

**CANOEING VICTORIA BOARD MEETING
MINUTES
Thursday 13th August 2009
Gary's House**

1. MEETING OPENED

The meeting opened at 8.00pm

Gary Flanigan – President (GF)
Tom Hirschoff – Chair (TH)
Richard Howard – Independent Director (RH)
Andrew Coutts – Independent Director (ARC) – via telephone hookup
Sharon Swoboda – Executive Officer – Co (SS)
Andrea Boothroyd – Executive Officer – Co (AB)

2. APOLOGIES

Geoff Hindle - Interested Director (GH)

3. Sprint Development Plan context

Andrea provided an overview of the Sprint development program.

Assumptions – to set up a structure independent of any external funding. Should funding be made available, the plan can be enhanced and the number of athletes that can be targeted increased. Should funding be removed, the structure remains the same, the numbers would be reduced.

The proposed NTID program is only one of many aspects of the plan and will / would not be the only TID program that would be run as part of the sprint development plan – some

Half the objectives identified by the SDP will be met / match with the proposed NTID objectives and at this stage there are no objectives that conflict between the SDP and the NTID programs.

4. ASC NTID Program

a. Review of ASC objectives
The review of the sports commission was tabled.

ASC NTID General objectives were tabled.

Action: Add to the minutes.

Noted that one of the objectives is national medals which will be decided at the National championships being held in March 2010 – not June 2010 (when funding will cease).

b. Canoeing Victoria Objectives

c. Identification and discussion of issues
It was discussed that one of the most important influences and impact that CV can have with the program is with the selection of the Coach. The coach is seen as the key success driver to both achieve the KPI's and work with the sport in Victoria.

Action: CV to propose an amendment to the contract to ensure that CV is represented on the selection committee for the NTID Victorian Coach

General consensus is that the document is not particularly well written but due to the time constraints,

Clause 6 – IP transfer issue. Cannot transfer the IP to a third party. Andrea clarified the sports commission position and stated that the main issue is when the information may go off shore, but they have no issue with the information transfer to benefit the sport of canoeing.

Issue: - The absence of the definition of the time of the IP usage in the agreement.

Action: 6.2 add “beyond the life of the program”

Issue: ARC requested a copy of the budget to assess the risk and what other issues may not have been addressed – in particular storage of boats and racking.

Agreed that if a provision to fund equipment storage is included in the agreement, EO's can sign the agreement without the board sighting the budget.

Action: 3.1 expanded to include boat facilities (storage and racking)

Cost to CV – Possible time for Sandra's time to invoice if required, access to telephone and photocopier.

Issue - Insurance needs to be clarified as to what is expected by CV (ie CV won't cover the workcover insurance for the coach, boats, equipment etc).

Action: Clarify the insurance clause – 5

Issue – Coaching criteria – exclusion of people management.

Issue – Collection of money – credit card fees.

Action: Ensure that any collected fees via credit cards include the credit card fees.

Issue -70% retention shouldn't be part of the KPI's.s

Action: Question with ASC the validity of having this as a KPI.

Issue – Responsibilities of the Coach – Clause 2 and 3. Query about liaising with other coaches.

Action: Discuss the inclusion of Coaches to liaise and mentor existing athlete coaches.

d. Canoeing Victoria Position regarding program and agreement

With the issues addressed as detailed above, the board is supportive of the program and agreement.

Action: AB to address actions and re-submit the agreement to the board for final approval.

e. Next Steps

5. **NEXT MEETING**

Meeting Closed: 10.00

Next Meeting: Tuesday - 18th August 2009.