

# Minutes

Ivanhoe Northcote Canoe Club Committee  
Meeting held at Grandview Hotel, Fairfield  
**Thursday Nov 22nd, 2012 at 7.30 p.m.**

<b>1. Meeting opened</b>	7:40pm Minutes taken by: Gill Hilton					
<b>2. Members Present:</b>	<b>Committee Member</b>	<b>Present</b>	<b>Apology</b>	<b>Committee Member</b>	<b>Present</b>	<b>Apology</b>
	Laurie Chenoweth / President	✓		Deb Bennett / Merchandise/social coord.		x
	Candice Charles /Treasurer	✓		Greg Kerr / Coaching coordinator	✓	
	Gill Hilton / Secretary & Clubhouse Coordinator	✓		Warren Oliver / Communications cd	✓	
	Daniel Tencic / Boat Captain	✓		Vic Langley		x
	Ken Guthrie / enrolment officer		x	Competition coord	Vacant	
	Michael Wilson / Safety officer		x	Alain Romary		x
<b>3. Minutes of Previous Meeting</b>	<ul style="list-style-type: none"> <li>Review September minutes at January meeting. Gill to locate and put on file.</li> <li>Gill to complete minutes from AGM and put copy down the club</li> </ul> <p>Outstanding business/actions from previous meeting minutes in 2012</p> <p><b>Action:</b> Notice to be made and put next to record book regarding process of taking club boats off site. DB offered.</p> <p><b>Action:</b> Need to construct a register of all boats, with clear information about ages (ie date of purchase). Requires DT to find paper work of audit done earlier in the year. GH to help type up. Once typed up seek clarification of missing data about each boat, including the original purchase cost. This ultimately to become the asset register to then sit with treasurer.</p> <p><b>Action:</b> Re honour board, Aust reps document still be reviewed by GH and LC, to develop a smaller list and then check with CanoeVic if they were members at time of representation.</p>					

New committee members welcomed. Positions noted in general business.

## 4. Treasurers Report

- Report circulated prior to meeting. YTD 5 months in, couple of significant unbudgeted items. No issue due to surplus over the last few years
- Insurance has cost us \$225,000 so far. This will need to be adjusted as several boats had not been factored in. Therefore we may pay more or manage this with excess. Lawrie seeking advice from Insurance broker.
- Club AGM cost us \$2217 (included catering, awards, life member awards etc)
- Committee to consider club boat purchases for the year. Given time it takes to process order to delivery.
- Reimbursements were made on AGM night to Candice for printing, framing, chocolates etc, Deb for catering, John Young for catering and trophies
- Cheques:
  - Candice – reimbursement for payment made to Consumer affairs
  - Carol - coaching
  - Rob – coaching
  - Reka - coaching
  - Greg – coaching and boat fixing
  - Monica Tencic - Coaching
  - Macca x 2 – Cleaning
  - CV – membership registration
  - Electricity - paid

## 5. Boat Captain report

- Regular checking and minor repairs between Daniel and Sean on Saturday mornings
- Might need some replacement tools – Daniel to check out and report back
- May need more PFDs, particularly large ones

ACTION: Ask Deb to look into PFD purchase, Candice can place order just needs to know where. Can Deb also do signs reminding of the responsibility to wear?

- New TK2's do not have quick release seats.

ACTION: propose to have them changed but in the short term attach seats to boat so not lost

- Lawrie has new paddles, they need to be labelled before go into stock

## 6. Enrolment officer report

- Written to Ros at Canoe Vic to negotiate how we manage a better system next year for INCC registration. Concerned that record of financial members is not accurate. Proposing an aligned process that would give us more accurate information. Current issue is also how we will manage pro rata membership from January
- Need volunteers for December to do orientations – Daniel to do 8<sup>th</sup> and 22<sup>nd</sup> at 11.30am. Candice will put on website.

## 7. Coaching Report

- Seven enrolled currently. Five enrolled for next course already.
- Query from Suzanne on behalf of Vic Langley as to whether Vic can take a course. Probably aim for early next year.
- Sub juniors camp at Eildon was a great success, 62 attended. Kids really well behaved, weekend very well organised. Probably only issue was the neighbouring campers who were very heavy drinkers!

ACTION: Lawrie and Greg to forward photos to Warren for website.

- Propose retire compcraft cougar boat no 5 doesn't get much use. Too tippy for learners. Propose replace with Advantage TK1 low volume boat.

- Propose retire No 7. Red deck. Propose replace with Advantage TK1 low volume boat.

ACTION: Daniel to order two TK1 low volume boats.

ACTION: Greg, Lawrie and Daniel to meet and review club boats with plan to nominate retirements. Sat 1<sup>st</sup> Dec at 1pm.

## 8. Clubhouse Coordinator Report

- Lawrie raised that council needs monthly review of smoke and heat detectors. Lawrie has been completing the testing and paperwork and will continue.
- A member (Florence) reported that her boat had been used without her permission.
- Warren and Daniel queried new areas of the club for storage. All agreed that due to configuration of club – at capacity.
- Noone currently on wait list for rack allocation. However, several unfinancial boats remain in clubhouse. Gill to recontact unfinancial members with boats stored and enact same process as last year (give notice and then remove to shed if not collected or paid up). Gill will need to follow up with phone calls where emails are bouncing.

## 9. Communications report

- Note below, Warren Oliver allocated communications role.
- Candice to send Warren all log on details for content management
- Warren noticed some links on website not accurate, will update based on email addresses circulated.
- Clarified that site was privately hosted.

## 10. General Business

10.1. **Allocation of committee positions:** Following AGM welcomed new committee member Warren Oliver. Also proposed that Daniel Tensic will rejoin as Boat Captain. Committee had approached Vic Langley about joining and she has expressed interest but an apology this evening.

**Action:** email contact details will be circulated with minutes

### 10.2 Working bee:

- Need to set date for new year. Avoid races (sprint and multisport). Propose 16<sup>th</sup> February 2012. Confirm at January meeting, check dates of races, set list of jobs.
- Potential jobs to include; Gutters (nb not from roof, must be from ladder), fix boats, auction/ getting rid of old boats, garden in front of caretakers, put up Life member boards, relocate life member boards to where glass cabinet is.
- Propose jointly Welcome New Members BBQ at the working bee. Deb could make specific contact with new member to invite along – could get list from Ken or Candice

#### **11. Other Business**

- Lawrie received email about merchandise not received (requested in registration) – Lawrie to forward email to Deb and Candice
- Greg reported that a member had paid for beginner lessons through register now and had not been picked up – Greg to send Candice details
- Lawrie has had discussion with Stewart from council about building new storage cage for trailer behind Porta Mouldings factory site
- Member has sent reminder to the committee about snakes over summer – Warren to put note/reminder about safety cautions on website and email forwarded to club Safety Officer
- Lawrie reported from CV meeting discussion about risk management - awaiting advice from CV re any action required.

**Meeting Closed 9.20.** Next meeting 17<sup>th</sup> jan, 2012.