



Ivanhoe Northcote Canoe Club Inc. A0008830P
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 ABN: 35 350 725 748
 Affiliated with Paddle Victoria

Minutes

16/03/2023 – 7:30pm, Zoom

Committee: Arabella Eyre (AE), Ben McKenzie (BMc), Candice Charles (CC), Deborah Bennett (DB), Jason Kennedy, (JK), Kelly Murray (KM), Lawrie Chenoweth (LC), Penny Young (PY), Peter Campbell (PC), Rachel de Kretser (RdK), Tamara McKenzie (TMc)

7.30	MEETING OPENING	CC
	Acknowledgement of country	
	Apologies – BMc	
	Attendees – AE, CC, DB, JK, KM, LC, PY, PC, RdK, TM	
	Minutes of previous meeting – https://www.dropbox.com/scl/fi/6394npicv32q1gqenphf4/INCC-Committee-Meeting-Minutes-19012023.docx?dl=0&rlkey=3xjv8qzww72q3lepadewis4mu	
	Matters/actions arising from previous meetings (see below)	
	Items from portfolio reports, other business to discuss	
7.40	President's report	CC
	Report: https://www.dropbox.com/s/0b200yq5sm2ztz0/President%20report_March%2023.pdf?dl=0	
7.45	Treasurer's report	JK
	Account transactions: https://www.dropbox.com/s/jw32c4mq4baki30/Treasurer%27s%20Report-FY2023-8.Account_Transactions-Jan23%20to%20Feb23%20%281%29.pdf?dl=0	
	Cash summary: https://www.dropbox.com/s/shjk3zsu26etkat/Treasurer%27s%20Report-FY2023-8.Cash_Summary-Jan23%20to%20Feb23%20%281%29.pdf?dl=0	
	ITEMS FOR DECISION	
7:50	Next steps regarding clubhouse redevelopment concepts. (see President's report) <ul style="list-style-type: none"> - Asked to hold off the (6 week discussion period) - NDA to be signed by people attending the meetings to ensure the security of the designs - Committee happy to go through the steps outlined in the president's report 	
7.55	Club Membership Increases with inflation	
	I am sure all are aware of inflation being at 32 year high The Consumer Price Index (CPI) rose 1.9 per cent in the December 2022 quarter and 7.8 percent annually. (ABS). Club fees must be aligned to cover rising costs of the club both already realised and virtually certain to be incurred by all suppliers post June 2023. Whilst sympathetic to rising fees on families and individuals. It is financially reckless to not keep the club fees aligned with inflation increases.	

	<p>Its expected Paddle Vic. (FY23 \$50) and Paddle Aust (FY23 \$36.36) will move their components with inflation.</p> <p>Therefore, I propose the Senior Fees for INCC (FY23 \$190.00) to be increased by 8% to \$205.20 for FY24. Other membership categories will also increase by the same proportion.</p> <p>That will increase Senior membership from \$285 inc GST, (example attached) to about \$308 inc GST.</p> <p>Decision: Increase to club membership. Committee agrees to increase membership fees.</p> <p>Action: Fees to be increased for next financial year.</p>	
8:00	<p>Coaching rate increases with inflation</p> <p>The same conversation regarding inflation must be had with fees we pay our Coaches in the interests of fairness and retainment.</p> <p>The current rates are Lead Coach \$35 per hour, Assistant Coach \$30 per hour for coaches paid by the club via "CoachTracker". Coaches who are deemed employees and paid by PV are understood to be paid \$35 per hour.</p> <p>I propose the rates be increased for FY24 by 8% and rounded up to the nearest dollar being Lead Coach \$38 per hour, Assistant Coach \$33 per hour, PV Coaches \$38 per hour.</p> <p>Decision:</p> <ul style="list-style-type: none"> - Discussion of whether we are currently meeting the award rate under this proposed increase. <p>Action: Jason and Deb to confirm we are at or above the award rate, circulate notes to the committee.</p>	
8:05	<p>Child Safe, NIF and compliance</p> <p>This will seem like a lot to digest. I suspect that much of our work will be in improving communication in line with the Child Safe Standards, and documenting procedures to standardise the way coaches and volunteers interact with and respond to tricky situations with junior members. I'm hopeful it's something that will be welcomed by club members.</p> <p>I have compiled all of the child safety documents I have found from Vic Sport, Paddle Vic and Paddle Australia, and Victorian Child Safe Standards). I'm still working through the process (and there are many documents that we need to review to create a full set of procedures), but have started with a draft Child Safe Policy.</p> <p>Attached are three documents:</p> <ol style="list-style-type: none"> 1. INCC Yarra Paddlers Risk Assessment - Change Rooms. A basic risk assessment and 4 possible solutions. 2. Child Safe Standards Comprehensive Review document. I have completed this to the best of my knowledge. There were areas that I was not sure about, and I may have misunderstood how some things are approached, so it would be great if others could have a look over this and consider the items where I was unsure. A blank copy can be found here, if you'd like to look at it without my thoughts - https://vicsport.com.au/child-safe-sport (it's the document titled <i>Comprehensive Child Safe Review Template (New)</i>) 3. The Child Safe Policy is drawn from the Child Safe Policy template provided by Vic Sport, with modifications based on the Child Safe Policy document provided by Paddle Vic and with reference to materials and codes provided by the National Integrity 	KM

Framework. The Paddle Vic information references documents contained on the Paddle Australia website, which have now been retired from the Paddle Australia Website (they can be found in the historical documents section). The Paddle Australia policy is to adopt the Sport Integrity Framework instead, however these are a national framework and are not consistent with the more stringent Child Safe Standards in Victoria (Victoria has the most comprehensive and strict Child Safe Standards). I've therefore downloaded and referenced the historical documents as well as incorporating elements of the SIF documents.

The Child Safe Policy as I've presented it is much more complicated than it probably needs to be. I'm mindful that many of you don't know much about me so didn't want to presume to make judgement calls on areas without trust from the committee that I'm in a position to do that, so I've instead essentially included a lot of information to ensure that people don't feel I've overstepped. If you're comfortable I'm across this and would like it simplified I'm happy to do that.

The other challenge with this material is that it's all a bit circular and each document references other things, which aren't necessarily still current. For instance the Paddle Victoria Child Safe Standards reference DHHS (which is now DFFH) and Paddle Australia documents that are now superseded by NIF documents. It's all a bit muddled and will probably require a degree of iterative work to get it really clear.

I've put in a call to VACSAL to try to locate someone who can review our documents and let us know whether there's anything we need to add or change to make them culturally safe and welcoming for indigenous kids. I will also ask that person if they can tell me more about the river and whether there are any stories we could share as a way of acknowledging the traditional owners. It turns out there is a group of (reportedly about 100!) indigenous children who paddle the Murray Marathon in conjunction with the police as a community outreach service. I wonder whether any of these children are local and would like to do more paddling?

Resources:

<https://www.dropbox.com/scl/fo/le5eq1fmvkqob7qx0gip7/h?dl=0&rlkey=vyiks2larkzzyqg8d2b8er82s>

Decisions/actions:

Committee to consider **INCC Yarra Paddlers Risk Assessment - Change Rooms** and agree on an option.

- Kelly would recommend option two whereby we modify the changerooms to ensure they are child safe. We will meet all obligations other than supervision, however this did not seem possible regardless.
- Modification to the male change rooms will be inexpensive but will come at a cost.
- We will need to seek funding either from council or grants, otherwise we would need to
- **Decision:** Committee approves option 2 as outlined in the report.
- **Action:** Candice will ask Peter Mitten/Council about modifications to the men's changeroom in line with Child Safe standards.

Committee to consider the **Child Safe Standards Comprehensive Review** document and provide feedback before the April meeting.

- Next steps would be to start the communication documents following on from the review. E.g. putting up Child Safe standards on the notice board
- **Action:** Kelly will print out some Child Safe posters for the notice board and continue to work on communication documents for Child Safe.

Committee to consider the **Child Safe Policy** and confirm whether a simplified version would be preferred.

- **Action:** All to review the child safe policy and to email Kelly with any changes. Kelly will review and come to the next meeting with a more developed policy. Committee to agree on a communication plan and methods of dissemination of these child safe decisions and documents at the April meeting.
- See above

NA

ITEMS FOR DISCUSSION

NA

PORTFOLIO REPORTS FOR NOTING

Membership and racks (Tamara)

Report: <https://www.dropbox.com/scl/fi/ctjh9vktv64h19fxggq6r/Report-to-INCC-Committee-16th-March-2023-TM-1.docx?dl=0&rlkey=vr51bj99vztjgnmr8aqnvexg5>

Boat Captain (Lawrie)

Have completed repairs to K1s #14 and K1 #3 both footbar issues, also K1 #75 and #11 have been repaired and are going again.

We now have 6 new paddles for juniors ranging in length from 2 meters X2 , 208 X2 and 2 X 212 mtrs.

6 X Senior paddles all 216 mtr length. We now have our 6 new boats on the shelf 2 X K2s and 4 X K1s.

The boats that we have retired and taken out of the racks are in safe storage and we have sold and gifted three of these older boats.

The Goldfield paddlers have taken the small K1 junior "Joey " gifted! The Blue bells TK2 sold for \$250, and Tk1 #42 sold for \$200.

Leaving the K2 Fanfare #23 that John Young has interest for Carey Grammar, and the old large TK2 white with red and blue stripes #26.

The only K1 left is #48 weighs approximately 14/15 kg.

Clubhouse (Lawrie)

"Clubhouse building" maintenance has been good over the Christmas and early new year period with only minor repairs required.

Sadly our council contact Trent Crarpenter is leaving Yarra for a position with another council. Trent has been fantastic to deal with, easy going and all our requests for work at the club carried out within a few days of our request . We will miss Trent.

Trent's replacement is well known to a few on the committee, Peter Mitten.

Junior Program (Chris Burns)

Report:

<https://www.dropbox.com/scl/fi/sct2icnhwj3g4bhcbgwrs/INCC-Yarra-Paddlers-Junior-Program-report-March-23.docx?dl=0&rlkey=ubu9vzcl3a0di9543ra2wg8ao>

Incident report:

Name: Abby Osborne

Time: approximately 1:30pm Saturday the 4th of March

Incident: Abby was sitting atop the hand railing at the dock, I turned around and as I turned around I saw her fall off and hit her head on the step. Immediately I cleared the area and made Paul stand guard and make sure she had space while I retrieved the first aid kit and my phone. While beginning my assessment of the situation I gave my phone to Paul to call Mike (her father). I did not move Abby until I had ascertained the nature of her injury and ruled out a neck or back injury. At which point I began first aid. She was conscious but slower and stunned. I washed out the wound on her left temple and got her to apply pressure to stem bleeding. I then cleaned her legs to the best I could and arranged transport to the ER. her rather arrived approximately 15 minutes after the incident and we used a wheelchair to move her from the dock to the car. I deemed it unnecessary to call for an ambulance due to her father's proximity and the mild-moderate nature of her injury.

Prevention: Since then we have made an effort to ensure safety around slippery and dangerous surfaces. The kids are told not to sit on the railings and make sure they don't put themselves into potential fall hazard areas

Abby's condition: Abby was diagnosed with a mild concussion and was given 5 stitches for her head wound, she made a swift recovery and went to a school camp on Wednesday (incident occurred on Saturday).

Comments: I was satisfied with the performance of our emergency contact information and first aid kits, I will be distributing the contact details to all coaches and requiring them to have a phone and kit per group as if I wasn't there with the roll and details an ambulance would have been required and Mike would not have known anything had happened. Getting coaches on the same page in emergency situations is imperative to our child safety procedures. I will be making a craft policy for committee approval to be sent to all coaches

Adult Beginner Program (Rachel)

While we were delayed with the opening of this beginner season due to the flooding, we have still had a successful run since we were able to start courses back up again in January. We have completed four group courses, with one group course running currently with one session left and another scheduled to start this weekend, that has 5 sign ups already. We have also completed 5 private courses with both 1 and 2 people, and there are 2 private courses still currently underway. We have also had two registrations for private courses for two people that a mother bought her children for Christmas – I've emailed them but haven't heard anything back yet. Also, a special mention to Mark Chapple for completing a private course that he started summer last year – the participants kept rearranging dates and cancelling and rescheduling and the whole thing ended up taking over a year for them to complete, with has to be some kind of record!

Race participation (Penny)

Report: <https://www.dropbox.com/scl/fi/ggc553zbv8evukdtlmi4g/Race-participation-report-Mar-23.docx?dl=0&rlkey=iz7c1ob8ku9yio5czarr9zle5>

Compliance (Kelly)

See items for decision.

Safety (Ben)

Adult PFDs now available.

No other safety issues have been raised by members.

8:25	OTHER BUSINESS	
	INCC AGM	DB
	Deb has confirmed Sunday 3 rd December for the AGM and is contacting the caterer who works with the venue.	
	Items for next meeting	
	INCC race – AE will take on coordination role with support from the committee.	AE
	Member survey – Defer to next meeting (AE will progress, apologies for not progressing). See previous minutes for notes.	AE
8:41	MEETING CLOSE	

Items from this meeting

Ref	What	Who	By	Status
20230301	Circulate clubhouse redevelopment designs and organise meetings to review designs and get feedback.	Candice	6 weeks after designs are received	Open

20230302	Ask Peter Mitten/Council about modifications to the men's changeroom in line with Child Safe standards.	Candice	May	Open
20230303	Print out some Child Safe posters for the notice board and continue to work on communication documents for Child Safe.	Kelly	May	Open
20230304	All to review the child safe policy and to email Kelly with any changes. Kelly will review and come to the next meeting with a more developed policy.	All	May	Open

Items from previous meeting

Ref	What	Who	By	Status
20230101	Bella to merge the two member survey documents and circulate to committee members to provide comment by next committee meeting.	Bella	May meeting	Open
20230102	Rachel to circulate which boats are to be removed to the committee. <i>See boat captain's report, boats have been removed.</i>	Rachel	Next meeting	Closed
20230103	Penny to send club members an email clarifying the changes to the club boat numbering system. Link to spreadsheet with the old and new numbers. <i>Tamara has sent Penny notes on the changes. Penny will add the update in the newsletter.</i>	Penny	Next meeting	Open
20230104	Review the National Integrity Framework case studies and recordings. Links above. <i>Question about whether events that are not specifically for kids require all volunteers need a WWCC. We will work on our policy and systems as a part of the current review.</i> - <i>Penny to add a newsletter item asking people to list INCC and PV as their volunteer organisations for their WWCC and provide details to us.</i>	All	Next meeting	Open
20221202	Boat maintenance - Penny and Deb to undertake audit of boats and repairs to foam. Penny to make more boat under repair signs and Bella to make holder for repair signs. <i>Audit complete and we currently have 6 boats that require repairs. Owen from Footscray is \$80 per hour and comes recommended by them. Lawrie will work out which ones he can take and we will get Owen to repair the others. Eoin has been engaged and completed repairs on several boats.</i>	Lawrie	Jan 23	Closed
20221203	National integrity framework – All committee members are to attend one of the Sport Integrity Victoria presentations on the new framework.	All	Feb 16	Open
20221204	Acknowledgement of Chris' contribution in 2022 - Penny will acknowledge Chris in the next newsletter <i>Will be included in the next newsletter</i>	Penny	Jan 23	Open

20221205	<p>Memorial in club for Max - Kelly will reach out to the McKenzies to offer this. Deb will find a space on the wall in the club. Kelly will coordinate with Chris and the juniors for words.</p> <p>Chris will work with the juniors on text and this will then be passed to Ben and Tamara. – Kelly will follow up</p> <p>There is room in the gym area.</p>	Kelly, Deb	Jan 23	Open
20221101	Update honour board	Deb	June 2023	Open
2022044	<p>Update Committee list for notice board</p> <p>- Update bios and photos (Bella to send reminder)</p>	Bella	17 May	Open
2022021	<p>Weekly calendar of 'what's on at INCC' to be created and posted on website and notice board.</p> <p>05/05 – Marcus has made a planner to be printed in A2 and laminated.</p> <p>17/11 – On hold until we can have more frequent events</p> <p>15/12 – Candice has made a draft and will circulate</p> <p>19/01 - School program times to be updated and then it will be finalised</p>	Penny/Marcus/Candice	17/03/2022	On hold
2022022	Update new member handbook.	Bella	17/03/2022	Open
202012-10	<p>Additions to the Gym Equipment</p> <ul style="list-style-type: none"> 1 more Olympic Bar <p>Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval</p> <p>21/10/2021 – Waiting for quote on custom bench</p> <p>05/05/22 - Discussions between Bella and Rachel, we don't need a custom bench. A new barbell will cost \$365 (less if we receive organisation discount), do we have committee permission to spend this money?</p> <p>Committee agreed to buy the new barbell, Bella to order.</p>	Bella and Rachel	15 Jan	Open