

Board Meeting Minutes

Date: Tuesday 20th July 2021

Time: 7.30pm

Venue: Zoom

1. Welcome

Meeting started late and MH and WS confirmed that the meeting could go ahead with only 3 Board members present.

2. Present

Mark Heggie (MH)

Will Silcox (WS)

Lawrie Chenoweth (LC)

Vic Langley (VL)

Roz Manester (RM)

Sandra Reaburn (SR)

3. Apologies

Georgina Wakim (GW)

4. Acceptance of Previous Minutes

Accepted: (WS) Seconded: (LC)

5. Conflict of Interest

None

6. Child Protection

There are differences in these standards in all the States and the legislation is now being aligned to Victorian Standards.

MH and RM will attend a VicHealth update on the new standards.

INCC Yarra Paddlers want all members not just committee members and coaches to have a Working with Children Check. This is a great initiative and should be followed in all clubs.

7. Matters Arising from Previous Meeting – Refer to Action List

- Item 1 – MSV Life jackets exemption – MH Ongoing
- Item 2 – John Shields has asset tagged all PV Polo Gear but much of Vic Canoe Polo gear is not asset tagged. The Canoe Polo Committee will need to take over and determine where all their equipment is.
- Item 3 - UPM Update – See update in Item 8
- Item 5 – Handed over to PA to determine a Code of Conduct for junior participation events and coaching. Complete
- Item 6 – Board voted to approve to invest \$200,000.00 of the surplus for 12 months at a rate of 0.3% with Commonwealth Bank. SR to action this. Complete.
- Item 7 - RM to complete Ute Hire Prices for Education programs and to confirm with GW on Ute Hire facility. Carried Forward.
- Item 8 - Governance Tool discussion to be added to next month's Agenda.
- Item 13 – Supply the Board with a list of policies we have and what PA have currently and identify what we don't have. Include origin and date of last update
RM apologised for not completing this. Carried forward to August

8. UPM Update (Priority)

- Financial Workflow (William)

ACTION : WS and SR to meet

Workforce Workflow (Lawrie)

ACTION : LC and SR to determine 4 main PV Staff and Coach/Guides terms of work

Document categories that Staff and Coaches/ Guides fall into

Strategic Priorities Workflow (Vic)

ACTION : No Update. VL to set up a time to progress this with Kate Cohen - PA

9. 9. Conduct, Compliance and Risk Management

MH notified Board of inappropriate behaviour by a Board Member – in front of Club and Committee Members.

MH congratulated WS for the way in which he has acted as a friend, club member and Board member and handled the situation with compassion and understanding.

The situation will be resolved at the Club level and the Board Member has offered to seek counseling.

Board members have met to discuss this to ensure that Board is not brought into disrepute.

All present offered their support of the actions.

10. Financials

Overall profit & loss for financial year 2020/2021

PV didn't charge the disciplines for Insurance, Audit fee and Admin Support fee.

Marathon

Overall Profit = \$9,980.00

Included in this amount was a \$2,000.00 grant to help with the Australian Champs expenses that were cancelled.

Marathon had 11 events through the year with all of them making a profit.

The most profitable:

Vic Champs = \$4,527

Vic Schools = \$4,189

Winter Series Race 1 Tay Creggan = \$2,256 this is a huge amount for a winter race

Polo

Overall Loss = \$2,047

Polo held 4 events which were down from previous years.

Nagambie comp = \$1,818.00

1 x Inter Club = \$281.00

Social Comp = \$275.00

Come & Try = \$235.00

Polo will need to hold more events to cover their overheads which include:

Depreciation = \$4516 and normally Insurance, Audit fees and Admin charge.

Slalom

Overall Profit = \$5,985

Slalom has received \$11,335 in government support. This money has been used for a Whitewater Training course, a First Aid course, repairs to the Slalom course and the purchase of minor equipment.

6 Events for the year, with all of them making a profit.

Sprint

Overall Profit = \$1,468

Sprint received 2 grants to help support the athletes with their travel expenses and uniforms.

Total = \$3740

5 Events were held with the most profitable being :

Geelong Short Course \$807.00

Vic champs \$760.00

Vic Schools \$1,076.00

Wildwater

Overall Profit = \$146.00

2 events were held with both making a profit.

Wildwater purchased 60 medals for 2020/21 and 240 medals which will come out of the 2021/22 budget. This was their only expense.

Admin

Estimated Profit of \$52,584 - this may change slightly once I have completed the audit

The profit was up \$20,000 from last year.

Breakdown of income –

Jobkeeper	\$106,900
Covid relief	\$20,000
ATO	\$11,500
Membership	\$98,665
Education	\$92,337

The PA affiliation fees were reduced by \$22,814

Education broke even with over 53 courses held in a short period of time

Summary of profitable courses –

Basic skill course x 9	\$5,510
Flatwater course x 12	\$4,386
School programs x 20	\$2,082
Public programs x 10+	\$2,073
River Trips x 2	\$590
River Rambles (loss)	(\$1,293)

The River Rambles paddles have been a very popular program. The price will have to be increased in order to continue offering this program.

The Education program saw 1484 people participate in programs despite the lockdown.

The 2019-20 figure was 1788 participants.

SR commented that the Membership figures are a concern with PV having to pay \$40 to PA out of every \$95 Adult membership. This will have a negative impact on the bottom line and we will need to monitor how membership numbers track over the year.

Membership income to 20/07/2021 = \$32773.00 compared to \$44460.00 at the same time last year. A reduction of \$11687.00

11. Other Business

New Club proposal:

The Break is a charitable organization that first registered in 2018. They take disadvantaged people kayaking and this has become a core business for the charity.

They would like the advantages of formalizing this into a club and using this to acquire grants in this area to support this activity. They have very little financial resources.

They use PA qualified flatwater guides and stick to easy flatwater (no-whitewater) half to full-day paddles.

Some background information:

As for giving back to the paddling community I can assure you we do this in spades.

We introduce people of all ability levels (disabled included) to SOT flatwater tandem kayaking. We also take people in addiction recovery and mental health recovery out paddling so they can be introduced to pro-social hobbies, then offer ongoing kayak days for them to join us. Many could not afford to kayak if not for us arranging free guides and all gear and the kayaks. We have been doing this for 3 years now. As this has grown and legal advice received, we wanted to get insurance as a waiver is potentially not sufficient. We also considered being a club to get insurance on all PA qualified guides at the club and not just individuals.

The Board discussed that although the work this charity does is fantastic, does it constitute a valid reason to form a club and affiliate with Paddle Victoria?

WS and LC commented that this could potentially be a risk as it is not core club business and would only be used for obtaining grants and insurance.

VL commented that the State body is more than just an insurance provider but rather provides a sense of paddling community.

ACTION: MH to take this to PA as a charitable organization requesting to be affiliated and to discuss with PA **“What constitutes a Club”**

MH has raised the issue with PA over Direct membership and the security risk to our organization.

Direct membership is seen as a weak point in the Club/ State structure as there is no peer review or Checks on Working with Children etc

If a person has a club dispute they can leave the club and join as a direct member.

There is also the issue of Insurance risk. Direct members joining Paddle Australia for insurance purposes only.

MH gave the example of direct members wanting to paddle the Bass Straight.

MH believes this should be reviewed as Clubs and Members are not keen on this structure and there haven't been many people applying for it.

ACTION: MH to speak to PA about reviewing the Direct Membership option.

Meeting Melbourne water regarding new access points to the Yarra- Upstream of Slalom facility

MH and Chris Runting (Slalom Chair) met with Melbourne Water and showed them Ian Beasley's designs.

Ian Beasley has done a great job working with Council to upgrade the site by putting in an access point above the slalom rapid. This will be beneficial for all Competitive and Recreational Paddlers.

Discussed the state of the boat ramp at Westerfolds park. It desperately needs to be cleaned after the recent heavy rains but also needs to be upgraded. Melbourne Water will speak to Parks Vic. There is not sufficient budget to seal the entire ramp.

Postponed Paddle Australia Board Meeting in Melbourne.

WS spoke to Andrea McQuitty (PA Board Chair) regarding rescheduling the PA Board Meeting in Melbourne.

Everyone agreed that we shouldn't wait to do it in person and rather meet informally via zoom first and then once borders open have a more formal sit down with the PA Board and be able to ask questions and discuss topics.

ACTION: WS to speak to Andrea McQuitty to organize a zoom call with PA and then a more formal meeting in Melbourne once lockdown ends.

12. Next Meeting

Tuesday 17th August 2021 @ 7.30pm via Zoom

Meeting closed at 9.00pm