



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

**18/06/2020 – 7:30pm By Zoom**

**Committee: Arabella Eyre, Brianna Jones, Candice Charles, Deborah Bennett, Hannah Scott, Lawrie Chenoweth, Penny Young, Sally Miller, Stephanie Langley, Anthony Cross**

**Meeting opened at 7:35pm**

**1. Attendees & Apologies**

Attendees: Deb Bennett, Candice Charles, Arabella Eyre, Sally Miller, Lawrie Chenoweth, Penny Young, Brianna Jones, Hannah Scott, Stephanie Langley, Anthony Cross (joined 8pm)

Apologies: none

**2. Acceptance of minutes of the previous meeting (of 21 May 2020)**

Correction to notes regarding blinds in gyms (unfinished sentence).

Moved by Sally, seconded by Lawrie

**3. Business arising from the minutes (see below)**

- Valuation of boats (Candice and Lawrie) – random sample to establish greater consistency. Information was to be submitted prior to this assessment but given lots of boats out of the club will need to reassess later.
- Some follow up required re: bins because not always being emptied.
- Noted that Mark Heggie has said trailer can be moved any time – will need multiple people involved to move the trailer.
- Quote for blinds obtained by Lawrie - \$480 for two sets of blinds. Will be installed within next few weeks.
- Bella to continue looking for quotes for teardrop flags.
  - Deb to send through contact for flags to Bella.
- Candice to check Hannah's access to Dropbox.
- Hannah to double check defib agreement to determine where to purchase replacement pads from.

**4. Correspondence**

- Correspondence regarding the building

- Correspondence with local member regarding grants
  - Council is staying up to date with grants that may be available to us but Candice and Deb have not found any that seem particularly suitable

## 5. Reports:

- **President** (Debbie Bennett)
  - Steph raised the point that current sign-in book does not have a place to register club boat usage (just a record of who entered the club)
  - Lawrie asked if we could include a way of recording if people have intended to paddle up or downstream – this was raised at a Paddle Vic meeting
    - While there is support for this overall, questions whether this would be especially helpful or how best to implement it
  - Reka would like to recommence Paddleroo program and there is no reason she cannot – all committee members accepted this proposal.
    - Suggested that life-jackets be allocated to individual child (indefinite loan) rather than attempting to clean them in between uses – unanimously accepted.
  - Reminder to all of us to gently remind any members that are not following the guidelines of the correct rules. Obviously within reason – e.g. if paddler has fallen in, they can use the showers.
  - Deb has just received word that on the 21<sup>st</sup> of June, changerooms/showers and all indoor facilities can be opened to members.
  - Unclear whether this includes the gym but seems likely. To be confirmed.
    - If gym is opened, need to ensure that adequate disinfecting equipment is supplied and signage re: guidelines for gym usage is in place.
    - Use density permitted in commercial gyms as a guide for determining a limit in our gym.
    - Steph will set up guidelines and signage for gym use
    - Candice mentioned she had purchased cleaning fluid for use by Lukaz – decided this will be allocated to the gym
  - Racing will hopefully be starting soon. We will not be hosting a race at Fairfield, but Steph has had conversation with John Young regarding INCC hosting a race at a different venue. Sally raised option of hosting at Essendon, supported by all committee. Penny to communicate this to John.
  - Industrial vacuum cleaner has been purchased. Need to arrange time for more extensive clean, especially of private boat room while many boats are still out. Cleaning of paddle room also required. Will need multiple people to be involved
    - Steph suggested we advise club members that this will be occurring and expected time period it will occur so people can choose to move their boats/paddles.
    - Sally suggested we arrange time to do an audit of paddles because it is very disorganised in the paddle room – perhaps for later in the season (needs some planning – Sally is prepared to take this on). Steph suggested this be included in a future working bee.

- Need to advise Council that building is no longer possum proof – Lawrie to take care of this.
- **Clubhouse Development Subcommittee** (Debbie Bennett, Candice Charles, Rob Godwin)
  - Candice raised some footage they had been sent from a recent council meeting which seems to contradict information given in a recent email. This is to be clarified.
  - Meeting scheduled for 26/6
  - We will not be losing funds, just some delays
- **Treasurer** (Candice Charles)
  - Quite a few renewals processed already.
  - Think changeover of systems last year led to some previous members failing to renew last year
    - Candice will go through previous records of membership and attempt to give this group a targeted message regarding renewal so they don't miss out again – this will be done around mid-July.
  - No longer have to put Paddle Aus/Vic fees through our system so income not as easy to compare to previous years (will look as though income is reduced but not necessarily the case).
  - Not as much spent on repairs and maintenance this year (potentially due to COVID situation) – probably good time to do essential maintenance, e.g. fixing racks
  - Deb said she had had contact from the bank re: term deposit some weeks back. Candice was unaware of this but has renewed term deposit each time previously. Lawrie had also received contact from bank but did not take any action.
  - Letter concerning boat insurance has been placed into Dropbox. Less than we used to pay.
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- **Clubhouse Co-ordinator** (Lawrie Chenoweth)
- **Boat Captain** (Lawrie Chenoweth)
  - Lawrie has repaired a Rebel Pro, back in circulation. Still some boats that need more work. Lawrie to contact Rob.
- **Coaching** (Stephanie Langley)
  - **Adult Beginners**
  - **Juniors**
  - **Intermediate**
  - **Advanced Coaching**  
No change yet (except for Paddleroos). Deb has had some queries, has advised those interested to keep eye out for updates on website regarding future beginner courses. Steph says they will be likely to start end of October/early November.
- **Membership Co-ordinator** (To be taken over by Candice Charles)
- **Racking Co-Ordinator** (to be managed by Candice Charles)
  - One person has put boat in Geoff's old spot but no other changes.
- **Communications Co-ordinator** (Brianna Jones)
  - Bri has had communication from 'Dropbox' (although it seems it may not be reliable) referring to 'high level of usage'.
  - The email that was used to set up the Dropbox is now directed to Candice and she has had no communication.

- Suggested Bri take no action on these emails, unless to contact Dropbox directly through other means (e.g. help line listed on Dropbox official website).
- **Social Coordinator** (Sally Miller)
- **Race Participation Co-ordinator** (Penny Young)
  - Deb has had members asking about MMP. Penny to set up recruitment/team making note on whiteboard, social media.
- **Race Host Co-ordinator** (Sally Miller, Hannah Scott, Brianna Jones)
- **Uniform Co-ordinator** (Stephanie Langley).
- **Safety Co-ordinator** (Hannah Scott)
  - Hannah to determine if more sports tape required for first aid kit.
  - Will purchase new defib pads ASAP.

## 6. General Business

- **Approval for starting Paddleroos program**
  - i. See above (President's report)
- **Junior membership drive for Paddleroos**
- **COVID-19 safety arrangements**
  - i. See above (President's report)
- **Potential for new racks – offer from Brendan Clarke**
  - Bella had received this communication. Bella recognises that we would have difficulty storing these racks given we are unsure when our redevelopment will occur. Deb and Lawrie think we may be able to store them underneath the shed, although concerns it would be difficult to get them into this space.
  - Potentially not a suitable design for future boat storage anyway.
  - Could be useful for shed of shame but we think this will be demolished when we do proceed with our redevelopment.
  - Lawrie to contact Brendan for further information but think it is unlikely we will make use of them.
- **Replacement of access control system**
  - Candice took over system when Geoff stepped down. Document he had put up on Dropbox had considerable instruction but system is not user-friendly and is labour intensive – very elaborate system involving multiple components. Need to look at updated system to make it more accessible for whoever takes on this role in future.
    - Can have system that is connected via the internet and can be controlled remotely.
    - Much simpler system.
    - Quote of just below \$3000 (incl. GST) – this would initially only cover the front door but under this plan could control up to four doors. Multiple groups could have access but could choose to only give access to particular doors within the system (helpful if we do end up sharing with Guides group, etc.).
    - System can also be connected to security alarm set-up.

- Sally asked if there would be a separate maintenance agreement. Candice believes some period of support would be included in this price but quote does not include detail on how long this will last.
- There will be a monthly fee for internet connection (quote suggests approx. \$35/month)
- This raises broader issue – do we want to establish wifi connection for clubhouse? Probably not required. Risk of members using this excessively.
- Candice will advise the council of changes once we proceed.
- Multiple people will be able to control this with the new system.
- Anthony asked about what the 'key' option will be. Candice recognises these need to be low cost, preferably small, waterproof etc. This will need to be sorted out prior to finalising new system. Currently do not believe fob type now in use will be suitable.
- Candice will seek more information regarding ongoing costs and suitable fob types.
- Unanimous support of proposal to move to new system.

## 7. Next Meeting

Deb suggested next meeting be in person. If pub not available, could potentially meet at Candice's house.

## 8. Meeting closed at 9:00pm

### New actions this meeting:

Ref	What	Who	By	Status
202006-01	Guidelines and signage for gym usage to be established	Steph	ASAP	Open
202006-02	Planning for paddle audit/tidy up of paddle room	Sally	July	Open
202006-03	Council to be advised about possum problem	Lawrie	ASAP	Open
202006-04	Massive Murray Paddle promotion, facilitating teams	Penny	June-November (entries close 6/11/20)	Open
202006-05	Check up on first aid kit stock + purchase new defibrillator pads	Hannah	End of June	Open
202006-06	Communicate with Brendan regarding racks	Lawrie	End of June	Open

### New actions last meeting:

Ref	What	Who	By	Status
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202005-04	'Return to the river' strategy for beginner/early intermediate paddlers	Steph/Sally	Before clubhouse reopens for shared boat usage or into spring (as appropriate)	<b>In progress</b>
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**Update on previous open actions:**

Ref	What	Who	By	Status
202003-05	Communicate acceptance of the conditions to PV and then arrange to move the INCC trailer to Westerfolds	Lawrie	Apr 2020	<b>In progress</b>
202003-07	Update the Boat Trailer Policy	Lawrie	Apr 2020	<b>In progress</b>
202003-10	Investigate blinds for the Gym	Lawrie	Apr 2020	<b>Open</b>
202003-11	Replace one security camera <i>Camera got working again, but then it stopped again</i>	?	Apr 2020	<b>Postpone</b>
202002-03	Bring all examples of logo to next meeting and Committee standardise	Lawrie and Bella	June 2020	<b>Open</b>
202002-09	Sally to contact Steph to resolve issues with Pontoon (or change vendor)	Sally & Steph (Deb offered to assist May 2020)	21 Feb 2020	<b>In progress</b>
202001-04	Purchase two new tear drop flags (and retain the existing base and poles). Initial price not acceptable. Bella to seek better deal	Bella	2020	<b>In progress</b>
202001-09	Remove the 2 x K2 outside the Clubhouse. They propose to donate them and 5 other boats in the bunker to another club. <i>Deb to speak to her replacement</i>	MLC  Deb	Mar 2020	<b>Open</b>
202001-12	Extra Committee member to take on Rack co-ordination	Candice to take on until new member can take over	June 2020	<b>Open</b>
201912-06	Establish with Candice the means to sell hats	Steph	Jan 2020	<b>Open</b>

201912-06	Post a copy of Danish Club presentation in DropBox	Hannah	Jan 2020	<b>Open</b>
201911-07	Post Committee meeting minutes once approved on the website	Bri and Candice		<b>Ongoing</b>
Sep '19	Individual Hat & Uniform supplier ready for ordering	Steph and Deb	Oct 2019	<b>Open</b>
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	<b>Open</b>