

Board Meeting Minutes

Date: Tuesday 16th March 2021

Time: 7.30pm

Format: Zoom

1. Welcome

PL opened the meeting by:

- Thanking the Board for coming and their continuing commitment to the association.
- Housekeeping note: if there is a * against the Action Item this means that there is nothing to report.

2. Present:

Paul Loughran (PL)

Mark Heggie (MH)

Lawrie Chenoweth (LC)

Brigit Doyle (BD)

Mike Flavel (MF)

Sandra Reaburn (SR)

Apologies:

William Silcox (WS)

Georgina Wakim (GW)

Victoria Langley (VL)

3. Acceptance of Previous Minutes

Accepted: (BS) Seconded: (LC)

4. Conflict of Interest – None

5. Child Protection - None

6. Matters Arising from Previous Meeting

No update on the Action List

- a. MH spoke to David (SA) and Sandra (TAS) – regarding PAs Membership Fee proposal "*Membership Harmonization*". The State Paddle Associations (SPAs) have different interpretations on the financial implications of the model.

One view is that all members around Australia will pay the same membership fee and then there will be a 50% split at checkout. The other view is that PA will have a set amount regardless of what the states are charging. The consensus is that PA is moving too fast with this and that the end of July deadline is too ambitious. MH feels that a couple of the states will agree with PA but MH is very confident that PV won't be standing alone on this one.

All SPAs agreed that PA needs to provide further information on the modelling for them to report back to their respective Boards.

- b. Invitation to the PA meeting for Membership harmonization on Wednesday 17th March is open to all Board members. The following will be attending – PL, MH, MF, BD, LC, WS. This will be via zoom. Having the Board members attend will add additional support for MH. PL has five main aspects that will need clarification. These aspects will be considered as founding principles.

- Will this be offered to the SPA's as a opt in basis, opt out basis, will it be a consensus model or will it be majority.
- It is paramount that no SPA should be worse off under the new model.
- Whatever is agreed to, the model needs to robust and flexible and needs to be able to adapt to a changing environment.
- Whatever model is accepted it needs to have a review period, preferably 12-months where the review may lead to amendments of abandonment.
- Who will be taking ownership of it? If it's going to be driven by PA then they need to be able to sell it to the members. The SPA's cannot take responsibility for the new model when its PA's agenda.

There are 4 ways that SPA's receive their income, Education, Grants, Membership and Sponsorship. Unfortunately, not all SPA's are on the same playing field with each income stream and this is concerning with the new potential membership harmonization.

PA are still looking at the same bucket of money instead of being ambitious and having a look at other assets we have and the potential to get good corporate sponsorship, as examples.

7. UPM Update

- **Financial Workflow (William)**
WS is meeting with Kate PA next week.
- **Workforce Workflow (Lawrie)**
No update – LC will contact PA to see what information they need.
- **Strategic Priorities Workflow (Vic)**
No update – PL will contact VL next week to see what progress VL has made on the Strategic Priorities Workflow.
- **Affiliation fee**
Affiliation fees will be discussed tomorrow night at the PA meeting.
PL thanked SR for the affiliation fee report on the modelling proposed by PA.

8. Financials (SR)

- **Monthly report**
As of 28th February, Admin recorded a \$98,302.00 profit for the year.
Education has a profit of \$11,000 which will increase again at the end of March.
The Membership is \$88,000.00 compared to \$105,000. The difference is the COVID discount that was given to all members this financial year.
Membership numbers have been steadily increasing.
Age Receivables are \$9,191.00 with nothing over 45 days.
Age Payable is the staff Superannuation which is due early April.

Discipline Finances

Marathon - \$2,122 profit. The Vic Champs was very successful with a \$4,587 profit.

Canoe Polo - \$2,177 loss. The Nagambie event had a profit of \$1,318 which may increase when all monies have been deposited.

Slalom - \$5,147.00 profit. Final figures for Age Champs in January \$1,432 profit and Vic Champs \$1,258 profit. They held a First Aid course for their members in February which was funded by a grant.

Sprint - \$2,75.00 profit. Vic Champs made a \$790 profit. There is still more merchandise to be sold to recoup the original expense. This will increase Sprint's overall profit.

Wildwater – No change in finances

ACTION: SR would like to invest some of the surplus money that is in the ING account. This only has a return) .1%. SR recommend investing \$100,000 in a term deposit for 6 months.

MH will ask the other states and PA who they invest with. PL suggested that part of the Board's due diligence and fiscal responsibility, it needs to develop criteria that is transparent to avoid any potential conflict of interest on how we invest the money.

The Board will take this on.

PV Education

Update on Education activity (MH & SR)

Education is extremely busy at the moment and we are running out of days to schedule more programs.

Training programs, schools programs and participation programs are all booked out every week.

Education has been luckily enough to have sufficient staff to be able to match coaches/instructors to courses and sufficient craft and trailers to deliver the programs.

There has been a huge demand for equipment hire.

PV has needed to hire a UTE to manage all the equipment in the trailers for all the programs. The Ute has been used for the 7-week program at Williamstown for Lumineer School and other programs as needed.

With many of the coaches returning to University the education department is starting to struggle to get sufficient staff. With the cooler weather approaching however, the demand for programs will probably decline.

Education as at the end of February is making a \$11,000 profit and this will increase with March being just as busy as February.

The City of Casey Council is running 3 free PaddleHub sessions in the next couple of months thanks to funding received by Sharon Swoboda.

Greater Shepparton Council has again funded us to run 3 free successful PaddleHubs in Shepparton with all sessions being fully booked.

Cobram Secondary College and North Lalor school for Autism have both received funding from Sporting Schools and we have delivered programs to them for 4 weeks each.

All public programs have been popular and fully booked.

ACTION : MH There is potential for a Coaching Course for Tim Roadley and Yarrawonga Mulwala Canoe Club which will be subsidised by PV.

9. Conduct, Compliance and Risk Management

Paddle Victoria Workplace incident MH to report.

The incident was on Saturday 27th February between the male lead instructor employed by PV and a female coach from Melbourne Canoe Club (MCC).

The MCC coach was running a Paddlepower program at Westerfolds Park with a group of children with adults watching on.

The PV instructor was paddling a group down the river and one of the paddlers got tangled in the Slalom ropes under the bridge. The PV instructor was traumatized, he thought this woman was in danger.

When the PV instructor got off the water with his group, he approached the MCC coach and addressed her aggressively telling her she should have done something about the Slalom ropes that he believed present an unacceptable risk.

Roz Manester (RM) had a complaint from the MCC coach about the incident.

Tuesday 2nd March - RM and MH met with the PV instructor and spoke to him about the incident.

The MCC Coach did not want to file a complaint. She has been asked to file an incident report and at this stage she hasn't. The coach doesn't want any type of retribution.

Everything has been documented and recorded.

The PV instructor is now working under supervision and not on his own. He is being monitored.

PV is managing his stress levels and making sure he is given jobs that are not stressful.

We are taking this matter very seriously.

It has been taken to the Board because it is a workplace issue. The water is our workplace, and it is not MCC responsibility to ensure the slalom gates are maintained and safe. PV also has responsibility and oversight on the conduct of its employees and membership regardless of their employment status – that is full-time employee, part-time employee, casual etc

The issue accentuates the power differential between the instructor and coach from an age, experience and gender perspective. PV (and ultimately the PV Board) has a Duty of Care over for all of its employees and members.

It has been taken to the Board so we can take it to the clubs and hopefully all learn from it.

Documentation is most important; we need to cover all the bases.

Reporting:

- The documents need to get all perspective.
- Having an unofficial way to report the incident, people are more likely to report it.
- Just because someone doesn't want to say something at the time it doesn't diminish the impact of these situations.
- The PV Policy needed to be acted on, which has been done with this situation.

It was pointed out that following recent media coverage on workplace incidents in Federal Parliament, the Board needs to be confident that it has sound processes to deal with a range of workplace incidents and documentation to validate measures actioned by PV. It was noted that:

- Good documentation provides good defense
- Poor documentation provides poor defense
- No documentation provides no defense

10. Other Business

- MH spoke to Dale from the Polo committee regarding the Nationals in October. The Board has given their permission and support for the Nationals to go ahead.
BD spoke of the successful event which Polo ran at Nagambie on the weekend.

Any other Business

- **Marathon Nationals Update –**
PA made the decision that they could not guarantee all access for all the States, so therefore withdrew calling it a National event. PA is going to run the Sprint Nationals in NSW and are going to run the Marathon event as well.
Victoria will be compensated for not being able to run the event. John Young was hoping to run the event under a different name. He isn't comfortable that the event it is running in NSW.
Marathon is going to help run the Frank Memorial event in NSW with Mitta Mitta Canoe Club.
Marathon has not lost any money due to the Nationals this financial year, as there was no money paid up front and they had cancelled medals and uniforms.
- **Completion of Fitzsimons Lane water access by Melbourne Water has been upgraded at Fitzsimons Lane.** The stairs are complete, general landscaping in the area and pathways from the carpark down to the river. This has opened the area for visibility.
Melbourne water has supported the redevelopment of the site.
An event will be held to officially open the facility. PV could get involved by running a 'Come n Try day or some other water activity.
Melbourne Water is preparing their funding for next financial year which will help with the development of upstream from Fitzsimons Lane.
ACTION : MH has committed to re-install the Slalom wires and not have the ropes. Upgrade to the wires and tidy up the look of the site.

ACTION : Paul L will be taking long service leave July to October.
The Board will need to work out a process on how to fill this temporary position.

Meeting Close: 9:05pm

11. Next Meeting

Tuesday 20 April @7.30pm