of the next meeting.

## **21. Budget 2015-16**

The Board approved an extension on the presentation of the budget until the July board meeting.

Action: AB to table budget at the next meeting and identify priority areas for savings.

## **22. Discipline Administration Fees**

Action: AB to email current discipline administration fees and recommended changes to Directors for email vote.

## **23. Trialist Form**

AB presented proposed revised conditions for the AC Trialist form in Victoria. The Board agreed with the revisions.

AB also presented a proposed 'Multi-Try Membership' designed to allow prospective new members to try activities at different clubs and in different disciplines before committing to annual membership. It was suggested that an option for an annual upfront fee based on a forecast number of come and trys be considered.

Action: AB to circulate updated conditions for use of Trialist form to clubs and discipline. At this time, seek feedback from clubs/disciplines regarding interested in an annual upfront trialist fee based on a forecast number of come and try activities.

Action: DB to assess the proposed Multi-Try membership in comparison with other sports and present results at the next meeting.

Action: AB to seek club feedback on proposed Multi-Try membership from clubs.

## **24. Australian Canoeing branding**

AB presented a very brief overview of the key outcome of AC's proposed new branding strategy.

Action: AB to contact AC to organise a presentation of the new AC Branding by an AC Director to the CV Board. Possibly at a special meeting on Tuesday 28 July.

## **25. General Business**

AB updated the Board on several Administration activities:

- CV's AC Affiliation fees to Australian Canoeing 2015-16 will be \$44,580 (a \$600 increase).
- AC is in the process of transferring ownership to CV of around 25 sprint kayaks in various states of repair. This will make a significant different to development of the discipline in Victoria.
- AB and Warwick Draper met with the Minister for Sport's Advisor to discuss support for the Westerfolds facility redevelopment.
- CV is in discussions with Patterson Lakes Canoe Club regarding provision of some limited bookkeeping services to support the club.

## **26. Meeting Close**

The meeting closed at 10.13 pm.

## **27. Next meetings**

Tuesday 21 July

Tuesday 28 July (tentative AC Branding meeting).

Tuesday 18 August

Thursday 17 September – Board-Discipline Meeting

AGM & Strategic Forum – Saturday 10 October 2015

Tuesday 17 November

Tuesday 15 December