



Ivanhoe Northcote Canoe Club Inc. A0008830P

PO Box 180, IVANHOE, 3079

ABN: 35 350 725 748

Affiliated with Paddle Victoria

18/02/2021 – 7:30pm Grandview Hotel, Fairfield

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

Meeting opened 7:40pm

1. Attendees & Apologies

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

Apologies: Stephanie Langley

2. Acceptance of minutes of the previous meeting (of 21 Jan 2021)

Acceptance of last meeting's minutes moved by Rachel, seconded by Bri.

3. Business arising from the minutes (see below)

4. Correspondence

No correspondence received.

5. Reports:

● **President** (Debbie Bennett)

- See president's report

(<https://www.dropbox.com/scl/fi/9tab51sfdlgibu8kcm0q7/President-s-Report-Feb-2021.docx?dl=0&rlkey=d6qdj4jwtx15jxf576m14u3f8>)

- Deb is seeking suggestions of projects for grant applications.
- Deb noted that putting out our bins in front of the apartment block will ensure they are emptied.
- Additional discussion regarding the changes to the upcoming INCC junior club races.
- Upcoming club events outlined including junior club race, working bee, 'come and try' and training sessions.

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

- Our matter with Heritage Victoria has been elevated to a higher level and is ongoing.

- **Treasurer** (Anthony Cross) NOTE REPORT EMAILED DURING THE MEETING
 - See Treasurer's report
(<https://www.dropbox.com/s/2rtckq5opox10xq/Financials%20Feb%202021.pdf?dl=0>)
 - We are in a good position despite being slightly from last year due to fewer grants.
- **Clubhouse Co-ordinator** (Lawrie Chenoweth)
 - Flagged that possums and blue tongue lizard may be sharing the club house with us again. Lawrie will contact council about this (in action items below).
- **Boat Captain** (Lawrie Chenoweth)
 - Will assess what club boats need repair, could be sold and are to be bought at upcoming working bee.
- **Coaching** (Stephanie Langley)
 - **Adult Beginners**

Report from Steph (in absentia):
Learn to paddle course

 - we have had plenty of interest with everyone looking to get back to activities after various lockdowns last year.
 - we had to cancel the December 2020 course as there wasn't enough interest at the time
 - both the course #2- Jan Sat and course #3 -Jan Sunday's went well and it was great to start up again
 - Course #4 Feb Saturday's -was fully booked and we were suppose to finish last weekend but couldn't because of the snap lockdown - this will finish in the next week or so
 - course #5 March Saturday's - is also booked out and almost ready to go (need a few assistant coaches to help)

Learn to paddle by private course

 - there have been plenty of registrations for the private lessons as the other courses fill up or people want to get the course done quickly at a time that suits them (which after all is the whole idea).
 - the private courses have been more of a challenge to schedule as there was a big back log because people were registering last year when we were closed and we could even run their lessons. Other issues were after multiple emails to coaches there was not a lot of response (only 3 of the 17 coaches I emailed said they could take on a private course) and even after agreeing to run courses some coaches then backed out and replacements had to be found.

Understandably people are very busy over the December- Feb time of year especially now we can actually do activities; it just meant it took longer than usual to get through the ever growing wait list. | Overall going well- with the interest I will look at dates in April to run a last course of the season (after that it gets too cold for beginners to learn).

 - 48 people have paid for the beginner courses, but a smaller number have gone through with their courses so we really need to get through more of these people ahead of April.
 - Coaches on the committee noted some are available for week-night beginner courses to help with backlog of new paddlers.
 - Committee noted there is a current shortage of coaches and that we could address this by contacting Paddle Victoria to organise a coaching course.
 - **Juniors**
 - See junior program manager's report
(<https://www.dropbox.com/scl/fi/agwl6ds5tezbpum2gy0vb/Junior-Program-Manager-s-Report.docx?dl=0&rlkey=pmqrkvyyu6fi8m5lb8kiz0muoe>)
 - Report from junior holiday program. Program well attended and a success.
 - **Intermediate**
 - **Advanced Coaching**
- **Membership Co-ordinator** (Candice Charles)

- We currently have 257 members, slightly down from 287 this time last year. This difference may not be real as we are yet to register Term 1 juniors and school paddlers.
- Candice will discuss registration with Michael (MLC) and Lachlan (CGS) at upcoming meeting on March 2nd.
- Candice noted the juniors will need to be registered ahead of the Vic Champs on Feb 27th & 28th.
- Noted that we have many new club members and would like to encourage a friendly culture at the club by welcoming these new people. This is aided by the Sunday doubles program that is being coordinated by Sally.
- **Racking Co-Ordinator** (Candice Charles)
 - Planning to replace labels on racks during upcoming working bee and identify boats that are in the wrong spots.
- **Communications Co-ordinator** (Brianna Jones)
 - Rachel has offered to assist with newsletter proofing, Candice is happy with Rachel being the newsletter proof reader prior to distribution.
 - Discussion regarding how we can market our newsletters more effectively (timing and frequency), particularly for race emails that are less frequently engaged with.
 - Bri will be creating a content calendar that will indicate when communication will be released.
 - 376 people have looked at our Facebook page in the last two weeks.
 - Sally asked if she should be promoting club races in the members Facebook group:
 - Bri has indicated that she will manage the comms for the club races.
 - Sally noted that we need to ensure the website has all events listed on it.
- **Social Coordinator** (Sally Miller)
 - See Social Coordinator's report
<https://www.dropbox.com/scl/fi/qnah99imm9ckct0cuwi7q/INCC-Social-and-Club-Events-Report-Feb-2021.docx?dl=0&rlkey=ij0by96iwegwinv80hu483hd1>
 - Discussion of upcoming working bee and post-event BBQ. Committee decided that it will be simpler to purchase food than to have a BBQ.
 - Debbie to order catering for working bee from A1 bakery.
 - Sally flagged a proposal for a camp on the weekend of nationals if it is cancelled. This may be held in Bairnsdale as it has multiple options for paddling.
 - Sally has flagged that Kieran's story of paddling bass strait will potentially be a good talk at the AGM.
- **Race Participation Co-ordinator** (Penny Young)
 - Early bird entries close for Vic Champs tomorrow 19/02/2021. Final entries will close next Thursday, 25/02/2021.
 - Discussed importance of communicating information regarding club trailers and boat transport with particular emphasis on the Vic Champs.
 - Debbie flagged the location for the Vic Champs may be changed given a series of issues on the rowing course this will be dependent on whether the Australian championships is being held in March.
- **Race Host Co-ordinator** (Sally Miller, Brianna Jones)
 - The 2021 club event will be a team pursuit race.
 - Sally has started a Google Drive for the event and begun to update the documents for the 2021 event.

- Sally has contacted MLC about providing catering for the event.
- **Uniform Co-ordinator** (Stephanie Langley and Debbie Bennett).
- **Safety Co-ordinator** (Isaac Johnson)
 - Isaac and Anthony will audit the First Aid kit at the upcoming working bee.

6. General Business

- Candice has updated the INCC 2021 handbook and updated wording about life jackets and club access. Flagged that, for security reasons, the club is automatically locked between 12pm – 5am. Members who would like to access the club during these hours can contact Candice and she will grant them access.
- Noted that we have lost a number of PFDs and will require more.
- Proposal for adoption of the use of collaboration tool by the committee for communication (Slack) – Deferred to next meeting
- Discussion of pop-up bike lane on Heidelberg Rd:
 - We had received an email from Paul van der Sluys regarding the disruption to parking caused by the pop up bike lane on Heidelberg Rd.
 - Councillor Amanda Stone had asked Candice about the impact on the club
 - Noted that we need to manage parent drop-off for junior programs better. We should emphasise they use the round-about rather than filling the car-park.
 - Decision made to avoid making a public stance on the issue and for Candice to suggest use of the Melbourne Polytechnic carpark with Amanda Stone and council.
- Lawrie has had a request to use our club C1 outside of the club. This was approved by the committee.
- Private come and try request from the people who did our signage. This will involve approx 6-8 people, Lawrie looking for another coach who can help. Coaches on the committee suggested they could assist and we have proposed hosting the come and try 2-4pm March 21st.

Meeting closed 9:20pm.

7. Next Meeting – 7:30pm 18th March 2021, Grandview Hotel, Fairfield

Ref	What	Who	By	Status
202102-1	Assess what new boats need to be bought <ul style="list-style-type: none"> - Given we will be selling some old boats, these will need to be replaced with new boats. - Flagged that rebels will be a growth area given we have many new beginner paddlers. 	Candice & Lawrie	18 Mar	Open
202102-2	Light requires changing in the toilet in the gym. This can be fixes in the working bee.	Deb	18 Mar	Open
202102-3	Lawrie to follow up with Trent/council about possums in the club.	Lawrie	18 Mar	Open
202102-4	Investigate the opportunity for a club supported coaching course with Paddle Victoria given the number of courses and coaching shortage.	Deb	18 Mar	Open
202102-5	Flagged that we have lost a number of PFDs and will require another 1/2 dozen.	Candice	18 Mar	Open

Update on previous open actions:

Ref	What	Who	By	Status
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202101-01	<p>Planning for Come and Try Sun 21/2</p> <p>Update Sally 18/2:</p> <ul style="list-style-type: none"> • Promotion: Flyer & Sandwich Board (done by Candice) <ul style="list-style-type: none"> ○ Receiving quite an influx of bookings. Sally & Candice agreed maximum of 35 bookings so with no-shows we likely end up with 25. • Coordination: Forms updated (done by Sally) <ul style="list-style-type: none"> ○ Drop Box \INCC3\Come & Try Days\Come & Try 2021 ○ Guidelines for Coaches & Helper updated ○ Using FB messenger group Come And Try Feb 2021 to coordinate. • Resources: coordinating coaches (Done by Rachel) <ul style="list-style-type: none"> ○ We have a full set of helpers & coaches • Covid Restrictions: Breaking the 3 hour slot into 2 x 90 minutes and have asked 15 of the current people to come at 1pm and the remainder, plus any who sign-up from now, to come at 2.30pm - that way we could have a total of 30 people but will require us to move the first lot on etc so that we do not exceed the 20 limit (Done – thanks Candice) 	Sally, Rachel	?	Open
202101-02	Add working bee to social calendar, circulate info to members.	Sally, Bri	End of Feb (working bee 7/3)	Closed
202101-03	<p>Identify club boats that need to be replaced.</p> <ul style="list-style-type: none"> - Expressed he has a number of people looking to buy old boats 	Lawrie	?	Open
202101-04	<p>Decide on dates/time for extra beginner course.</p> <ul style="list-style-type: none"> - Candice has tried to talk to Steph about this - Coaches from the committee have expressed that they are available on week nights in March and this could provide some additional options sooner rather than later. 	Candice, Steph	Early Feb	Open
202012-01	Deb to circulate the final proposal for the INCC Junior Squad Program.	Deb	22 Dec	Closed
202012-02	Organise the next Come & Try (Adults & Juniors) for early Feb '21.	Sally & Rachel	Let's do it Sunday 7th	Open
202012-03	<p>Deb to update her Presidents report and Newsletter to also cover Sprint activity within the club.</p> <ul style="list-style-type: none"> - Deb has been trying and has requested that others assist in providing her with information about sprint activities. 	Deb	30 Jan	Open & ongoing
202012-04	<p>Deb to advise Reka of the following decisions.</p> <ul style="list-style-type: none"> - The committee approved Reka's request to have Bring a Friend (complimentary) at the last session each term. - The committee approved the Paddlerooos holiday program in the summer break. 	Deb	23 Dec	Closed
202012-10	Additions to the Gym Equipment	Steph	15 Jan	Open

Ref	What	Who	By	Status
	<ul style="list-style-type: none"> - 1 more Olympic Bar - 1 more bench <p>Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval</p>			
202011-01	<p>Further discussion re: buddy program for introducing beginners to racing</p> <ul style="list-style-type: none"> • 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). <p>Update 21/1:</p> <ul style="list-style-type: none"> • Getting Ready to Race booklet published PV Website, updated in INCC web page. Promotion PV News and FB. • Club Races. Proposal can be found here <ul style="list-style-type: none"> ◦ Requesting decisions from the INCC Committee <p>Update Sally 18/2:</p> <ul style="list-style-type: none"> • Ready to Race booklet shared on the (re-named) Marathon Paddler Victoria - • Proposal options provided and updated now to Framework and can be found here Dropbox\INCC3\Sunday Club Doubles Races\Framework for regular INCC Club Races [FINAL] along with the schedule race dates. • Candice has created logo and online booking form https://www.incc.org.au/sunday_club_doubles/ • TK2's to be all fixed by race day – hopefully at Working Bee • Will use old Murray Marathon boat numbers – borrow from PV • Promotion <ul style="list-style-type: none"> ◦ Newsletter (done) ◦ INCC-YP FB - underway ◦ INCC-YP FB posts leading to the race/s • Race volunteers <ul style="list-style-type: none"> ◦ Not identified yet • BBQ person Not identified yet 	Deb, Penny & Sally	End of Nov	Open
202001-04	<p>Purchase two new tear-drop flags (and retain the existing base and poles). Initial price not acceptable. Bella to seek better deal</p> <p>17/12: Arabella provided email update on 17 Nov.</p>	Bella	2020	In progress
202001-09	<p>Remove the 2 x K2 outside the Clubhouse. They propose to donate them and 5 other boats in the bunker to another club.</p> <p>Deb to speak to Michael (MLC)</p>	MLC Deb	Mar 2020	Open
Sep '19	<p>Individual Hat & Uniform supplier ready for ordering</p> <p>17/10: Action amended – Deb following up Pontoon. again, tomorrow and if no satisfactory response she</p>	Steph and Deb	Oct 2019	Open

Ref	What	Who	By	Status
	will change supplier.			