



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

Minutes

14/11/2019

Grandview Hotel, Fairfield

1. Attendees & Apologies

Attendees: Deb Bennett(Chair), Candice Charles, Geoff Baird, Hannah Scott, Lawrie Chenoweth, Penny Young, Sally Miller

Apologies: Arabella Eyre, Brianna Jones, Stephanie Langley

2. Acceptance of minutes of the previous meeting

(17 September 2019 as no quorum for October) . **Proposed Sally Miller, 2nd Geoff Baird.**
Accepted unanimously.

3. Business arising from the minutes

(refer below). Some Actions were reassigned to the Committee member now responsible for the portfolio

4. Correspondence

- Nil.
- Relocation of the PO box was discussed, but Deb indicated she was ok with current location.

5. Reports

President (Debbie Bennett)

Deb spoke to the attached report (see Attachment 1)

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

- Council has met with objectors – and Council supports the original proposal

FINAL

- Objectors have 21 days to take to VCAT
- Council will meet with INCC after 6th December
- INCC needs to sort out the following;
 - New storage space for the trailers outside the park
 - River access from the new shed
 - Wash down rack design and orientation
 - Boat rack plan for the new shed
 - Colourbond colours for the shed
- INCC needs to provide input on what we want included in the restored Panther Pavilion. Member involvement desirable, but we need to recognize this will be a “Community Facility” shared with Guides. The Council has “pavilion standards” (Deb has a copy). One aspect that needs attention is how the facilities can be time-shared. (Rowing Clubs are an example, with wet and dry areas etc).

Clubhouse Co-ordinator

As Rob Godwin is no longer on the Committee, there was no report.

- Candice suggested Lawrie as the new Clubhouse co-ordinator utilize City of Yarra for most repairs and “Who gives a Crap” to supply bulk toilet paper.
- New evacuation diagrams were installed by a City of Yarra contractor. They were dangerously misleading. City of Yarra has had them corrected (and apologised on behalf of the embarrassed contractor). **The path out of the Ladies changeroom may need to be cleared as the lockers/shelves impede the exit.**
- It was agreed **to remove the shabby paper sign with the old logo from the main door.**

Treasurer (Candice Charles)

Candice spoke to a report she tabled in October (see Attachment 2).

- **Deb via Fiona Kimpton to arrange collected donations to be transferred to Greg Kerr.**
- Lawrie had visited Greg whose condition is worsening.
- **Need to replace Rob Godwin as a bank signatory**
- Schools (MLC and CGS) have paid their organisation fee – **but are only part way through registering individuals.**
- We agreed that boats and values for private boat insurance would remain as is for this year. Next year we will undertake a full review including valuing and insuring private boats worth \$500 or more.

Boat Captain

As Rob Godwin is no longer on the Committee, there was no report.

- There is a growing list of repairs required

Coaching (Stephanie Langley)

FINAL

Steph not present, no report.

Deb mentioned she was impressed with the activity Steph had reported on for the last financial year at the AGM

- **Adult Beginners**
- **Juniors**
- **Intermediate**
- **Advanced Coaching**

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

Geoff spoke to the attached report (see Attachment 2)

- It was agreed for the rest of this financial year, the Club would not offer “rolling memberships” as currently GoMembership grants laggard renewers 12 months membership from the date they renew (rather than the date their membership expired).
- Candice proposed and Geoff seconded that **the Club will offer pro-rata membership to new joiners who join from 1 January to the end of May. They will pay 60% of the Club fee.** (They will also pay 50% of the PA/PV fee). Passed unanimously. Candice advised that the budget had been prepared on a different assumption and there may be some impact, but it could be accommodated.
- It was agreed **that approved minutes (i.e. once accepted at the following meeting) will be posted on the website.** Detailed financial statements will not be included.

Communications Coordinator (Brianna Jones)

Bri not present, no report.

Social Coordinator (Sally Miller)

Sally spoke to the report now at Attachment 4

- Sally confirmed Come & Try 2 (24th November) and Club Christmas (7th December)

Race Participation Coordinator

Good Sprint workshop at Essendon last weekend.

Penny will promote participation in Ben Ward and Footscray Salty TK2 & Rec boat Challenge - with an emphasis on mixed teams (gender and skills).

Race Host Coordinator (Sally Miller, Geoff Baird, Hannah Scott, Brianna Jones)

No report. Ramp up in prep for 2020 race in the New Year.

Uniform Coordinator (Stephanie Langley)

Steph not present, no report.

Safety Coordinator

6. Appointment of Executive and allocation of portfolios

The “Office” (Executive) positions and portfolios were filled as follows:

Position	Person
President	Debbie Bennett
Deputy President	Candice Charles
Treasurer	Candice Charles
Secretary (including membership co-ordinator)	Geoff Baird
Clubhouse Development Subcommittee	Deb Bennett, Candice Charles, Rob Godwin
Clubhouse Co-ordinator	Lawrie Chenoweth
Boat Captain	Lawrie Chenoweth
Rack Co-ordinator	TBA (Geoff will continue for now)
Coaching Co-ordinator	Stephanie Langley
Communications Co-ordinator	Brianna Jones
Social Co-ordinator	Sally Miller
Race Participation Co-ordinator	Penny Young
Race Host Co-ordinator	Sally Miller, Geoff Baird, Hannah Scott, Brianna Jones
Uniform Co-ordinator	Stephanie Langley
Safety Co-ordinator	Hannah Scott

Sally to update Committee photos for notice board.

7. Areas of Focus 2020

It was agreed **that members will be surveyed to determine their priorities.**

Candice suggested 6 or 7 targeted questions several times a year was best practice (rather than a one off larger questionnaire)

1. General Business

- a. Come N Try 2 – Sunday 24/11/2019 1-3pm. See Attachment 4 – roles filled
- b. Christmas Function – Confirmed in Club House 7th December 4:30-6:30 See Attachment 4
- c. Lawrie tabled some sample INCC Yarra Paddlers stickers. It was agreed that they were good, but **Candice offered some fine tuning** before getting more (reduce overall size, increase relative size of “Yarra Paddlers”, use exact colours, possibly have front sticker to use as window stickers).

Next Meeting

Agreed to meet at Candice’s house on December 19th at 7:30pm. Bring a plate. Hannah Scott to present Powerpoint presentation on how the Club she visited in Denmark operates.

Close –9:06

FINAL

New Actions This Meeting:

Ref	What	Who	By	Status
201911-01	Look at emergency exit from the ladies change rooms. The lockers and shelves impede the path to the doors	Deb	December	New
201911-02	Deb via Fiona Kimpton to arrange collected donations to be transferred to Greg Kerr	Deb	December	New
201911-03	Replace Rob Godwin as a Bendigo Bank signatory	Candice	December	New
201911-04	Remind MLC and GGS to complete individual student registrations in GoMemebrrship	Candice	December	New
201911-05	Remove shabby paper sign from the main door	Sally	December	New
201911-06	Set up pro-rata membership in GoMembership	Geoff	December	New
201911-07	Post Committee meeting minutes once approved on the website	Bri		Ongoing
201911-08	Update Committee photos for notice board	Sally	December	New
201911-09	Fine tune stickers and get more printed	Candice, Lawrie	February	New

Update on previous open actions:

Ref	What	Who	By	Status
Sep '19	Individual Hat & Uniform supplier ready for ordering	Steph	October	Open
June '19	Additional Jar of Wingnuts to be left on the bench so that all seats can be filled	Lawrie	August	Open
Feb -19	DeFib pads to be replaced in July/August Candice to retrieve supply agreement Hannah to obtain replacement pads	Candice Hannah	July/August	Open

Actions closed this meeting:

Ref	What	Who	By	Status

Attachment 1 -INCC Yarra Paddlers President's Report November 14th, 2019

INCC AGM

Thanks to all for your assistance with running the AGM. I think it was a good night. We need to think how to engage more members at this event, a diffident s=day or time? Open to suggestions.

PADDLE VIC AGM

Geoff and I attended the Paddle Vic AGM on behalf of the club. There is some concern about the new Go Membership system. There is also a concern about the proposed 'unitary model' of sport management the Sport Australia is wanting us to adopt. Geoff and I have both volunteered to be on an investigatory committee to look into this proposal by Paddle Australia.

Building Update

The building objection went to council a couple of weeks ago and the councillors rejected the objections. They have 21 days to go to VCAT. We will be meeting again on December 6th once that 21 days has passed to find out if they continued with their objections.

In the mean time we need to sort out the following;

- New storage space for the trailers outside the park
- River access from the new shed
- Wash down rack design and orientation
- Boat rack plan for the new shed
- What we want included in the restored Panther Pavilion
- Colourbond colours for the shed

Winter series awards

INCC came 2nd to Fairfield Canoe Club this year after winning it five years in a row. We need to be more organised next year so that we can wrestle this award back. Congratulations to Dom for winning the best male veteran category and MLC for winning the schools category.

Racing

Congratulations to Dom and John in the double and Hamish in the single for winning their sections of the Goulburn Classic last weekend. Three paddlers will contest the Massive Murray Paddle next week, Sally, Nicole and myself. John will be capably doing the results. There are two more races this year including the Ben Ward and the Footscray Salty TK and Rec Challenge.

Sprints

FINAL

The sprint committee held a weekend workshop at Essendon with some INCC paddlers taking part in organising and participating.

Attachment 2 - Treasurer's report - October 2019

End of year 2018-19

- David, our auditor, is working on the audit and preparation of our financial statements for the year in time for the AGM

Financial report

- see PDF file in dropbox
- Greg Kerr benefit fund has raised \$2,520 in donations to date via PayPal (\$2,470 appears in donations in the financial report) - **I recommend President contacts Greg** on behalf of the club and confirm arrangements for the transfer of the funds. Greg has now returned home and will go on receiving palliative care there. Fiona Kimpton is the best contact person for updates.
- Our Term Deposit matured earlier this month. I have rolled over for 3 months as this was the highest rate I could get, but still a paltry 1.5%
- Paddle Australia has negotiated a new marine hull insurance scheme that is available to clubs. It is a good deal as it is much cheaper for us and only has an excess of \$500 per boat. I have renewed our policy under this arrangement and included insurance on club boats valued from \$500-1,000. Next year, we could consider insuring private boats in this range but would need to revise all the values beforehand. The new deal has saved the club about \$4,000.

GoMembership

- We (Geoff and I) are working with Paddle Australia and Paddle Victoria on options for the set up of rolling membership to avoid the complexity of pro-rata fees in the second half of the financial year. We want the system to backdate the renewal of existing members to the date their membership expired but this will require changes to the business rules. Stay tuned for an update
- We are now using GoMembership for bookings and payments the Paddleroos program - some challenges with the limitations of the system but staff from Paddle Australia have been supportive
- When I was setting up the Beginners' course in the new system, I changed the name to 'Learn to Paddle' as it sounds a little more respectful to adults - hopefully others on the committee agree! The navigation to register for one of the course options and be linked to our club for a month membership is quite convoluted. Over coming weeks, Geoff and I will continue to work with PA on improvements to the user experience.

@incc email and enquiries

- our club email accounts were not working following the website@ address being hacked in July and being bombarded with spam. The other addresses also had a lot of spam.

FINAL

- the problem has been fixed (fingers crossed!) and changes made to prevent a recurrence. I have removed links to these email addresses from the site and instead set up a series of inquiry forms for different topics that have a 'captcha' field to help ensure it is a human sending the message. The appropriate person from the committee is notified and gets the information submitted in the form. Feedback on the topic, fields etc is welcome.

- I ask all @incc email address users to regularly check the inbox (either using webmail or another application) and report any sudden increase in spam or if the account is not behaving normally to me

Attachment 3 - Racks Enrolment, Access and Display Report November 2019

Prior to each meeting I share a report on Racks, Membership etc, which is "taken as read" unless Committee members have questions or points need discussion which I highlight in red.

Racks

Racks	10/2018		5/2019	6/2019	7/2019	8/2019	9/2019	10/2019
Private	133		137	75	92	92	116	125
Crusaders	2		2	2	2	2	2	2
Non-Financial	5		2	64	47	47	21	9
Club	68		70	70	70	70	70	70
Vacant	17		15	15	15	15	17	20
Club in Bunker	3		3	3	3	3	3	3
Club in Shed	4		4	4	4	4	4	4
Member in Shed	2		2	2	2	2	2	2
Total	234		235	235	235	235	235	235
Single Requests	0		1	2	0	0	0	0
Double requests	1		1	1	1	1	1	1

Note: Racks are assigned by the Rack coordinator - other Committee members should refer requests to the Rack coordinator.

- The annual audit of racks and revaluation of club and stored boats is substantially complete. However, the new insurance policy has a \$500 excess (c.f. \$1,000 previously). This means boats between \$500 and \$1000 need to be revalued and updated in GoMembership.
- Some members requesting an upgrade may be able to be accommodated.

Enrolment (members)

Membership	10/2018		5/2019	6/2019	7/2019	8/2019	9/2019	10/2019
Active Members	250		300	131	155	170	192	206
Seniors	154					136	152	163
Concession	5					4	9	11
Junior	91					29	30	31
Volunteer	0					1	1	1

The above now introduces a break down by GoMembership category (Club membership types of "Junior" and "MLC/CGS" are included in "Junior"). Membership is well down on same time last year – mainly due to Juniors.

Candice and I are still sorting out some issues in GoMembership

- We have returning MLC members registered as Junior (rather than MLC/CGS Junior).
- We are dealing with PA around rolling memberships and pro-rata fixed year memberships.

FINAL

- a. GoMembership will now have a “one-step” prorata for the PA/PV fee fixed year membership for new members (i.e. joiners after 1 January get a 50% discount).
- b. GoMembership gives rolling membership for 12 months from payment date if that is after expiry (i.e. members get “free membership” if they pay late). This is unacceptable to PV and INCC. A change has been requested for GoMembership, but it is in a worldwide list of change requests.
- c. **I recommend INCC maintain multi-step prorata (as we had in SDNA) and only offer that to new members i.e. all renewing members will pay the full year INCC fee no matter when they pay. New joiners pay 75% in Jan & Feb, 50% in March & April and 25% in May.**

Access

Access	10/2018		5/2019	6/2019	7/2019	8/2019	9/2019	10/2019
Members	103		83	90	76	56	76	95
Valid Accesses	485		520	483	456	455	381	457

Other

Notices on walls

I see that several notices on the walls have been removed (e.g. list and photos of Committee members, list of Club Boats with their rack numbers and stability rating). Why?

Defib pads.

I am still seeking the Agreement under which we obtained the Defib. **The document should to be placed in DropBox.** Otherwise we will need to buy replacement pads (\$100-200).

Minutes

Consistent with our area of focus “Improved communication to members”, **I propose that we resume publishing Committee Meeting Minutes** and routine attachments on the web site or other suitable platform.

Evacuation Diagrams

New evacuation diagrams were installed by a City of Yarra contractor. They had one path over the balcony and another going through non-existent doors at the south end of the building (actually windows with fixed security shutters). The double doors were not shown and the doors out of the toilets were not shown. City of Yarra has had them corrected (and apologised on behalf of the embarrassed contractor). The path out of the Ladies changeroom may need to be cleared as the lockers/shelves impede the exit.

Cheers

Geoff Baird

Attachment 4 -Events Calendar 2019 (Updated 14th November)

Events Held

- **Sunday 20th October – Watch live streaming from Shaoxing** - Sent to INCC Aus team paddlers to share with family. Shared with INCC Members
- **Come & Try – 29th Oct**
 - 12 paddlers
 - All enjoyed themselves. A few swims
 - Primarily heard about it through club members
- **Whole Melbourne Cup Long Weekend 2-5th Nov**
 - Cancelled as only 3 expressed interest. All 3 of us went to race on the Sunday.
- **AGM Friday 8th November**
 - Approx 35 attendees
 - Great speakers

FINAL

- Good night

Upcoming events

- **Come & Try – 24th November**
 - DONE Flyers done. Posted on FB, On Council Community Events, on notice boards at Northcote Plaza and Fairfield Library, Posted up at Club
 - **Still to do** :Events on Web Site, and external FB, Pres news letter

	24th November Sunday
Coach # 1	Penny
Coach # 2	Candice
Coach # 3	Hannah
Coach # 4	Lawrie
Coach # 5 or Exp Paddler	
Person in Charge	Sally
Helper # 1	Geoff
Helper # 2	

Advised NOT available:

- **Club Xmas** – In the Gym again. Sat 7th – 4.00pm – 6.00pm (nibbles & drinks) late afternoon again so the Paddleroos can come.



Saturday 7th December
4.30pm – 6.30pm

Enjoy an evening of festive cheer with your fellow paddlers

Where: In the Gym at the INCC

Bring: A plate of Xmas nibbles to share and your drinks



Next Year

- Glenelg Australia Day – full weekend – Australia Day 2020
- Welcome to country & smoking ceremony when we open the new boathouse
 - Wurundjeri offer Cultural Practises (eg. Welcome to Country \$490, Smoking Ceremony \$450 – both \$820)