



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

## DRAFT MINUTES

21/05/2020 – 7:30pm By Zoom

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

### 1. Attendees & Apologies

Attendees: Arabella Eyre, Sally Miller, Candice Charles, Deb Bennett, Lawrie Chenoweth, Penny Young, Brianna Jones, Steph Langley

Apologies: Hannah Scott

2. The meeting opened at 7:34 pm via Zoom teleconferencing.

### 3. Acceptance of minutes of the previous meeting (of 16 April 2020)

Sally pointed typo "Mayl" – corrected to "May"

Accepted unanimously.

### 4. Business arising from the minutes (see below)

- Check that the bins are emptied
  - Noted that there are 4 bins – unsure of reason for this. Could check with Rob Russell in case they have come from the Bunker.
- Alerting members that paddling is legal
  - Candice took care of this.
- Bootcamp – Bri to talk to Nicole and Rachel
  - Bri did discuss with Nicole especially, some posts were shared but became aware that there was minimal interest relative to the work required.
- Trailer - Lawrie
  - Trailer will be moved when possible
  - May require removal of trailer currently at Westerfolds (communication with Mark Heggie required)
  - Will need to arrange time for multiple club members to assist with move
- Boat trailer policy to be updated
  - Contentious issue at March meeting – Candice at the time suggested Lawrie look at policy.

- Lawrie has looked at policy, believes it is perhaps overly cautious and thinks fewer people are required to move the big trailer than suggested by the policy but will accept it overall
- Lawrie mentioned need for those transporting boats on the trailer to nominate someone else to assist if they cannot attend personally
- Candice brought up conflict re: tying boats down from previous meeting, Lawrie is not concerned by members abilities to do this adequately.
- Sally also believes prescriptions on slinging potentially excessive, suggested this be amended.
- Membership (MLC) – Candice, Steph
  - Candice suggests meeting involving her and Deb and Rob Russell, plus another one with CGS
- Blinds for gym
  - To be reopened with
  - Bella suggested it could be included with investigation re: teardrop flags
- Logo
  - Discussion about stickers – colour and sizing of text
  - Lawrie to send photos
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- Bri having difficulty with INCC website, Candice acknowledged issue (also has trouble). Probably difficult to resolve. Candice and Bri to meet at some point to resolve.

#### 5. **Fill vacancies created by Geoff Baird's resignation from Committee**

- Deb thanked Candice for taking on many of Geoff's responsibilities
- It is a legal requirement to appoint a new Secretary within 14 days - Geoff's handover document outlines need to advise Consumer Affairs Victoria of the change
  - Penny to take on Secretary role temporarily
  - Penny to look on CAV website to determine how to alert them of the change
- Membership, fob entry system, racking
  - Candice to take on membership and racking, Sally and Candice to undertake handover of the fob system
- Bank account signatory - to be assigned to Sally
  - Internet banking was offered to the club

#### 6. **New committee members**

- Nicole Tattersall, Anthony Cross both demonstrated interest
- Deb suggested probably need to have some gender balance so perhaps best to take on male committee member, Anthony probably a good fit
  - Supported by Steph, Bella
- Some members were approached – e.g. Frank O'Rourke, who said he would be willing to join

#### 7. **Return to Play strategy**

- Many levels of governance to consider
- PV proposal - opening boat storage areas only
- PV template sent to Yarra Council

- i. Deb has received communication that an email will soon advise of strategy to assist us opening early (hopefully weekend 30-31/5)
- ii. Sanitisation, contact tracing and group management all integral to this plan
- iii. Likely to be only toilets open and only allowed to touch your own equipment. Personal cleaning equipment will be required. Club boats will not be able to be used yet.
- Bella asked about establishing boundaries/zones that can be used in the club
- Deb mentioned communication plan that will be circulated amongst members
- Plan unanimously accepted by committee members present
- Bri mentioned need to ensure number of people in clubhouse is kept to limit

#### **8. 2020/21 Fee Structure**

- Detail in Candice's proposal
- Strategy mostly to look after and maintain involvement of vulnerable members, and those likely to be lost to membership
- Candice mentioned potential of subsidising members buying personal equipment
- Events (when allowed to hold them) important to incentivise involvement of members beyond just paying membership
- PA/PV reduction in fees – only until end of year, approx. \$25 off for adults, less for juniors
- 'Paddling reboot' – especially for those that did a learn to paddle course but haven't joined or have essentially missed out on using membership (e.g. joined in Jan/Feb) – ensure they receive a discount (discount only valid for first half of financial year, those that join after December do not get discount (pro-rata amount taken from non-discounted price) given they are most likely to be lost to future membership in this situation
- Bella mentioned that those likely to take up 'Padder Reboot' unlikely to have boats so likely to have delayed uptake. Steph suggested trying to get that group paddling in winter probably unwise anyway
- Candice's proposal accepted unanimously

#### **9. Need for committee to check and respond to emails**

- Acknowledged by all members

#### **10. Working with Children Checks**

- Need everyone on committee and all volunteers to ensure WWCCs are up to date

#### **11. PO Box update**

- Mail to be redirected to Paddle Vic, any mail to be forwarded to Committee President to save cost of maintaining PO Box for minimal mail received.
- Candice acknowledged extent of assistance from PV

#### **12. Areas of Focus for 2020**

The November 2019 meeting 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)

Suggested this wait until paddling ramps up again.

Lawrie mentioned PV's intention to run events, etc., suggests we prepare to engage with this when possible.

### 13. Correspondence

- Paddle Australia "Paddle Support Package"
- Paddle Australia Covid-19 Update 6 "the road back" (in Dropbox)
- The above are not yet finalised

### 14. Reports:

- **President** (Debbie Bennett)
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- **Clubhouse Development Subcommittee** (Debbie Bennett, Candice Charles, Rob Godwin)
  - Deb reported:
    - VCAT not sitting
    - Engineer's report said Panther Pavilion not in structural state to be renovated
    - Assumed architect would begin plans, this has not yet occurred
    - Waiting on heritage report, unclear what this exactly involves
    - Sketch plan of new shed
    - Meeting postponed from 22/5 to 29/5
    - Sally reminded Committee that council elections are later this year
    - Candice highlighted risk that council budgets may be tight which may impact our project. Question of if we can capitalise on funding from state/federal governments
    - Bella asked if we qualify as a "shovel ready" project. Candice thinks it is likely that because we don't have solid plans we probably don't so important to keep working with council to maintain progress
- **Treasurer** (Candice Charles)
  - Electricity bill has been paid, little else to report
- **Clubhouse Co-ordinator** (Lawrie Chenoweth)
  - Nothing to report given we have not been open
  - Blinds for gym next project
  - Deb suggested we measure up and get quote
  - Steph mentioned lights in clubhouse on but generally accepted this was probably triggered by possums (otherwise clubhouse only accessible by committee members)
  - Maintenance issues to be sent to council – Deb said there has been graffiti, asked Lawrie to pass this on
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- **Boat Captain** (Lawrie Chenoweth)
  - Candice reminded everyone of need for audit of boats for insurance purposes
  - This may be difficult with some private boats out of clubhouse
  - Valuation strategy – has been haphazard (formula applied across the board but not especially considered)
  - Candice and Lawrie to meet to work through re-valuation [ACTION ITEM]
  - Now insuring anything over \$500 (previously only those over \$1000)
- **Coaching** (Stephanie Langley)

- **Adult Beginners**
- **Juniors**
- **Intermediate**
- **Advanced Coaching**
- No coaching given COVID situation.
- **Membership Co-ordinator** (To be taken over by Candice Charles)
  - As above
- **Racking Co-Ordinator** (to be managed by Candice Charles)
- **Communications Co-ordinator** (Brianna Jones)
- **Social Coordinator** (Sally Miller)
  - Will be planning events when it is more reasonable to do so
- **Race Participation Co-ordinator** (Penny Young)
  - Sally mentioned opening for 'return to the river' strategy for those who did the beginner course, who may still be interested but will need support. Suggested Steph take this up in context of coaching.
- **Race Host Co-ordinator** (Sally Miller, ~~Geoff Baird~~, Hannah Scott, Brianna Jones)
  - No race planned.
- **Uniform Co-ordinator** (Stephanie Langley).
  - Discussed in context of action items, no further update.
- **Safety Co-ordinator** (Hannah Scott)
  - Hannah not in attendance but minimal concerns given situation.

## 15. General Business

## 16. Next Meeting

To be held June 18 2020

**Close – 8:55pm**

### New actions this meeting:

Ref	What	Who	By	Status
202005-01	Alert CAV of change in Club Secretary and change address to PV PO Box	Penny	ASAP	<b>New</b>
202005-02	Report graffiti to local council	Lawrie	ASAP	<b>New</b>
202005-03	New strategy for valuation of boats	Lawrie Candice	Before new financial year	<b>New</b>
202005-04	'Return to the river' strategy for beginner/early intermediate paddlers	Steph/Sally	Before clubhouse reopens for shared boat	<b>New</b>

			usage or into spring (as appropriate)	
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#### **New Actions Last Meeting:**

Ref	What	Who	By	Status
202004-01	Check that bins are empty	Candice	ASAP	<b>New</b>
202004-02	Post on INCC website that paddling is permitted	Candice	ASAP	<b>New</b>
202004-03	Sally plan for reopening celebration Candice provide ideas about incentives	Sally Candice	2 weeks before reopening	<b>New</b>
202004-04	Ask Nicole Tattersall and Rachel De Kretser if they want to run online bootcamp sessions	Bri	May	<b>New</b>

#### **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 <i>Conditions agreed by all – but Covid-19 restrictions mean we can't move trailer</i>	<del>Lawrie</del>	Apr 2020	<b>In progress</b>
202003-06	Ask Lawrie for his recommendation on slinging. <i>Alternatives put to Lawrie</i>	Lawrie	Apr 2020	<b>Closed</b>
202003-07	Update the Boat Trailer Policy	Lawrie	Apr 2020	<b>In progress</b>
202003-08	Candice talk to Steph who asked PV to do the MLC registration (and the membership type is wrong) <i>Talk to Rob Russell</i>	Candice / Deb / Steph / Rob Russell	Apr 2020	<b>Open</b>
202003-10	Investigate blinds for the Gym	Lawrie	Apr 2020	<b>Postpone</b> To reopen when gym likely to be used again
202003-11	Replace one security camera <i>Camera got working again, but then it stopped again</i>	?	Apr 2020	<b>Postpone</b>
202002-02	Talk to Council about rubbish bin collection	Lawrie	Mar 2020	<b>Closed</b>
202002-03	Bring all examples of logo to next meeting and Committee standardise	Lawrie and Bella	June 2020	<b>Open</b>
202002-07	Ensure participants can enroll through Register Now.	Steph	Mar 2020	<b>Closed</b>
202003-08	Read the proposal on non-affiliated membership (in READ report) and document additional supporting/counter points	All Committee members	Apr 2020	<b>Closed</b>

202002-09	Sally to contact Steph to resolve issues with Pontoon (or change vendor) <i>Sally emailed Steph but no response</i>	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>
202001-14	Check that Paddle VIC have recorded the change of Club colours	Steph	Feb 2020	<b>Closed</b>
201912-03b	PA insurance for events – Respond to PA.	Deb	Mar 2020	<b>Closed</b> (Candice resolved)
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>
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	<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>