

Board Meeting Minutes

Date: Tuesday 15th December 2020 **Time:** 7.30pm

Format: Zoom

1. Welcome

Welcome to Brigit Doyle on joining the Board.

Brigit was invited to speak on her decision to join the Board, emphasising that she has a passion for junior development and is closely affiliated with Fairfield Canoe Club.

2. Present :

Paul Loughran (PL) - Interested Member
William Silcox (WS) – Interested Member
Georgina Wakim (GW) – Interested Member
Vic Langley (VL) – Independent Member
Lawrie Chenoweth (LC) - Independent Member
Brigit Doyle (BD) – Independent Member

Mark Heggie (MH) – Executive Officer
Roz Manester (RM) – Minute taker

3. Apologies:

Mike Flavel (Interested Member)

4. Acceptance of Previous Minutes

Accepted: WS , Seconded: GW

5. Conflict of Interest - None

6. Child Protection - None

7. Matters Arising from Previous Meeting

- a. **PFD exemption** for Flatwater Sprint from Marine Safety Victoria (MSV) from the current laws. MH has had a commitment from Gareth at MSV that he would provide feedback before the Christmas break. Hopefully MH will have feedback by the end of the week. Quick overview of the PFD exemptions given to BD.
- b. **Polo asset register** is still ongoing while investigating where the equipment is and if the equipment is still viable. Unlikely to be completed before Christmas.
- c. **Casual Staff** MH is still looking into the casual staff employment at the Victorian level.
Ongoing
- d. **Club Grants from Paddle Victoria** - PV grants for clubs: It was agreed that the better value would be achieved by providing subsidies to clubs for training and equipment that would lead to increasing participation and membership at the club level.
PL reiterated his offer to run a marketing workshop for the clubs.
It was noted that clubs are re-emerging strongly from the COVID lock with:
 - Bendigo and Geelong Events doing particularly well with lots of participation
 - Many clubs busy welcoming new members and getting programs organised to engage new members.BD reiterated how important it is not only to get new members but to keep them engaged.
- e. **Board Reflections survey:** PL indicated that the results from the Board Reflection survey provide good insight into the way the Board is performing and perceived.

Based on the anonymous feedback Paul has received, the 4 key aspects that he would like the Board to work on next year are:

1. Improving communications (meaningful and timely)
2. Delivering better messaging (Succinct, Clear and Concise)
3. Increasing opportunity for Board members to be more active and effective
4. Better at measuring our performance as a Board against our Strategic Priorities.

All members agreed with the 4 key messages noted. More will be explained when talking about the UPM model later.

The Self Reflection survey will be conducted on a 6-monthly basis.

The Year to date - MH provided his end-of-year reflections to the Board, highlighting:

- The impact of COVID on clubs, disciplines, members and the broader paddling community
- PV established stronger relationships with Clubs by supporting clubs to adopt zoom meetings/forums that allowed them to stay engaged with members
- Ongoing work with the Disciplines
- Paddle Vic staff and Board have been reactive to members needs
- Thought we would lose members and clubs however Membership is rising following measures implemented by PA and PV to support clubs and members
- Establishment of 3 potential new affiliated clubs

Mark thanked the Board for sticking with Paddle Victoria through a challenging year.

f. Proposal from Paddle Vic Office Paddle Vic to purchase vehicle for towing trailers.

Following on from the previous Board meeting where 'in principle' support was given to purchase a vehicle to support PV Education program, Sandra received insurance quotes as per the recommendation from the Board - PA offers the best insurance cover.

MH noted the difficulty to purchase a Ute at the agreed \$25,000.00 budget sum as there is a shortage of second-hand vehicles (especially, Parks Victoria vehicles) at present due to:

- Limited number of imported car sales entering Australia due to the impact of COVID on imports – this is placing an increasing demand on second hand cars
- Second hand towing cars are unavailable as many people are buying cars for camping and towing as an alternative to overseas travel which has been affected by COVID

Additional contingency will be added into Education program budgets to cover overheads and maintenance of the vehicle.

The Board confirmed that Clubs and Disciplines will be available for use if the Education department is not using the Ute.

g. Anna Taylor – Resume and Skill set

It was noted that Anna is currently the President of Ballarat and so couldn't hold this position and sit on the Board. The Board values the great work that Anna is doing to re-activate Ballarat Canoe Club and supports her decision to focus her attention on further building interest in and membership of BCC.

h. Update on proposal for Whitewater Stadium at Nagambie

PL has had meetings with Director for Regional Development and Projects who reports directly to the Sports Minister.

PL reported that the Minister is very supportive of the proposal and in moving forward it's important to fund a Feasibility study that the Minister would contribute financially on a dollar:dollar basis. It's estimated that the feasibility study will cost ~\$100K of which PV would need to raise \$50K.

PL has secured a meeting with Strathbogie Shire on Tuesday 9 Feb 2021 with the aim to have Strathbogie prioritise the project as a Category 1 priority and request financial contribution towards the feasibility study.

Nagambie Shire has a majority of new Councillors which has delayed PL meeting with them.

8. Strategic Plan Update

a. Review of 2020 KPIs

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

b. Transition to PA Strategic Priorities (UPM) in 2021

1. Participation: An inclusive and active paddling community

2. Development: Clear pathways supporting more people

3. Performance: Consistent medal winning international performances with athletes who inspire the nation and promote excellence

4. Sustainability: Strengthening paddling in Australia

5. Stakeholders: A network which delivers value to our community

PA has adopted the Unified Paddling Management (UPM) model that has been financially supported by Australian Sport Commission.

To be taken seriously as a sport by State and Federal entities we need to have a united, national voice. PA received funding to streamline 3 key functions undertaken by State Paddling Associations (SPAs), namely Workforce, Finances and Strategic Priorities.

States now need to transition from their Strategic Priorities into a holistic PA Strategic priorities.

The challenge is to transform from where we are to where we need to be from a National perspective.

Our Strategic priorities are reflected above and now to transition them into 5 unified aspects

1. Participation
2. Development
3. Performance
4. Sustainability
5. Stakeholders

Challenge: How do we go about this?

The Board now needs to explore ways to support PV office to transition to these Strategic priorities.

9. Financials

MH reported that PV is tracking well and ahead of financial expectations.

Auditor has completed the audit but still needs to be finalised. Once done it will be passed to the Board for approval after which it will then go out to Consumer Affairs and Funders for lodging. MH indicated that due to the impact of COVID, PV won't be penalised for presenting financials late.

MH noted that the reported profit of \$31000.00 will carry into the next financial year.

Reason for this profit was the unconventional grants that were received in June 2020.

Membership Income is up to \$69 000.00. If we get up to \$80 000.00 we will have to share some of that with PA.

The Education department is starting to get busy and we will start making money again where activities have been suspended due to COVID.

Good news that the Victorian Education Department is insisting that teachers are now PA Qualified so there have been lots of enquiries to complete the Flatwater Guide Training, which will strengthen our financial situation.

How are these teachers coming to us? It was noted that we need to better understand which marketing channels and content are the most effective in attracting these new leads so we know where to concentrate our marketing efforts and limited financial resources.

Update – We should be able to stay on JobKeeper until March 2021

- Sprint spending proposals
Extraordinary spending out of the budget needs to be approved by the Board (\$1000 or over)
Proposal from Sprint for an end of year event in Feb 2021.
No budget received as yet to pay a \$1000.00 deposit for the venue.
Need further clarification on the event. Unsure of numbers?
There is sponsorship but there is a need for a more comprehensive budget.
Comments that this may not be such a great idea given venue restrictions as well as current COVID conditions.
ACTION : GW (Sprint Committee) to provide more detail in the budget for this event.

10. Conduct, Compliance and Risk Management

11. Preparing for 2021

- UPM Transitioning
 - Finance Workstream
 - Strategy Workstream
 - Workforce Workstream

UPM has been signed up to with all the other States and responsibility to action these.

Strategic Planning workshop – late 2019

PL in talks with Andrea at PA working on Finance, Strategy and Workforce.

To support the PV office in activating these 3 areas to be compliant and in line with PA and the UPM
A lot of the pre-work has already been done.

Finance: - Will Silcox will take the lead and will work with Sandra and Mark.

PL to organize a meeting with WS, SR and MH

Strategy: Vic Langley. PL will put Vic in touch with a consultant.

Workforce: Transitioning PV staff from Casual to full time work. Lawrie Chenoweth.

ACTION : MH, LC and PL to meet to determine the issues at hand.

Any other Business

Nothing further to add.

Wishing all Board Members and Staff a happy and safe Christmas and New Year.

Meeting Close: 9:10pm

12. Next Meeting

Tuesday 16th February 2021 @7.30pm via Zoom