

**CANOEING VICTORIA BOARD MEETING
MINUTES
Thursday31/07/08
Gary's House**

1. MEETING OPENED

The meeting opened at 7.45pm

Gary Flanigan – President (GF)
Tom Hirschoff – Chair (TH)
Richard Howard – Independent Director (RH)
Geoff Hindle - Interested Director (GH)
Sharon Swoboda– Executive Officer – Co (SS)
Andrea Boothroyd – Executive Officer – Co (AB)

2. APOLOGIES

Richard Lawrence - Interested Director (RL)

3. MINUTES OF THE PREVIOUS MEETING

Motion: “That the minutes of the previous meeting be accepted”.
Moved: GH Seconded: RH

4. PRESIDENT’S REPORT:

Presidents Report tabled.

Action: Post to the web site.

5. FINANCIALS

Tabled and discussed

CV Accounts

GH presented at an analysis of the 07/08 accounts. EO’s let the Board know that we can easily produce a “Job analysis” report that reports the type of information that GH was looking to analyse.

Action. EO’s to produce report for next meeting.

RH discussed how the Canoe polo income to cover the Canoe polo ramp should be managed. It was suggested that we run a “Clearing Account” to which we add the grant money and add the Canoe Polo income when received.

Budget to be presented at the next board meeting if not earlier.

Canoe Polo Accounts.

Issues to be clarified with Canoe Polo.

1. Income for 08/09 year reflected in 07/08 which shouldn't be.

2. Is rent from 07/08 included. Assumption is that 06/07 venue hire expenses are shown in the 07/08 year. And the 07/08 year will be shown in the 08/09 year / RH – AB to investigate.
3. Competition goals. Where have they been allocated in MYOB accounts.

Marathon Accounts.

There was a question regarding team contributions.

1. Team contributions need to be credited to pre-paid assets as they will be used in the 08/09 year.
2. Bad Debits need to be followed up.
3. Reallocate Gifts and Donations back to “Team expenses” or appropriate for “Team Support, First Aid or the true expenses”. (ie First aid costs for races have been paid for out of Gifts and donations where it is a real cost to run the race and needs to be reflected as such).
4. Equity Account to reflect John Jacoby equity and reduce the membership equity by the same amount.
5. ING account to be created and John Jacoby money to be invested.

Slalom Accounts.

1. Check the 06/07 liabilities for admin fees.
2. Need to check the opening balances versus the audit accounts. Administration need to ensure that this information is fed back to the disciplines so the accounts balance.
3. Preliminary Budget needs some clarification and modification. Action. EO's to work with Slalom.

Flatwater Accounts

Currently accounts are in the negative. Debtors include CV administration (\$2300) Strathbogrie Shire (\$870) and Berwick Motors.

Flatwater Committee has formally asked to the Board for relief with the CV fees for this and the new year and Neville is negotiating with Berwick motors regarding the powerboat and trailer repairs. Given the state of the Flatwater Accounts, the CV Administration may need to cover debits.

Motion: CV Administration to pay the Berwick Motors bill on behalf of flatwater and write off the debits owing to Canoeing Victoria.

Moved TH Seconded RH.

Issue: How do we ensure that expenses are within the budget limits and that expenses are approved by appropriate committee. Action: Terms of Reference to be updated to reflect that a nominated person is responsible for approving expenses.

Action. Executive Officers to document the procedure and consequences.

Action: Income from Regatta's to be followed up AB.

Motion: Technical Committee support fee to be reduced to \$1000 for 2008/09.
Moved TH seconded RH.

Motion: Administration to write off Flatwater 07/08 debt.
Moved. RH Seconded GH.

Invoices to Technical Committee's should be invoiced on a monthly basis.

6. EXECUTIVE OFFICERS REPORT

No Official Report – EO's provided verbal report.

1. AGM – Set for the 18th October. Lunch time. Notification has been sent out to all clubs.
2. Internet CBIZ. EO's to provide proposal and present back to the Board. This is to include costs etc.
3. Google Apps. Proposal was to utilize Google Applications and replace our current email supplier and Domain Host. Google Applications is free and would provide integrated calendars and could be offered to disciplines, clubs / events. Board agreed that this was a good idea.
4. Strategic Plan. Implementation plan to be developed and amended strategic plan to be re-presented back to the Board.
5. Current Grants. Andrea reported on the state of the SRV Grants. With Vichealth we are looking to explore partnerships with Indigenous and police youth groups.
6. Proposed Staff Increases. A proposed Staff pay increased was tabled to the Board.

Motion. The 2008/09 proposed pay increases be accepted.
Moved RH Seconded GH.

7. TECHNICAL COMMITTEE'S

7.1 Canoe Polo Committee

No report provided.

7.2 Flatwater

No Report

7.3 Wildwater

No Report

7.4 Marathon

No Report

7.5 Recreational/Touring

No Report

7.6Slalom

No Report

8. STRATEGY

No Update

9. MARKETING

No Report.

10. General Business

Sharon reported on the meeting the Kate Heeley had with the Murray Marathon Organising Committee. It appears that the organizing committee is intending to run the Murray Marathon with a replacement major sponsor (replacing Red Cross). At this stage Canoeing Victoria has not been invited to participate in running the event or being involved.

Action: Find out the relationship between the Red Cross and the Organising Committee. Need to explore other opportunities to provide paddlers with the same or similar paddling opportunities should the Marathon not have a future in its current state.

Speak to Red Cross about the possibility of hand over to run the event or a similar event.

11. NEXT MEETING

Future meetings: 16th September, 21 October, 18th November.

Meeting Closed: 11.30pm.