



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

17/12/2020 – 7:30pm Grandview Hotel, Fairfield

**Committee:** Deborah Bennett, Candice Charles, Arabella Eyre, Anthony Cross, Brianna Jones, Lawrie Chenoweth, Penny Young, Sally Miller, Stephanie Langley, Rachel de Kretser, Isaac Johnson

**1. Attendees & Apologies**

Attendees: Candice Charles, Deborah Bennett, Lawrie Chenoweth, Penny Young, Sally Miller, Stephanie Langley, Rachel de Kretser, Isaac Johnson, Brianna Jones,  
Apologies: Arabella Eyre, Anthony Cross

Welcome to Isaac Johnson attending his first committee meeting

**2. Acceptance of minutes of the previous meeting (of 15 Nov 2020)**

Moved Steph, Seconded Rachel

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

**4. Correspondence**

None

**5. Reports:**

• **President** (Debbie Bennett)

- Unsuccessful with grant applications (\$5,800)
- Junior Program:
  - Only one application received for the Junior Program Manager. The candidate was interviewed today by Deb and Candice.
  - Steph shared that the committee had not had a recent update on the program. **Action:** *Deb to circulate the final proposal for the INCC Junior Squad*
  - Steph asked if name of the applicant can be shared with the committee. Deb: At this point the candidates name is confidential. Candice: It is difficult with such a small community of coaches. Essentially the committee had the responsibility to approve raising the position. It is for the interview panel (Candice & Deb) to proceed confidentially with the interviews.
  - Steph: It will require lots of committee involvement and we feel we are not involved enough. Deb: Recognised that situation and that it arose from the need to move quickly to apply for grants and under pressure with the contraction of the MLC program.

- Deb summarised the final program framework for the committee and how it was marketed.
  - Training times: Paddleroos 12-2 and Junior Squad 2-4pm
  - Transition Plan?
    - Current Paddleroos to integrate into the new structure
    - Waiting for the appointment of the Junior Squad coach to set the transition plan.
  - Promotion?
    - Nelson Alexander boards (2?)
    - Can only stay on a council land location 2-3 weeks then move to new location
    - There is a club member opposite Spensely Street Primary School who can potentially host a board.
    - Also, via the 12 Dec Come & Try and flyers to nearby houses (Social Media?)
  - Commences?
    - Start the program 2<sup>nd</sup> week January
- Come & Try 12<sup>th</sup> Dec:
  - 25 Juniors and 1 Adult
  - How did the participants hear about it? Penny: Mix of channels.
  - **Action:** Sally & Rachel to organise the next Come & Try (Adults & Juniors) for early Feb '21
- Racing:
  - Bendigo Short Course races went well but not huge numbers
  - Footscray TK challenge was loads of fun. Again, next time encourage beginner paddlers to attend.
  - Geelong Short Course had good numbers.
  - Lawrie: Can we have more coverage of Sprint racing in the Presidents report. **Action:** Deb to update her Presidents report and Newsletter to also cover Sprint activity within the club.
- **Clubhouse Development Subcommittee** (Debbie Bennett, Candice Charles, Rob Godwin)
  - No update
- **Treasurer** (Anthony Cross)
  - Advised no concerns
- **Clubhouse Co-ordinator** (Lawrie Chenoweth)
  - Light in Gym toilet needs replacing.
- **Boat Captain** (Lawrie Chenoweth)
  - Noted that there a number of boats listed on the whiteboard for repair.
  - Sally: When choosing boat for the Footscray race we found a number of the TK2s in need of repair. These we listed on the whiteboard.
- **Coaching**
  - **Adult Beginners** (Stephanie Langley)
    - Courses lined up from Jan -> Mar. Open on the website.
    - December course cancelled due to too few numbers. Called them and they were okay to move to a new date.
  - **Juniors** (Deb for Reka – Paddleroos)
    - 2 zooms per week during lockdown working on general fitness
    - 5 weeks now on the water.
    - Bring a friend session worked well and recruited 6 new members to the program
    - **Decision:** The committee approved Reka's request to have Bring a Friend (complimentary) at the last session each term.

- **Decision:** The committee approved the Paddleroos holiday program in the summer break in January.
- **Action:** Deb to advise Reka of the decisions for both requests.
- 5 Paddleroos competed at 13 Dec Bendigo races
  - Penny: Raised that Reka left Jasmine Keenan to supervise the loading and unloading of the boat trailer for the Junior paddlers that went to Bendigo.
  - The issues are:
    - Reka leaving someone else in charge and INCC not advised ahead of time.
    - Jasmine was concerned as unclear if she was the 'responsible person' as they were juniors (Year 8) and would need supervision.
    - Jasmine not forewarned and also not paid.
    - Lack of clarity with the MLC paddlers that they are competing not under the duty of care of MLC but rather, are competing for INCC. Need this to be clear and the implications understood.
  - Discussion: if an INCC coach has done all the organisation & entries then they have responsibility and a duty of care which includes capturing names & emergency contact information of the Juniors.
  - **Decision:** Penny in her role as Racing Coordinator is to ensure she is informed of the supervision arrangements in place for a race where Juniors are competing.
- **Trailers:**
  - Lawrie asked that if we need him to tow the trailer, he will need 2 days' notice of the # boats so he can choose the best trailer option and, if needed, get the big trailer from Westerfolds.
  - **Decision:** The committee approved Lawrie to purchase 'INCC Decals' for both trailers. Large trailer needs 2 on each side. Total purchase 6 decals @ \$50 each = \$300
- **Senior Squad (Isaac Johnson)**
  - 4 sessions /week (Sat, Sun, Tues, Thurs)
  - Between 8 and 10 at each session which includes 3 from FCC
- **Membership Co-ordinator (Candice Charles)**
  - Report tabled in Drop Box
  - 96 not renewed. 35 MLC enrolled. No Camberwell enrolments yet.
  - 28 new members, and ½ dozen more expressed interest.
  - **Decision:** ProRata fees (refer email) signed off by executive
  - **Decision:** Candice tabled 3 options for the schools for fees going forward. Approval to proceed was given by the committee to proceed with discussions with the schools on option 2.
- **Racking Co-Ordinator (Candice Charles)**
  - Candice inherited a complex racking algorithm
  - Candice tabled a proposal (in Drop Box) to change the approach to valuation of member owned boats wherein the member annually is requested to advise their valuation of their boat and provide 2 photos. These will be visible / recorded.
  - Did we make a decision to approve this?
- **Communications Co-ordinator (Brianna Jones)**
  - **Action:** Candice is doing newsletter before Christmas and all to send contribution copy to her before then.
  - Brianna:

- 2-3 messages per day from externals via FB
- Instagram up and running
- Tagged Nelson Alexander
- Will have fuller report next meeting.
- Will come back to the committee with proposal for digital FB marketing by geography
- **Social Coordinator** (Sally Miller)
  - Club Races will be an opportunity to do a sausage sizzle and foster socialisation between the members (refer earlier action)
- **Race Participation Co-ordinator** (Penny Young)
  - Penny: Adopt a targeted approach to encouraging members to race.
- **Race Host Co-ordinator** (Sally Miller, Brianna Jones)
  - **Decision:** The committee approved hosting a PV Winter Series race at INCC in 2021.
  - **Action:** Sally to advise Paddle Victoria Marathon Technical Committee (PVMTC)
- **Uniform Co-ordinator** (Stephanie Langley)
  - **Deb:** Having trouble with Regatta Sports. Not responsive. Give them one more day then will find alternative vendor.
- **Safety Co-ordinator** (Vacant)

## 6. General Business

- Onboarding new committee members:
  - **Action:** Candice grant Drop Box access to Isaac
  - Committee room key for Rachel and Isaac
    - **Action:** Brianna to get back Hannah's key
    - **Action:** Deb to get keys for Rachel & Isaac
- Spare bunker key that was in the Gym is missing. If anyone finds the key please advise and return it to Candice as these are tightly controlled by the council.
- Purchase of gym equipment (Steph)
  - Steph proposed that we need to following additions to the Gym Equipment
    - 1 more Olympic Bar
    - 1 more bench
  - **Decision:** Approved in principle
  - **Action:** Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval

## 7. Next Meeting – 7:30pm 21st January 2021, Grandview Hotel, Fairfield

### New actions this meeting:

Ref	What	Who	By	Status
202012-01	Deb to circulate the final proposal for the INCC Junior Squad Program.	Deb	22 Dec	Open
202012-02	Organise the next Come & Try (Adults & Juniors) for early Feb '21	Sally & Rachel	Let's do it Sunday 7th	Open
202012-03	Deb to update her Presidents report and Newsletter to also cover Sprint activity within the club.	Deb	30 Jan	Open & ongoing
202012-04	Deb to advise Reka of the following decisions. <ul style="list-style-type: none"> <li>• The committee approved Reka's request to have Bring a Friend (complimentary) at the last session each term.</li> <li>• The committee approved the Paddlerooos holiday program in the summer break.</li> </ul>	Deb	23 Dec	Open
202012-05	Candice is doing newsletter before xmas and all to send contribution copy to her before then.	All	23 Dec	Open

Ref	What	Who	By	Status
202012-06	Sally to advise Paddle Victoria Marathon Technical Committee (PVMTC) that the INCC committee approved hosting a PV Winter Series race at INCC in 2021	Sally	22 Dec	Open
202012-07	Candice grant Drop Box access to Isaac	Candice	17 Dec	Open
202012-08	Brianna to get back Hannah's Committee room key	Brianna	23 Dec	Open
202012-09	Deb to get key Committee room key for Rachel and Isaac	Deb	23 Dec	Open
202012-10	Additions to the Gym Equipment <ul style="list-style-type: none"> <li>1 more Olympic Bar</li> <li>1 more bench</li> </ul> Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval	Steph	15 Jan	Open

### **Update on previous open actions:**

Ref	What	Who	By	Status
202011-01	Further discussion re: buddy program for introducing beginners to racing 17/12: Sally updated Getting Ready to Race booklet. PV held Club Delegate forum 10/12. Deb keen to hold clinics for Race Prep. Sally & Penny to organise program of regular club races (with BBQ).	Deb, Penny & Sally	End of Nov	Open
202006-02	Planning for paddle audit/tidy up of paddle room	Sally	July	Open
202001-04	Purchase two new tear-drop flags (and retain the existing base and poles). Initial price not acceptable. Bella to seek better deal 17/12: Arabella provided email update on 17 Nov.	Bella	2020	In progress
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. Deb to speak to Michael (MLC)	MLC Deb	Mar 2020	Open
Sep '19	Individual Hat & Uniform supplier ready for ordering 17/10: Action amended – Deb following up Pontoon. again, tomorrow and if no satisfactory response she will change supplier.	Steph and Deb	Oct 2019	Open

### **Actions closed this meeting:**

Ref	What	Who	By	Status
202011-02	Ensure trailer is prepared for towing if required for race 17/12: Trailers serviced.	Penny, Lawrie	Prior to Footscray Salty TK race	Done. Close
202011-03	Come and Try for Junior/Paddleroo program arrangements 17/12: Successful Come& Try held on 12 Dec. – 25 paddlers. Thank you to all those who assisted.	Deb, Sally, Rachel	Target date for Come and Try: 12/12	Done. Close
202010-02	Pictures, etc. of awards recipients to be posted on website 17/12: Hannah's awards video published which named and had footage of all the prize winners.	Brianna	Post AGM	Done. Close
202009-01	Newsletter to be posted to Facebook and INCC website	Brianna, Candice	End of September	Done. Close
202003-11	Replace one security camera Camera working, but then it stopped again. Candice suggested if we are keen to have them, could use security team working on fobs to manage this	?	Apr 2020	Close. Will leave this for now.
202006-03	Council to be advised about possum problem	Lawrie	ASAP	Done. Close
202005-04	'Return to the river' strategy for beginner/early intermediate paddlers	Steph/Sally		Done. Close

Ref	What	Who	By	Status
202003-05	Communicate acceptance of the conditions to PV and then arrange to move the INCC trailer to Westerfolds 17/10: Large trailer now housed Paddle Vic at Westerfolds.	Lawrie	Apr 2020	<b>Done. Close</b>
202002-09	Sally to contact Steph to resolve issues with Pontoon (or change vendor) 17/12: Deb has taken this on. Close this action.	Sally & Steph	21 Feb 2020	<b>In progress</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>Closed as this is basically a decision</b>
201912-06	Establish with Candice the means to sell hats 17/12: Had to be bulk order. Cannot order direct to supplier one by one. Member to pay/collect.	Steph	Jan 2020	<b>Done. Close</b>
201912-06	Post a copy of Danish Club presentation in Drop Box	Hannah	Jan 2020	<b>Done. Close</b>
201911-07	Post Committee meeting minutes once approved on the website	Brianna and Candice		<b>Ongoing &amp; close the action</b>
202003-07	Update the Boat Trailer Policy	Lawrie	Apr 2020	<b>Old action. Close</b>
202002-03	Bring all examples of logo to next meeting and Committee standardise	Lawrie and Bella	June 2020	<b>Close</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>Done. Close</b>