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|  | **Ivanhoe Northcote Canoe Club Inc. A0008830P**  **PO Box 180, IVANHOE, 3079**  **ABN: 35 350 725 748**  **Affiliated with Canoeing Victoria** |
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**Minutes**

**21 June 2018**

**Grandview Hotel, Fairfield**

*Areas of focus for 2018;*

* + - *Creation of a more comprehensive coaching and squad structure*
    - *Improved clubhouse facilities*
    - *Improved communication to members and the wider community*

**Attendees & Apologies.**

Apologies: Suzanne Lipe, Sally Miller, Megan Macko, Stephanie Langley, Ken Guthrie, Candice Charles, Brianna Jones, Gill Hilton

Attendees: Geoff Baird, Debbie Bennett, Arabella Eyre, Rob Godwin, Hannah Scott, Lawrie Chenoweth

**Acceptance of minutes of the previous meeting** – Rob moved, Geoff seconded

**Correspondence:**

* WWC Check for Sally
* Letter from Council, we may start the renovation. Electrical works being conducted by the council.
* Via email, invitation to apply for community fund which are small grants (up to approximately $10,000) given out for many categories.
* Rent bill to be passed on to Candice.

**Reports**

**President (Debbie Bennett)**

* Winter solstice event last weekend went well.
* Amanda Stone called last week regarding improving our chances for the $80,000 grant. Increasing community involvement by having an open area which the community can use and having people join our junior program from disadvantaged groups in the City of Yarra.
* Deb has taken on role as event organiser for the race this weekend.
* Reka, INCC member and Juniors Coach, came 4th at the short course and 6th in the long course at the recent ICF World Cup.
* Dom, John and Deb participated in the Riverland marathon in South Australia.

**Clubhouse Development Subcommittee (Debbie Bennett, Rob Godwin, Geoff Baird, Candice Charles)**

* Meeting at 11pm on Tuesday to view the works that have already been done in the roof.
* Council has given go ahead to remove the wall but would like to continue to monitor its progress.

**Clubhouse Co-ordinator (Rob Godwin)**

**Treasurer (Candice Charles)**

* Absent

**Boat Captain (Rob Godwin)**

* Boat number 22 has been dropped and requires repairs, discussed with Steve Vegh.
* Discussed missing Rebel Pro seat with Steve Vegh.
* Seats for K2 have been made by Lawrie.
* Need more INCC stickers for boats.

**Coaching**

**Adult Beginners (Suzanne & Stephanie)**

* Steph and Suzanne absent.

**Juniors (Arabella & Megan)**

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* Committee happy with name changes and move ahead with the minutes.

**Advanced Coaching (Megan & Arabella)**

* Waiting on wall removal for the gym.

**Membership Co-ordinator & Racking Co-Ordinator (Geoff Baird)**

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* We have a large drop-out rate with many people leaving each year. Suggested ways to boost membership; sign up friend and receive discount, come and try day or consider if we are comfortable with reduced number of members.

**Communications Coordinator (Brianna Jones)**

* Brianna absent.
* Post something on the website to recognise Hannah’s achievements.

**Social Coordinator (Sally Miller)**

* Sally absent.
* Winter solstice went well.

**Race Participation Coordinator (Hannah Scott)**

* Next race following this is at Albury late July.
* Hawthorn race was very well attended by INCC Paddlers.

**Race Host Coordinator (Sub-Committee – Sally Miller, Geoff Baird, Hannah Scott, Megan Macko, Brianna Jones)**

* Deb has taken on Sally’s role as the coordinator.
* Geoff and Sally did a great job of marking snags.

**Uniform Coordinator (Stephanie Langley)**

* Steph absent.

**Safety Coordinator (Megan Macko)**

* Megan absent.
* Noted at Tay Craggan race, that many paddlers are not staying on the right side of the river. We need to ensure this is communicated well to club members and particularly schools.

**General Business**

* Rob suggested we strip out the old kitchen and improve the toilet facilities in the back end of the house.
* Suggested we get a fan for the back room. Will not need till Spring/Summer.
* John Ford (Victorian Surf Sports Academy) who is strongly linked with surf ski has proposed a program which he could introduce for INCC and FCC to improve sprint and marathon. He has many coaches who run these sessions. Lawrie will forward an email from VSSA to the committee.

**Next Meeting – 19th July 2018 at Grandview Hotel**

**Close**

Additional notes: Ken apology for the next meeting.

**Summary of decisions made this meeting:**

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| **Decision** |
| **Approved:** Approval for Junior program name change and other report recommendations. |

**New Actions This Meeting:**

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| **Ref** | **What** | **Who** | **By** | **Status** |
| June 21-6 | **Kitchen and toilet upgrade**  Upgrade toilet and remove old kitchen from back of house. | Rob Godwin | July | **Open** |
| June 21-6 | **Boat stickers**  Purchase new INCC boat stickers for new club boats. | Rob Godwin | July | **Open** |
| June 21-6 | **Gym fan**  Purchase new fan for gym. | Arabella Eyre | Spring/Summer | **Open** |

**Update on previous open actions:**

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| --- | --- | --- | --- | --- |
| **Ref** | **What** | **Who** | **By** | **Status** |
| Apr’18 -4 | **Plan for $10k Grant**  Rob to make a plan for the use of the $10k grant, potentially putting towards wall demolish, and discuss again with Peter Mitten.Rob to organise Clubhouse Development Subcommittee meeting on this.  17/5: Need to find a way to account for the $10k of our work. Keep running account of labour. Deb suggested painting the bunker as a way of spending the $10k.  21/6: Continue to work on spending $10k grant. | Rob Godwin | 19th July | **Open** |
| Apr’18 -5 | **K1 Purchase recommendation**  Steph & Hannah to prepare recommendation for the K1/s to be purchased and pass to Rob.  17/5: Steph has talked to Bridget Henry about her boat which seems it may be a good fit for the club. Steph and Hanna to investigate and make recommendations.  21/6: Hannah in contact with Mick and Kate about potential new K1s. Will discuss with them at race on Sunday. Bridget Henry may be selling hers. | Steph & Hannah | 19th July | **Open** |
| Apr’18 -6 | **Sunday FunDay schedule**  Suzanne and Steph to discuss this with Ken the proposal that potentially he organises a schedule for the year for “Sunday FunDay” paddling for novice paddlers which committee members and other members take turns to lead.  17/5: Steph to progress. Not high priority until after winter.  Defer to when it gets warmer in September. | Suzanne & Steph | September 2018 | **Open** |
| Apr’18 -7 | **INCC Boot Camp dates**  Megan to set dates for the INCC BootCamps session in the gym and advertise on whiteboard.  17/5; Wednesday 6:30-7:30pm decided from Facebook poll. Needs lighting to do the bootcamp and wait till wall comes down.  21/6: When wall comes down. | Megan | 19th July | **Open** |
| Feb’18 - 5 | **Ergo repair**  Ergo’s to be repaired: Suzanne will ask Patterson’s Lakes (Steve Vegh) who services their ergo.  Update 22/3: Suz spoke to him. Steve will come on site to fix. He will do full service. Committee approved to fix both Ergos.  Update 19/4: Steve will be available in May to do this on-site.  17/5:Ergo repairs upcoming.  21/06 Steve will look at the ergo on this Saturday. | Suzanne | 19th July | **Open** |
| Feb’18 - 7 | **INCC Handbook**  Arabella will evolve a copy for of a club handbook for INCC (based on MLC Safety Book) and put a number of copies at the clubhouse and Bri can put on the website.  Update 22/3: Ongoing  Update 19/4: Copy of the handbook drafted by Arabella. The committee asked her to merge orientation information in the next version and along with some printed copies for new members also make it available online. Maybe scale back info that is one off and likely to change often (e.g. events), list pathways for events. Approval given to print 20.  17/5: Deb gave Bella notes on handbook. Bella to update and distribute.  Geoff gave Bella some notes. Bella will take final round of feedback. | Arabella & Bri. | 19th July | **Open** |
| Feb’18 - 8 | **Crusader Posters**  A few big posters need to be produced to advertise Crusaders Program on school noticeboards etc.  Update 19/4: Defer until Spring | Bella & Deb | Spring | **Open** |
| Feb’18 - 10 | Set Dates for **Come & Try Days**  Update 22/3: Defer until Spring | Sally & Hannah | Spring | **Open** |
| May’18-1 | **Meeting Reports**  Deb to construct a simple method for distributing minutes. Members to email reports and agenda items to Deb.  21/6: Meeting reports before meeting then embedding them in the minutes. Deb to look into drop box. | Deb | 19th July | **Open** |
| May’18-3 | **Drainage Pit**  Rob to follow up getting a drainage pit under tap outside building.  21/6: Rob continuing to follow up as Peter hasn’t gotten back to him. | Rob | 21st June | **Open** |
| May’18-5 | **Adult Beginners Wrap Up**  Steph to present Adult Beginners program wrap up for 2017/2018 at June meeting. | Steph | 19th July | **Open** |
| May’18-7 | **Adult beginners -> Members**  Steph to look at how the beginner course flows through to membership. | Steph | 19th July | **Open** |
| May’18-8 | **Camberwell – Parent members**  Steph to discuss with Camberwell parent recruitment. | Steph | 21st June | **Open** |
| May’18-9 | **Public housing – Come & Try**  Bella to connect with public housing community groups to potentially host come and try day or make connection with these groups.  Defer to September. | Arabella | Defer to Sept. | **Open** |
| May’18-10 | **Schools promotion**  Bella to make connections with Gold Street via Ken and Fitzroy High via Deb.  Defer to September. | Arabella | Defer to Sept. | **Open** |

**Actions closed this meeting:**

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| May’18-2 | **YCC 6th June Meeting**  Deb and/or Candice to attend.  Deb and Candice attended. |  |  | **Closed** |
| Apr’18 -9 | **Trailer booking form**  Hannah to design form for trailer booking and then work with Candice.  17/5: Hannah absent. Progress to Try Booking or register now to book in spot for trailer and make payment for the trailer.  Working well at the moment and we will continue with current system. |  |  | **Closed** |
| Apr’18 -2 | **Yarra Members Call Tree**  Candice and Geoff to identify INCC members residing in City of Yarra and arrange a telephone tree.  17/5: Send out another reminder to club about council submission.  Geoff has sent list of contacts in Yarra to Brianna which will be useful in future. |  |  | **Closed** |
| May’18-6 | **Membership Analysis**  Geoff to run numbers on membership over time and the usage patterns of the members.  In report. |  |  | **Closed** |
| May’18-4 | **Housing BBQ**  Rob to proceed with proposal to shift the BBQ to outside and construct a cage to house it.  BBQ successfully housed. |  |  | **Closed** |