

## Board Meeting Minutes

**Date:** Tuesday 24<sup>th</sup> August 2021

**Time:** 7.30pm

**Venue:** Zoom

**1. Welcome**

**2. Present**

Mark Heggie (MH)

Lawrie Chenoweth (LC)

Roz Manester (RM)

Georgina Wakim (GW)

Will Silcox (WS)

Brigit Doyle (BD)

Sandra Reaburn (SR)

Mike Flavel (MF)

**3. Apologies**

Vic Langley (VL)

**4. Acceptance of Previous Minutes**

Accepted: (LC) Seconded: (GW)

**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 and will be able to update our standards as Victoria is already in line with existing standards.

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

- **Item 1** – MSV Life jackets exemption – MH Ongoing

MH is very engaged with Marine Safety Vic (MSV)

There have been a few recent incidents that MH has relayed to MSV however none have been PV members.

MH received a report of a very bad accident in the bay which may result in new legislation as a result of these incidents.

Ocean Racing is becoming very popular and yet the paddlers aren't happy to become a club and confine to the regulations of a Club structure.

Question over what the impact would be if they were a club or our members?

MH has raised this with PA as it will impact on our Insurance and PA will need to form standards for Ocean Racing if they are to be included in the club system.

They may want to become a club so that they can run events and get our Insurance.

- **Item 2** – Canoe Polo Asset Register:

Stalled due to lock down –BD updated that a lot of the equipment is no longer viable.

SR asked if the Canoe Polo Committee can update the state of the assets so that it can be taken off the register.

**ACTION** BD to update the state of the Canoe Polo assets

- **Item 3 - UPM Update:**
  - Financial Workflow (William)**  
WS and SR to meet. Carried forward
  - **Workforce Workflow (Lawrie)**  
Kate Cohen (PA) would like all the contracts of the Staff.  
LC has passed on the roles to KC and roles of Volunteers.  
Add new Comms role – Genevieve Douglas Byrne to the staff roles.  
SR confirmed that the auditor is happy with the structure.  
MH to check that staff are happy to hand contracts over to PA
  - **Strategic Priorities Workflow (Vic)**  
No Update. VL & KC set up a time to progress this
- **Item 4 - UTE Hire Pricing:**  
RM has completed Ute Hire Pricing comparison.  
Nothing further to be done until we realize the impact of COVID and the lockdowns restricting Education programs.  
GW has a phone number and a company name for a Subscribe a car service.  
**ACTION** : RM/ SR to contact GW to speak about the company - -Subscribe a car.  
Discussion surrounded the affects of lockdown in planning Education programs and Discipline events and how this will impact on finances.
- **Item 5 - Governance Tool discussion to be added to next month's Agenda.**  
PA are working in this area with MH and WS being involved so will be able to update in September.
- **Item 6 – Update PV Polices:**  
Supply the Board with a list of policies that PV have and what PA have currently and identify what we don't have. Include origin and date of last update  
RM sent through info on all these policies to MH and WS.  
PA are currently updating all their policies and have engaged an external Risk Management group.  
**ACTION** : RM to determine what is over lapping with PA and where we don't have the info.
- **Item 7 - Other Business**
  - New Club Proposal**  
Club has affiliated. Mark has spoken to PA about this club. Board approved.  
Club Forum was attended by the new Club who want ideas on running programs.  
RM to ensure all Board Members are invited to next Club Forum
- **Item 8 - Other Business**
  - Direct Membership**  
MH raised at last EO's meeting with not much progress.  
The Board will ask for a review of the Direct Membership model to PA.  
The Board believes that it is not in the National interest or interest of Clubs and therefore we need a review of the value of the Direct Membership as well as the costing.  
Discussion around PA direct member and that it exists.

Discuss with PA **“What constitutes a Club”**

We will need this as a national Standard.

Our constitution does not say that all members of clubs need to be members of Paddle Vic. This needs to be discussed.

Should this be something we should think about and discuss at our AGM?

**ACTION** : All Board members to give this thought and discuss at next months' meeting.

- **Item 9 - Other Business**

- PA Board Meeting**

- Set up informal Zoom meeting with PA Board

- Board agreed to a Tuesday night if still in lockdown. (WS)

**8. UPM Update (Priority)**

**Financial Workflow (William)**

**ACTION** : WS and SR to meet

**Workforce Workflow (Lawrie)**

**ACTION** : LC to add new Comms role – Genevieve Douglas Byrne to the staff roles.

**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**

**10. Financials**

Disciplines have all had to cancel events and are therefore running at a loss.

Polo have posted a small profit of \$2200.00 but may still have to pay back some entry fees.

Marathon and Slalom have both posted a loss.

Admin has posted a \$34000.00 profit that is thanks to State Government funding.

We have collected \$8170.00 in affiliation fees from the clubs this year which we didn't collect last year.

The Membership income is down \$9000.00 from this time last year.

Membership for August down \$4500.00 to date.

The Membership figures are concerning due to the fact that PA is taking a large chunk of all fees.

We may need to review Membership discounts – maybe offer incentives or compensation to get members back again.

COVID will impact on the loss of many members to the organization and we may not be able to get them back again.

Overall the organization is posting a profit as we have received COVID relief support from the Govt Of \$8900.00 in July and \$12,600.00 for August.

**11. Other Business**

**BD** spoke about setting up Canoe Polo in Ballarat with Anna Taylor and the Ballarat Canoe Club.

PV loaned boats and VCP found additional equipment to set Ballarat CC up so that they can play.

BD and Jay have been instrumental in getting it going and have facilitated Rolling nights in Ballarat.

Enthusiasm has been generated by Ballarat locals instead of just being driven by Canoe Polo.

The local Council have committed to building a water sports centre for Paddling/ Fishing etc. This is a great initiative that we hope will spread to other regions.  
Thanks to BD and Jay Kerber for their enthusiasm and commitment to getting it started.

**MH** : A meeting was held with Melbourne water concerning the new access points upstream at Westerfolds Park under the bridge near the slalom rapids. Progress on this program is continuing. Melb water keen to advertise and promote this but will need to wait until out of lockdown.

**GW** : flagged Mental Health and COVID help and asked if PA are helping in this area?

PA do have this in place for their staff not for members.

The Board was asked to look into providing this service for our Members

PA should be offering an assistance program / Mental health first aid course??

Evidently PA does have one that is offered through the AIS.

WS has some info on this and he runs it at his work for his staff.

**ACTION** : WS to send this through to Paddle Vic and we can look at it.

It is built around Mental Fitness and could perhaps be sent out to the clubs and have had Mental Health First Aiders to support club members.

Supported by all present.

MH commented that PA still have the Paddle On Foundation to help people on a financial basis and should help members as Clubs could also offer a discount on their fees.

PA have seen to be supportive in offering refunds in special circumstances.

**ACTION** :Paddle On Foundation to be emphasized on the Website and Facebook.

MH informed the Board of our new Comms and Marketing staff member.

Vic funding appointed Genevieve Douglas-Byrne to do Comms and Marketing.

Gen is forming a workplan and suggesting what we can do to help in this area and will work on a legacy to leave after her 6 months is up.

She will attend Events and market them to the community.

Gen will be invited to the next Board meeting

## 12. Next Meeting

Tuesday 21<sup>st</sup> September 2021 @ 7.30pm via Zoom

Meeting closed at 9.15pm