



**CANOEING VICTORIA BOARD MEETING  
MINUTES  
Tuesday 10 September 2013  
Blackburn**

**1. Meeting Opened**

The meeting opened at 7.38pm

**2. Present**

Gary Flanigan – President (GRF)  
Tom Hirschoff – Chair (TH)  
Lawrie Chenoweth – Independent Director (LC)  
Andrea Boothroyd – Co-Executive Officer (AB)

**3. Apologies**

Tony Coventry – Independent Director (TC)  
Connie Todaro – Interested Director (CT)

**4. Declaration of conflicts of interest**

No conflicts of interest were declared.

**5. Minutes of the previous meeting**

Motion: “That the minutes of the meeting of 13 August 2013 be accepted”.  
Moved LC. Seconded GRF.

**6. Report on actions arising from the previous meetings**

Refer to the Board Action Management document.

**7. Finance**

Action: As TH is unable to read MS Excel files, AB to ensure all future financial reports are in PDF format.

Action: AB to request budget from each discipline and table at next meeting.

Action: AB to ensure future disciplines P&L statements are to be reported against budget.

Action: AB to ensure canoe access ramp in Polo accounts (appearing in balance sheet) is appropriately written off.

Action: AB to investigate "prior year adjustment" in polo and marathon balance sheets.

Action: AB to circulate discipline Terms of Reference to CV Board for review.

## **8. Risk Management**

The risk management subcommittee progress report was deferred to the October meeting.

## **9. Murray Quad**

AB presented a list of questions related to the objectives and management of the Murray Quad for CV Board consideration.

Action: GRF to contact CT to review financial situation of Murray Quad and assess the organisation's capability to support a potential financial loss on the event.

Action: GRF to contact CGG regarding interest in undertaking a Board representative/assessment role for Murray Quad, to seek recommendations for potential event manager, and discuss option of approaching potential sponsor.

## **10. Good Governance – Changes to CV Constitution**

Action: GRF to complete amendments to constitution to bring it in line with Model Rules.

## **11. Good Governance – Codes of Conduct**

Deferred to October 2013 meeting.

## **12. Good Governance – Canoeing Victoria AGM & Strategic Forum**

Action: AB to invite a representative from each discipline to present the discipline report at the AGM.

Action: GRF to email AB with proposed motion for amendments to the constitution.

The Board confirmed that "Club Facilities" would be the topic for the strategic forum.

## **13. Good Governance – Australian Canoeing AGM & Strategic Forum**

Action: AB to invite CT to represent Canoeing Victoria Board at AC AGM.

## **14. Meeting Closed**

The meeting closed at 9.35pm.

## **15. Next Board Meeting**

15 October 2013

19 October 2013 (CV AGM)