

Board Meeting Minutes

Date: Tuesday 17th November 2020 **Time:** 7.30pm

Format: Zoom

1. Welcome

Welcome to Mike Flavel on joining the Board.

PL thanked MH and the PV office for the AGM. He commented on how well it was organised, the use of Zoom technology was seamless and excellent attendance from the clubs.

2. Present:

Paul Loughran (PL): Interested Member
William Silcox (WS): Interested Member
Georgina Wakim (GW): Interested Member
Mike Flavel (MF): Interested Member
Vic Langley (VL): Independent Member
Lawrie Chenoweth (LC): Independent Member

Mark Heggie (MH): Secretariat
Sandra Reaburn (SR): Note taker

3. Apologies:

None

4. Acceptance of Previous Minutes

Accepted: WS ; Seconded: LC

5. Conflict of Interest - None

6. Child Protection :

MH noted that PV has adopted the PA Child Protection standards. This has now been updated on the website. The PA policy is now in line with Victorian Government Standards.

7. Matters Arising from Previous Meeting

a. PFD exemption for Flatwater Sprint

With the support from John Moore, MH has reworked the proposal from Mercantile regarding the PFD exemption and will arrange a meeting with Marine Safety Victoria. In essence, exemption would be based on a Club by Club basis who would need to meet certain criteria.

MH is hopeful that MSV will advise on an outcome before Christmas.

b. Polo asset register is still ongoing while investigating where the equipment is and current condition.

c. Casual Staff MH is still looking into the casual staff employment at the Victorian level.

Action: MH will get a professional opinion on how to deal with staffing and wages.

d. PA Awards - PV volunteer, guide and coach awards were sent through to PA to be added to the National awards. Unfortunately, none of the PV nominees were successful.

e. Club Grants from Paddle Victoria – The matter of exploring ways to support clubs to re-engage members and re-activate programs following the recent easing of COVID restrictions, was raised for discussion with:

- VL suggesting clubs talk to each other to get ideas on how to spend their existing money or what they may need in the way of support for training or equipment
- MH mentioning that the Club Forum would be a good platform for this discussion
- LC indicating that the junior program with INCC was a good model that supports people getting on the water.

Following the discussion, the Board agreed that there was more value in providing subsidies for club programs, equipment and/or training rather providing monies directly to clubs. It was agreed that this approach is more impactful and sustainable and that the PV Office will prepare criteria for the Board to endorse and promote to clubs via a range of channels including the PV website, social media and word-of-mouth.

Action: MH is to organise a criteria list for the clubs by Friday 27th November and to circulate by 1st week of December on the website or Facebook.

- f. **Board Reflections survey:** Board responses from the 6 monthly survey will be considered at in the next meeting in December.

8. Strategic Plan Update

- Increase awareness of paddling opportunities and the organization
- Connect with participants
- Improve participation experience
- Support our exiting community¹

MH commented that works have started on improving river access project at Fitzsimons Lane and there are ongoing discussions with Melbourne Water about the Paddle Sports Centre at Westerfolds Park.

In relation to the Paddle Sports Centre, MH indicated that following recent discussions with Melbourne Water, one way to expedite the project is to approach Manningham Council (MC) to discuss the possibility of them taking over the management of the land instead of Parks Victoria.

MH indicated that he would reach out to MC to discuss the issue. The Board offered to accompany MH if he thought it would strengthen the case.

Action: MH to meet with MC

The Year to date - MH to present an update on KPIs on our strategic plan, year-to-date, at the next Board meeting (in December). This will be discussed next week and have it for next board meeting.

Action: MH to prepare the information prior the next Board meeting.

Promote paddling. With COVID restrictions easing, there has been a lift in the number of recreational paddlers on the water and now is the time to get people engaged in paddling and with paddling clubs. We need to encourage clubs to run and market the programs to help with conversion of paddlers to become members. Older members seem to be more engaged.

It was suggested that Yarrowonga Mulawa Canoe Club could be used as a case study with their conversion from the Paddlepower program into membership.

Risk Management MH reported that Marathon has a COVID risk management policy which will be shared to the other clubs and disciplines including the office.

MH reported that the clubs are coping well with the opening of the club rooms using COVID procedures.

¹ Definition of community: Anyone that engages with clubs, disciplines or Paddle Victoria in any form as a paddler, volunteer, coach, event participant or bystander.

9. Financials

SR commented that PV is still receiving Jobkeeper. We are forecasting to have Jobkeeper in the new year if we do not make a substantial profit.

As of October, PV has been given \$57,400 in Jobkeeper, \$18,815.00 ATO cash boost and \$30,000 in State grants.

10. Conduct, Compliance and Risk Management

Nothing to report

11. Proposal from Paddle Vic Office to purchase vehicle for towing trailers. See attached document

MH spoke to the proposal to purchase a 4WD UTE for towing the trailers for the Education department. The ute would be a second-hand vehicle costing approximately \$25,000.00. The Education department could add 10 to 15 percent onto program budgets to cover maintenance expenses. It was suggested that the UTE could also be used by disciplines and rented out to the Clubs for a small fee which would also help with the maintenance. It was agreed that the UTE would be good a marketing tool.

The Board agreed to the concept but would like further information such as:

- criteria for use (including priority use)
- minimum age of driver (and implications of P platers)
- insurance and excess

Once this is complete the Board will sign off via email.

Action: MH to address the above and circulate to the Board before the next meeting for endorsement.

12. Proposal to appoint Brigit Doyle as an independent director - see attached documents.

Brigit Doyle has been nominated to be placed on the Paddle Victoria Board as an Independent Member on a 12-month casual basis. It was agreed that Brigit would:

- bring a desired skill set to the role
- provide a valued perspective from Polo discipline
- offer a youthful approach
- contribute towards minimum of 40% gender balance

All Board Members agreed to the nomination.

Accepted – Brigit Doyle has been appointed a casual 12 month's appointment as an Independent director.

13. Proposal from Alex Boyd regarding Coaching Sports Development Proposal see attached document

Discussion deferred until next meeting.

14. Any Other Business

Club affiliation:

MH proposed that the Victorian Ocean Sports Club INC is to be affiliated with PV.

The Board accepted this proposal.

Another club which is interested to be affiliated is West Coast Paddlers or Surf Coast Paddlers. They have asked the opinion of the Board on which name to go ahead with. The Board agreed that there are marketing advantages to using Surf Coast Paddlers.

A canoe polo club – VYPA - Victorian Youth Polo Academy wants to affiliate with PV. Jade Kerber and Dale Tomlinson (Polo discipline) have provided. The Board agreed that it is a good idea and accepted the affiliation

Board Member

WS & MF commented that Anna Taylor, President from Ballarat CC would like to join the board. WS & MF will get a formal resume and skill set for next meeting. Anna might be able to attend as a casual board member, so she doesn't have to step down from being a President of Ballarat Canoe Club.

Meeting Close: 9:15pm

15. Next Meeting

Tuesday 15th December @7.30pm via Zoom