STC Vic Minutes 27/05/19

Monday 8 July 2019

7:30 PM

# Minutes from last meeting

The minutes of the last meeting were accepted.

# Status of Action Points From previous minutes

CLOSED ACTION POINTS

* + ***PA Post Event Survey*** *(from 11/3/19):*Russell was part of the debrief for the survey for the Australian Open. Russell and Sue Natoli identified that the survey was skewed towards media.  
    **A/P Russell** to review the results spreadsheet that came out and share the results with the committee. 30/4/19: Russell missed a recent meeting because he was in NZ but expects update when attending national STC meeting 10/11 May 2019. 27/5/19 – No change. 8/7/19 – Item dropped as it is now too far past the event to be useful. [Closed]
  + ***Entry to events*** *(from 11/3/19)*  
    **A/P Laura** *(from 27/5/19)* to document cleaning up the Trybooking download to be ready for upload to SiWi. 8/7/19 – This has been overtaken by a macro written by Scott for uploading entries. [Closed]
* ***Updating of PV Website*** *(from 11/3/19)***A/P Chris R** to work with PV on updating Slalom information on the website.  
  30/4/19. Chris reported that the easy stuff has been completed. He now wants to learn how to post results, change web pages, etc and will be continuing with PV. 27/5/19 – Chris R is meeting Paddle Vic tomorrow for more education. 8/7/19 – Resolved to an ongoing process. [Closed]
  + ***Permits*** *(from 30/4/19)***A/P Sue** to apply for Vic Schools event permit from Parks Victoria and Dights Falls permit from City of Yarra. 27/5/19 – Sue needs an updated First Aid Certificate from Chris R to proceed with the applications.  
    **A/P** Chris R to provide updated first aid certificate.   
    8/7/19 – Permit applications have been lodged. [Closed]
* **Yarra Series Practice Time Resolution and Communication  
  A/P Lyne** (from 30/4/19) to change the Yarra Series timeline on the registration form to reflect the change allowing paddlers to practice on the course. 27/5/19 – the open practice time up until Sunday needs to be on the registration form. It was agreed to change the resolution of 30/4/19 to close the course half an hour before the competitor briefing.   
  **Resolution:** all athletes at Yarra Series Races will be free to practice on the course from completion of course set-up until *half an hour before* the advertised time for briefing.  
  **A/P Chris G** to change the advertised schedule for the Yarra Races to reflect the resolution. *(27/5/19).* 8/7/19 –[Closed – Completed in the last race]
* **Event calendar** *(27/5/19)* **Russell** to investigate events with Paddle Australia. – [Closed – see PA website]
* ***YS Race Review – YS 2*** *(27/5/19)***A/P Sue** to try to make list of what volunteers have done which roles (27/5/19) – [Closed – a spreadsheet to track this has been produced]
* ***Planning Roles for YS3*** *(27/5/19)*

**A/P Chris R** to contact start / finish officials (not at the meeting) to ask them if they will do those roles. (27/5/19) [Closed - done]

* + ***YS Leaderboard*** *(27/5/19)*

**A/P Sue** to start compiling results. (27/5/19) – [Closed – This has been completed and is stored on Evernote]

* **Slalom Site Works Goulburn River** (27/5/19)  
  Craig Foulis has suggested now is a good time to do any works. Dates were discussed and it was agreed that Possibly 13th /14th July and 20th July before the proposed Country Series event would be suitable for working bees .   
  **A/P Chris R** to talk to Craig to see what he has in mind for the Goulburn River working bee. 8/7/19 – Working bee has been scheduled for 21 July. Equipment needed includes chain saws, brush cutters, etc. See discussion below. [closed]

OPEN ACTION POINTS FROM PREVIOUS MEETINGS

* + ***Formalising STC Caravan hire (from 26/11/18) Review club hosting agreement for Yarra Series events:***

Russell updated the committee on this action point: He has got agreement in principle from the Paddle Vic board for Paddle Vic to hire the trailer for $150 for each Yarra Series. MCC to insure the equipment in the trailer.   
**A/P Russell** to provide documentation of the agreement between STC and Paddle Vic and STC and MCC regarding caravan hire for Yarra Series event. 1/4/19 - carried forward due to change of committee at MCC. 30/4/19 – Russell is working with new MCC treasurer Shane McKenna on this. 27/5/19 – No change. 8/7/19 – No change.

* + ***Access to Goulburn*** *(from 30/4/19):*

Russell reported that he has been in communication with OEG who have expressed enthusiasm to conduct a joint development of Ron's Shed  
**A/P Russell** to continue access negotiations with OEG. 30/4/19 - Ongoing. 27/5/19 – Outstanding. 8/7/19 – No change.

* + ***Equipment for events*** *(from 11/3/19):*
    - **A/P Russell** to report back and provide a quote to the committee on what ropes (6mm blue fleck) we need to replace from the last series.

**Resolution** = approved spend on rope to $600. 30/4/19 – Open. 27/5/19 – Russell to pass supplier details to Chris Runting. 8/7/19 – Outstanding.

* + **A/P Chris R**  to liaise with MCC to acquire two more up gates. 30/4/19 – Open. 27/5/19 – no change. 8/7/19 – Chris R to talk to Glenn Merrett and/or check if there are any in the MCC shed.
  + Russell reported that we need a new antenna   
    **A/P Russell** to get a quote for a new antenna from Lewis Wylie. 30/4/19 – Open. 27/5/19 – Lewis is not responding. Russell will go back to WiFiGuy. 8/7/19 – Outstanding.
* ***Entry to events*** *(from 11/3/19)*  
  **A/P Lyne** **and Chris G** to document the registration process. 30/4/19 In progress. 27/5/19 – Chris Galea and Lyne are doing the next race registration together on 27/5/19. Lyne will also show Chris the Trybooking process. 8/7/19 – Still in progress – needs further practice and documentation.
  + ***Warning Sign on the Goulburn*** *(from 11/3/19)*  
    **A/P Sue** to order six signs (up to $700) from De Neefe signs. 27/5/19 – Sue has rung De Neefe who are looking up the previous order and will then send order number for updating.  
    27/5 – Russell asked for the logo of the relevant Govt department to be included on the warning signs. 8/7/19 – On hold pending site inspection 21/7/19. Sue to seek permission from the government department for use of the logo.

* + ***Document Hosting*** *(from 30/4/19)*

**A/P Sue** to migrate all One Note content to Evernote. 8/7/19 – Almost completed.

* **Clubs hosting Yarra Series Events** (27/5/19)  
  **A/P Russell** to come up with guidelines on expenses consumables to deduct standard expenses. Should include trophies and allowance for volunteer recognition. (27/5/19)
* **Financials from clubs hosting Yarra Series / Penrith events** (27/5/19) **A/P Chris R** to find out how to get the money out of Try Booking. (27/5/19) – 8/7/19 – Chris to talk to Sandra Raeburn about the money transfer – who does it? Chris to talk to MCC about producing an invoice for the Yarra Series event (net of expenses – see above).
* **Race Officials Training Day**  (27/5/19)  
  **A/P – Next Meeting** to discuss when to run follow up training (and what). (27/5/19). 8/7/19 – Outstanding. Suggested to link to the VIC Championships.
* **Slalom Site Works Westerfolds** (27/5/19) **A/P Russell** to talk to Jill if MCC is going to run another working bee or if STC needs to initiate something. (27/5/19). 8/7/19 – Waiting until Ben S gets back. Nothing urgent needs doing. May need to look at the number of ropes across the river and dead hanging branches over the spectator area.

# Yarra Series 3 Race Review

Host Clubs – we discussed that the host clubs do very little, however it was decided to stay with having a host club for the time being. Russell will review costs as per action point above. Chris G will continue to work on Malachi / Waz for MCC to pick up more of the load.

Race officials – worked very well. Great that Chris R confirmed key roles before the day. Chris O’C looking after judges worked well again.

# Yarra Series General

Leader calculations – in hand as above. See Evernote.

Banking Entry Fees – Understanding the Try Booking process ongoing – see action point above. Cash payments are being left in the van for Russell to pay for petrol etc and then accounted for later.

# Country Series 1 – Goulburn 20/21 July

Working Bee Saturday 20th AM. Course setup 1.30 and free practice on the course after.

Race Sunday 21st.

* Entries – being organised by Chris G. Fee: $15. Entries will be taken on the day.

Free practice to close at 9.30. Race to start at 10.   
**A/P Chris R** to talk to David Gibbs about participation and fees for IGS paddlers ($15), etc.

* Transport – STC Trailer – Need a PV access code. Need to get the trailer before hand and load from caravan. Chris R will do during the week before.
* Timing/Scoring – will use SiWi. To run off a 12v car battery. Timi can run through inverter. Take at least 2 batteries – need to run router as well.
* Need radios. No beams – push button start finish with radio link. Clocks for finish for backup.
* Judging – can do one judge per paddler walking the course if not very many volunteers.
* Need bibs, table, chairs.
* Organise officials on the day.

# YS Race 4

No special considerations

# Slalom Site Works

Nothing to report

# Volunteer Grant

* Second hand computer with a solid state hard drive and installed operating system –   
  **A/P** Russell to come back with a proposal. Must have up to date software.
* Smaller shelters for judging. Want 1.5/1.5m.   
  **A/P** Sue to find shelters. (See Marquee events, etc)
* Curtain to convert the back of the caravan into a change room. Look at a canvas curtain, or Pop up small shelters for change facilities.
* All terrain chairs for start/finish – high enough to work at the finish table   
  **A/P Sue** to look at chairs. – See Costco. 4 legged. Cushions, etc.
* Camping chairs for judging stations – with cup holders into which judges can put their phones so that they don’t interfere with the ipads. **A/P Sue** as above

# STC Financial Report

The report was distributed for everyone’s information. See Chris R if you haven’t received. Will also be on Evernote.

Note: It was noted that we should review our requirements into the future to efficiently use the money available. All are invited to contemplate good ways to spend the money. We need:

* A new antenna
* Backup router
* New headsets
* anything else?

# Annual Report

A new Annual Report is coming due.   
**A/P Russell** to give Chris R the report written for the grant last Nov and use to amend / help create Annual Report

# Any Other Business

No other business tabled.

# Next Meeting

August 5th. 7.30pm. Russell’s house.

Meeting closed 10.00pm