



CANOEING VICTORIA BOARD MEETING MINUTES

**Tuesday 28 April 2015
Templestowe**

1. Meeting opened

The meeting opened at 7.30 p.m.

2. Present

Gary Flanigan – President, Chair & Interested Director (GRF)
Daisy Brooke – Independent Director (DB)
Marg Buck – Interested Director (MB)
Lawrie Chenoweth – Independent Director (LC)
Tony Coventry – Independent Director (TC)
Richard Lawrence – Interested Director (RL)
John McMorrow – Independent Director (JPM)
Andrea Boothroyd – Executive Officer & Minute Secretary (AB)

3. Apologies

Steve Chamberlain-Ward – Interested Director (SCW)

Gary Flanigan and John McMorrow apologized in advance for the June 2015 meeting.

4. Identification of additional agenda items ‘for discussion’

One item was added to General Business:

- Resignation of Tony Coventry.

5. Declaration of conflicts of interest

No conflicts of interest were declared.

6. Minutes of the previous meeting

One correction was made to the supplementary notes from the Board-Discipline meeting on 15/03/15:

The last bullet point under Item 7 will be rewritten as *“The Board members present did not enter into the short discussions that each proposal received. Discipline representatives had not had time to consider the suggested proposals, however the Chair felt it could be a move or shift in the ‘right direction’ in order to create, at some point in the future, a highly qualified, motivated, ‘professional’ group to lead the Association into the future”.*

Motion: That, subject to the above amendment, to the minutes and supplementary notes of the Board-Discipline meeting on 15 March 2015 be accepted.

Moved MB. Seconded DB. Accepted.

Motion: That the minutes of the Canoeing Victoria Board meeting on 17 February 2015 be accepted.

Moved RL. Seconded TC. Accepted.

7. Board Action Management List

Action: GRF to email minutes of Safeguarding Children meeting on 02/04/15 to AB.

Action: AB to update Board Action Items List with actions from Safeguarding Children meeting on 02/04/15.

8. Resolutions made via email

No decisions were made via email since the last meeting.

9. Summary of significant information distributed via email

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

10. Membership and Club Affiliation Fees

Motion: That the Canoeing Victoria Member and Club Affiliation Fees for 2015-2016 as proposed in the Executive Officer’s Report to the Board (28/04/15) be accepted.

Moved: DB. Seconded TC. Accepted.

11. Bank Account Signatures

Motion: That the “Changes to Commonwealth Bank Account Signatories” document as presented at the meeting (and to be attached to the minutes of the meeting) be approved.

Moved: MB. Seconded: RL. Accepted.

12. Board Discipline Meeting followup

No followup is required.

13. Constitution

RL tabled proposed changes to the Canoeing Victoria Constitution. MB proposed further changes to the constitution.

Action: RL to update changes to constitution discussed at meeting and circulate to Board prior to next meeting.

Action: AB to seek advice from Vicsport regarding provision for organisations other than incorporated bodies to affiliate, e.g. unincorporated bodies, cooperatives, company limited and forward to the Board prior to the next meeting.

Action: AB to add 'Constitution Review' to May 2015 meeting agenda.

Action: AB to investigate establishing an 'All Members' subscriber list with the forthcoming (re)registration of members.

14. Constitutional Review – Discipline Committees

MB tabled proposed changes affecting the discipline committee in the constitution.

Action: RL to consider inclusion of changes proposed by MB.

Action: AB to add 'Discipline Structure' to a future board meeting agenda if required by RL.

15. Constitution Review – Gender Equity

On behalf of Canoeing Victoria's Women in Canoeing Project Manager, AB presented the following recommended changes to the Constitution for Board consideration. Subject to in principle agreement from the Board, the Project Manager will initiate consultation on the proposed changes with club committees.

Motion: That the Women in Canoeing Project Manager consult with clubs regarding the following proposed changes to the Canoeing Victoria Constitution, and report back to the Board at the May 2015 meeting.

Moved: GRF. Seconded: JPM. Accepted.

25.3 Gender Equity

(a) The Board will strive for true gender equity in Board representation.

(b) No-one gender is to constitute less than 25% at any one time.

(c) Should any casual vacancies arise which operates to cause the representation of any gender to constitute less than the requirement set out in Rule 25.3(b), the remaining Directors will act to fill the casual vacancies in accordance with Clause 29.3 and using best endeavours to restore genuine gender equity but at a minimum of 25%. For the avoidance of doubt, where despite its best endeavours the Board is unable to achieve gender equity in filling a casual vacancy, the Board can fill the casual vacancy as it considers appropriate and will not be in breach of rule 25.3(b).

16. Strategic Plan

JPM recommended that before the end of this calendar year, the Board set aside time to review current strategic plan and assess its relevance for the next 3-5 year period. JPM volunteered to drive and facilitate the process.

Action: AB to pass on information from the Strategic Forum 2014 to JPM.

Action: JPM to table workplan to develop Strategic Plan at May 2015 meeting.

17. Safeguarding Children

DB presented an update on Safeguarding Children work group.

18. Board Code of Conduct and Role Descriptions

Motion: That the Board Code of Conduct as presented by accepted.

Moved: GRF. Seconded: LC. Accepted.

The Board agreed that the following should be key roles on the Board:
President, Chair, Finance Director, Human Resources/Volunteer Management,
Marketing/Promotions, Risk Management, and that additional portfolios be created as
required e.g. Safeguarding Children.

Action: GRF and AB to work with the Women in Canoeing Project Manager to draft role
descriptions to present at the May 2015 meeting.

19. Executive Officer's Role Description

AB requested that the written Executive Officer Position Description including KPIs, that was
tabled at the December 2014 Board meeting be finalized and approved by the Board.

Action: TC ,MB and JPM to review Executive Officer Position Description as presented at the
December 2014 meeting, that the position description be circulated to all Directors for
approval, and that the final Position Description be presented to the Executive Officer by
Tuesday 12 May 2015.

20. Strategic Facilities Plan

AB presented the proposed final documents for the Strategic Facilities Plan and Westerfolds
Master Plan.

The Board request one change to the Strategic Facilities Plan – that the discipline priorities 1,
2 and 3 be noted as “high” priorities rather than in rank order.

Motion: That subject to the above amendment, the Canoeing Victoria Strategic Facilities Plan
Issues and Opportunities Paper; Canoeing Victoria Strategic Facilities Plan; and Westerfolds
Park Regional Paddle Sports Centre Master Plan be accepted.

Moved: GRF. Seconded: RL. Accepted.

21. Recreational Paddling Advisory Group

AB requested approval to call for EOI for members of a Recreational Paddling Advisory Group to advise the Executive Officer. The Board approved the proposal.

Action: AB to draft 'role description/terms of reference' for Recreational Advisory Group.

22. Murray Marathon

AB presented an update on opportunities for Canoeing Victoria to continue involvement with the Murray Marathon.

23. Whitewater Stadium

AB presented an update on three current options being pursued for a pumped whitewater facility in Victoria.

24. General Business

Director Resignation: Tony Coventry resigned from the Board, effective immediately.

Board Agenda and Background Papers: JPM suggested streamlining the distribution format of the Board meeting agenda and background papers:

Action: JPM to discuss his ideas with AB for streamlining the distribution of the Board meeting agenda and background papers.

25. Meeting Close

The meeting closed at 10.40 pm.

26. Next meetings

Tuesday 26 May – note this is the 4th Tuesday in May.

Tuesday 16 June

Tuesday 21 July

Tuesday 18 August

Thursday 17 September – Board-Discipline Meeting

AGM & Strategic Forum – Saturday 10 October 2015