



**CANOEING VICTORIA BOARD MEETING
MINUTES
Tuesday 17 June 2014
Templestowe**

1. Meeting opened:

The meeting opened at 7.40pm.

2. Present:

Gary Flanigan – President & Interested Director (GRF)
Tom Hirschoff – Chair & Interested Director (TH)
Steve Chamberlain-Ward – Interested Director (SCW)
Lawrie Chenoweth – Independent Director (LC)
Tony Coventry – Independent Director (TC)
Richard Lawrence – Interested Director (RL) – via dial in
Connie Todaro – Interested Director (CT)
Andrea Boothroyd – Executive Officer (AB)

3. Apologies:

There were no apologies.

4. Identification of additional agenda items 'for discussion'

There were no additional items.

5. Declaration of conflicts of interest:

No conflicts of interest were declared.

6. Minutes of the previous meeting:

There were no issues arising from the minutes of the meeting 20/5/14.

Motion: That the minutes of the Canoeing Victoria Board meeting on 20/5/14 be approved.
Moved GRF. Seconded TC.

7. AC Nominations Committee Update:

CT presented an update on the AC Nominations Committee meeting held last week.

Motion: That the Canoeing Victoria Board establish a Nominations Committee made up of an independent and interested director with EO involvement.

Moved CT. Seconded TC.

Action: Using the Australian Canoeing Nominations Committee terms of reference as a guide, CT to draft terms of reference for Canoeing Victoria Nominations Committee (including skill set to be on the committee) to present at the July Board meeting.

Action: Each Board member to think about the skills required by the Canoeing Victoria Board, the skills that individual currently contributes to the Board, to present at the July Board meeting.

8. Gender Equity on the Canoeing Victoria Board:

The Executive Officer tabled the recommendation that the Canoeing Victoria Board:

1. Adopt a 'gender equity' approach and change the Canoeing Victoria constitution to ensure that the future includes women on the Board.
2. Implement a Board recruitment sub-committee or working party that defines, seeks and interviews for desired skills, gender and relevant representation on the Board.

The Executive Officer tabled a recommendation that the Canoeing Victoria Board consider changing the Canoeing Victoria Constitution to be consistent with 2013 changes to the Australian Canoeing Constitution. The recommendation was to consider including Clause 25.3 from the Australian Canoeing Constitution in the Canoeing Victoria Constitution.

Motion: That the Canoeing Victoria Board recommend to delegates at the next Canoeing Victoria AGM changes to the Canoeing Victoria Constitution to set a target for gender equality.

Moved: GRF. Seconded: SCW.

Action: GRF to draft proposed wording to change the Canoeing Victoria Constitution to set a target for gender equity on the Board, and present at the July meeting.

9. Appointment of Independent Director:

Motion: That John McMorrow be appointed as an Independent Director of Canoeing Victoria until the Board meeting after the 2014 AGM.

Moved: GRF. Seconded: RL

10. Marketing Plan:

SCW presented an update on the development of the Marketing Plan (including communications).

Action: All to email comments on the draft Marketing Plan brief to SCW & AB.

11. Paddle Victoria website:

AB expressed concern at the outdated content on Paddle Victoria website and recommended taking the website off-line until the website is updated. The Board decided to leave the website on-line and that TC would review and recommend updates to AB.

Action: TC to review Paddle Victoria website and recommend updates to AB.

12. Working with Children Check Policy implementation:

RL presented an update on WWCC legislation.

Action: GRF & RL to draft guidelines on WWCC for the disciplines, and present at July meeting.

13. Policy reviews:

The Board agreed that responsibility for communication, implementation, monitoring and reviewing Canoeing Victoria policies would be determined on an individual policy basis.

Action: AB to develop template for policy responsibilities and email to Board members.

The review of specific policies scheduled for this meeting was deferred to July meeting.

Action: GRF to review and make recommendations on Canoeing Victoria management of AC Member Protection Policy.

Action: AB to email to GRF summaries of AC Member Protection Policy developed for Canoe Polo as part of the 2013 Volunteers Project.

14. Board member screening policy

GRF presented a proposed voluntary "Statement as to eligibility to hold office as a Director of Canoeing Victoria." GRF confirmed the statement addresses the requirements of our current funding agreement with the Australian Government. RL noted the declaration that he submitted to the Executive Officer at the May Board meeting.

Action: AB to forward declaration from RL to GRF.

Action: GRF to review "Statement as to eligibility to hold office as a Director of Canoeing Victoria" and present at July meeting.

Action: Nominations committee to review AC system for Board member screening and GRF Statement, and make recommendation to Board.

15. Australian Canoeing migrating from an incorporated entity to a company limited by guarantee and the implementation of a new constitution.

Action: When "Constitutional Key Summary Schedule" is received from Australian Canoeing for Canoeing Victoria comment, AB to put in dropbox & email to Richard L. All Board members to email comments to GRF by 10 July. GRF to consolidate comments and email to Australian Canoeing by 15 July.

16. Appointment of Australian Canoeing Independent Director:

Motion: That the Canoeing Victoria Board vote 'Yes' to appoint James Rennell as an interested director of Australian Canoeing.

Moved CT. Seconded: TC.

Action: AB to send completed interested director postal vote to Australian Canoeing.

17. Australian Slalom Championships

Motion: That Lawrie Chenoweth be granted the authority to represent the Canoeing Victoria Board in liaising with the Victorian Slalom Technical Committee with regard to the Australian Slalom Championships.

Moved TC. Seconded: SCW.

18. Athlete Development Program

The Board confirmed that marketing material received about unknown athlete development programs should not be promoted to members.

19. Direct Credit:

Motion: That the Board approve payment by direct credit of transactions as recommended to the meeting by Bookkeeper.

Moved: CT. Seconded: GRF.

20. Meeting closed:

The meeting closed at 9.56pm.

21. Next meetings:

Tuesday 15 July 2014

Future meetings:

Monday 18 August – Discipline meeting

Tuesday 16 September

Saturday 18 October – AGM & Strategic Forum

(Saturday 25&26 October – AC AGM & Strategic Forum)

Tuesday 18 November

Tuesday 16 December