



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

Minutes

16/01/2020

Grandview Hotel, Fairfield

1. Attendees & Apologies

Attendees: Candice Charles (Chair), Geoff Baird, Lawrie Chenoweth, Arabella Eyre, Stephanie Langley, Sally Miller, Penny Young,

Apologies:, Deb Bennett , Brianna Jones

Absent: Hannah Scott

The meeting opened at 7:35 with acknowledgement of the traditional owners of the land on which we were meeting.

[It was the pub with beer but no food as the kitchen is being renovated.]

2. Acceptance of minutes of the previous meeting

Minutes of 19/12/2019 - Proposed Sally Miller, 2nd Geoff Baird. Accepted unanimously.

These and all previous minutes will now be published on the website.

It has been previously agreed that some parts of the minutes will not be published, e.g.

- Detailed financial statements
- Details of the Clubhouse Development (a requirement of the City of Yarra).

This material will be boxed and excluded from the website minutes.

3. Business arising from the minutes

(refer below).

4. Correspondence

- An online survey of sporting clubs was completed for City of Yarra.

5. Reports

President (Debbie Bennett)

Deb was absent but tabled the report at Attachment 1.

- ✦ Bella agreed to update the INCC Handbook for 2020
- ✦ Penny agreed to assist Bri in getting the website up to date
- ✦ Hannah (in her absence) was delegated to contact Reka Abraham to offer support on communications regarding the junior program
- ✦ It was agreed that the Club would purchase two new tear drop flags (and retain the existing base and poles). Bella to organise

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

Candice reported that the Club continued to work with the Council

Clubhouse Co-ordinator (Lawrie Chenoweth)

Candice provided the cleaner position description to Deb who asked Geoff to distribute. A copy is now in Dropbox (under Position Descriptions).

- ✦ Candice will make a slight update re cleaning stairs.

The Club needs to help the cleaner – e.g. by getting canoe covers off the floor; cleaning up the PFD room.

- ✦ It was agreed that Lawrie would identify a date for a Working Bee (and during the meeting additional items were added – see Action items)
- ✦ The Club will ask the cleaner to make other suggestions as he identifies them.

Boards are falling off the side of the paddle storeroom.

- ✦ Lawrie to take a photo and put a request to Council to do repairs.

Treasurer (Candice Charles)

Candice tabled a report.

- ✦ Candice to check the current boat insurance through PA to verify that it covers boats while outside the clubhouse.
- ✦ Agreed that Geoff Baird to replace Rob Godwin as a Bendigo Bank signatory. Geoff to establish what paperwork is required

Boat Captain

- ✦ The actions regarding the used Quantum K1 remain open. Steph added that boat #11 is used more than she thought and now recommends boat #50 be removed.

- ✦ MLC to remove their 2 x K2 outside the Clubhouse. They propose to donate them and 5 other boats in the bunker to another club.

Coaching (Stephanie Langley)

Adult Beginners / Juniors / Intermediate /Advanced Coaching

Steph advised that registration had been moved back to Register Now.

- ✦ Candice will remove event material from GoMembership

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

Geoff spoke to the attached report (see Attachment 2).

Junior numbers are 50 down on same time last year. MLC new registrations have been passed by MLC to the students parents. However MLC numbers have dropped significantly.

It was agreed that 2 new members who joined on 28th of December and paid for a full year would be offered their choice of:

- a. A refund of \$50 each
 - b. Two private coaching lessons (1 coach 2 participants) of 1 hour to be used by 30/6/2020
- ✦ Geoff to advise new members and report back to Committee on their choice.

- ✦ We need an extra Committee member to take on Rack co-ordination. (Geoff is in a holding pattern, but more could be done).

Communications Coordinator (Brianna Jones)

Bri not present - report attached.

It was agreed that Mail Chimp was more flexible than GoMembership for mailing, however getting current members email addresses out of Go Membership was an additional step. It was, after some discussion, agreed that Bri would be given administrator access to GoMembership.

- ✦ Geoff to arrange administrator access to GoMembership for Bri.

Social Coordinator (Sally Miller)

No update

Race Participation Coordinator

There was discussion about how to get new paddlers into competition.

- It was probably too late to run a course for MLC/CGS parent so they could participate in a novice event at the Schools Championships
- State Championships has long courses which are not suitable

- Winter Series is more suitable with shorter division races. It was agreed that special attention would be given to the INCC hosted race, with parent/child and or experienced/ novice pairs.
- There will be Novice event at the Marathon Nationals

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

No report. Start Ramp up in prep for 2020 race – but members are currently heavily committed to Schools, State and National championships.

Uniform Coordinator (Stephanie Langley)

Steph confirmed that Tim Stevenson had registered the club colours as black/white/teal.

- ✦ Steph to check at Paddle VIC that the change has been recorded

Safety Coordinator (Hannah Scott)

Hannah not present, but Bella advised she had restocked the first aid kit.

6. Areas of Focus 2020

- ✦ Deb will progress the members survey to determine their priorities.

7. General Business

Next Meeting

Agreed to next meet on Thursday 20th February, at 7:30pm.

Close –9:30

New Actions This Meeting:

Ref	What	Who	By	Status
202001-01	Update the INCC Handbook for 2020	Bella	Feb 2020	New
202001-02	Assist Bri in getting the website up to date	Penny	Feb 2020	New
202001-03	Contact Reka Abraham to offer support on communications regarding the junior program	Hannah	Feb 2020	New
202001-04	Purchase two new tear drop flags (and retain the existing base and poles)	Bella	Feb 2020	New
202001-05	Identify a date for a Working Bee. <ul style="list-style-type: none"> Boat repairs Remove half the PFD's to storage and get the remainder in order BQQ in memory of Greg Kerr Auction the Pink Lady 	Lawrie	Feb 2020	New
202001-06	Ask the cleaner to make suggestions on how the Club can make the job easier as he identifies them	Deb	Feb 2020	New
202001-07	Take a photo of boards falling off paddle storeroom and put a request to Council to do repairs	Lawrie	Feb 2020	New
202001-08	Check the current boat insurance through PA to verify that it covers boats while outside the clubhouse.	Candice	Feb 2020	New
202001-09	Remove the 2 x K2 outside the Clubhouse	MLC	Feb 2020	New
202001-10	Remove event material from GoMembership	Candice	Feb 2020	New
202001-11	Offer 2 new members who joined on 28 December <ul style="list-style-type: none"> - A refund of \$50 each - Two private coaching lessons (1 coach 2 participants) of 1 hour to be used by 30/6/2020 and report back to Committee on their choice 	Geoff	Feb 2020	New
202001-12	Extra Committee member to take on Rack co-ordination	All	Feb 2020	New
202001-13	Arrange administrator access to GoMembership for Bri	Geoff	Feb 2020	New
202001-14	Check that Paddle VIC have recorded the change of Club colours	Steph	Feb 2020	New

Update on previous open actions:

Ref	What	Who	By	Status
201912-03	PA insurance for events – Respond to PA. Candice will further explore and examine personal injury vs public liability	Deb Candice	Feb 2020	Open
201912-04	Establish if there is a position description for the Cleaner and if not create one. The position description to be posted in DropBox. Candice will make a slight update	Deb Candice	Jan 2020 Feb 2020	Open
201912-05	Establish a reasonable price for the used Quantum K1 boat with Lawrie Chenoweth If it can be purchased for the price recommended by Lawrie, Steph to proceed	Steph	Jan 2020	Open

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201912-06	Establish with Candice the means to sell hats	Steph	Jan 2020	Open
201912-06	Post a copy of Danish Club presentation in DropBox	Hannah	Jan 2020	Open
201911-03	Replace Rob Godwin as a Bendigo Bank signatory. Agreed Geoff Baird will replace. Geoff to sort out "paperwork"	Candice Geoff	Dec 2019 Feb 2020	Open
201911-04	Remind MLC and GGS to complete individual student registrations in GoMembership. MLC has assigned responsibility to parents.	Candice	Dec 2019	In progress
201911-07	Post Committee meeting minutes once approved on the website	Bri		Ongoing
201911-08	Update Committee photos for notice board. The document has been created in DropBox. Needs to be posted on notice board	Sally	Dec 2019	In progress
201911-09	Fine tune stickers and get more printed	Candice, Lawrie	Feb 2020	Open
Sep '19	Individual Hat & Uniform supplier ready for ordering	Steph	Oct 2019	Open
June '19	Additional Jar of Wingnuts to be left on the bench so that all seats can be fitted. Imperial and metric	Lawrie	Dec 2019	Open
Feb -19	DeFib pads to be replaced in July/August 2019 Candice has retrieved the supply agreement Hannah to obtain replacement pads	Hannah	Dec 2019	Open

Actions closed this meeting:

Ref	What	Who	By	Status
201912-01	PA insurance for events - Geoff Baird to seek advice (e.g. from Michael Neilson), if we can sufficiently protect the club by means of participants signing a waiver. Michael says the waiver will not sufficiently protect the club in all cases	Geoff	Jan 2020	Closed
201912-02	PA insurance for events - revert enrolment to Register Now prior to 27 January 2020 when fee is introduced.	Steph	Jan 2020	Closed
201911-01	Look at emergency exit from the ladies change rooms. The lockers and shelves impede the path to the doors. Deb says there is sufficient space.	Deb	Dec 2019	Closed

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Attachment 1 -INCC Yarra Paddlers President's Report January, 2020

I will be an apology for the meeting, as I will be away. I have organised for Candice to chair the meeting.

Business arising

- I have asked Candice if there is a Job Description for the cleaner and also how often he comes. I haven't had a reply yet.
- I asked the council for a new recycle bin and it was delivered last Thursday or Friday. Unfortunately, it was not there when I came on Saturday morning. I have let the council know.
- I haven't done anything about the member survey as yet.

President's Report – January 2020

I apologise for my absence and thank Candice for chairing the meeting.

Vale Greg Kerr

There was a very good representation from INCC members at the funeral for Greg Kerr. There has been a suggestion to have a BBQ get together in memory of Greg. Sally to liaise with Candice for a suitable date. It was also suggested that some photos of Greg be placed on the notice board.

Club House Clean Up

In lieu of a paddle on a wet Sunday morning recently Sally, Arabella and I, assisted by Penny and a few others cleaned out the committee room and did a general tidy up.

Junior Holiday Program

Reka is running a Junior Holiday Program this week. She has sent me a copy of the program and I have asked her to submit the budget to me. There are about 10 participants, ranging in age joining in across the week and when I popped in on Monday they were all having fun.

Building Update

Candice will be able to update you on the last meeting with council.

INCC Handbook

This will need to be updated for 2020. Who has done this in the past?

Communication

Our website really needs to be updated. Can the President's report's that are sent out to members each month please be posted on the website. The last news items are pretty old. The website needs to be updated more regularly if possible.

Club apparel

Steph, I believe we are still waiting to see samples of the garments you have suggesting we provide for members. Is that correct? We need to get this underway so members can get new uniform before the Vic Champs on February 29th. I can organise if you don't have time to do it Steph. Just let me know.

Racing

Penny has started advertising the upcoming races. We have members competing in the NZ Coast to Coast and the West coast ocean race soon.

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Club flag

I would like to propose that we purchase a new club flag with the new logo.

Thanks

deb

Attachment 2 - Racks Enrolment, Access and Display Report January 2020

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	12/2018	7/2019	8/2019	9/2019	10/2019	11/2019	12/2019
Private	136	92	92	116	125	129	130
Crusaders	2	2	2	2	2	2	2
Non-Financial	5	47	47	21	9	5	5
Club	69	70	70	70	70	70	70
Vacant	14	15	15	17	20	20	19
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	235	235	235	235	235	235	235
Single Requests	0	0	0	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.

- One member assigned a rack
- **There is some updating required, but I don't have the capacity to do this.**
- **There are still 2 old MLC K2's outside the clubhouse.**

Enrolment (members)

Membership	12/2018	7/2019	8/2019	9/2019	10/2019	11/2019	12/2019
Active Members	279	155	170	192	206	212	219
Seniors	173	0	136	152	163	167	173
Life	3	0	0	0	0	2	2
Concession	18	0	4	9	11	11	12
Junior	85	0	29	30	31	31	31
Volunteer	0	0	1	1	1	1	1

The above is a break down by GoMembership category (Club membership types of "Junior" and "MLC/CGS" are included in "Junior").

- Juniors are still well down on last year.
- A bug in GoMembership meant 2 new members joining in late December were given membership from 1 July 2020 to 30 June 2021. Paddle Australia has now had the bug fixed and the new members' memberships have been corrected.
The 2 members have now queried why they paid a full years membership and only got 6

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months and 3 days membership. They point out that the website does not explain this.

I propose in the circumstances we give these 2 members a discount on the INCC membership component. (i.e. refund 40% of their INCC fee).

- Next year we need to be clear on the website and on GoMembership about what is on offer.
- Pro-rata membership for NEW members was set up as agreed at the November meeting. However a 2nd bug in GoMembership resulted in the discount NOT being applied for a new member who joined in early January. This has been fixed and the discount applied as a refund to the member.

Access

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Access	12/2018	7/2019	8/2019	9/2019	10/2019	11/2019	12/2019
Members	109	76	56	76	95	89	98
Valid Accesses	552	455	381	457	573	546	578

Other

Action -Insurance / Waiver – I passed a copy of the waiver used for our courses to Michael Neilson. (The copy supplied by Steph - with a change agreed by Steph is below). Michael has given a verbal response (Monday 13th January) that the waiver is unlikely to fully protect INCC from exposure. He made the observation that he “works for a company that has 400 lawyers engaged in this area”. (He is saying it is a common area for litigation, but then what area of the law is simple?) **This means the Committee has to make a decision – run the risk or sign on for the PA’s event fee for Learn to Paddle Courses etc..**

Boat Booking – I have produced the register for the first half of 2020.

Cheers
Geoff Baird

Attachment 3 - Communications report (January 2020)

I will be an apology for this meeting as I will be away. If anyone has any notices or messages which they would like me to send out, please email me – brianna@jega-jones.com.

This Year’s Priorities:

1. More structure

- Set date for submission of the president’s report – for consistency and organisation, to ensure it gets out in a timely matter across platforms.
- This will make it easy to get the content out there and allow a more organised and systematic image – I recommend either the start or end of the month (1st or 30th/31st)
- Happy to discuss this further if needed
- Weekly events post (on a Sunday) for things coming up that week around the club and around the state – like a timetable type set up.

2. Wider reach – more information provided to the public

- Instagram take overs at events (will trial at the Vic State Sprints this weekend)
- Larger promotion of beginner and junior programs
- Outside of just our channels potentially? Getting in touch with other sporting entities and making sure the program is readily available to those interested

3. More regular updating of the website

- Apologies for not being more on top of this sooner but I have reorganised myself for this year to hopefully be more onto it, updating on a weekly basis.
- Ensuring the events and news pages are more up to date

Questions:

- Wanted to confirm which email service we are using – whether it is through the new system or sticking with the original ‘mail chimp’ service?