



Ivanhoe Northcote Canoe Club Inc. A0008830P  
PO Box 180, IVANHOE, 3079  
ABN: 35 350 725 748  
Affiliated with Paddle Victoria

## Minutes

18/05/2023 – 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	<b>MEETING OPENING</b>	CC
	Acknowledgement of country	
	Apologies – DB, TM, PY	
	Attendees - AE, BMc, CC, DB, JK, KM, LC, Penny Young (PY), Peter Campbell (PC), Rachel de Kretser (RdK), Tamara McKenzie (TMc)	
	Minutes of previous meeting (accepted)– <a href="https://www.dropbox.com/scl/fi/joi2nxebrh3d6y8uwx9so/INCC-Committee-Meeting-Minutes-16032023.docx?dl=0&amp;rkey=yj6nke4fmnen62adgt4vbhnex">https://www.dropbox.com/scl/fi/joi2nxebrh3d6y8uwx9so/INCC-Committee-Meeting-Minutes-16032023.docx?dl=0&amp;rkey=yj6nke4fmnen62adgt4vbhnex</a>	
	Matters/actions arising from previous meetings (see below)	
	Items from portfolio reports, other business to discuss	
7.40	<b>President's report</b>	CC
	<ul style="list-style-type: none"><li>- This month has been spent primarily following up the</li><li>- We were well represented at the Paddle Australia Canoe Marathon and SUP championships. Many committee and club members were also heavily involved in the organisation of the event.</li><li>- There has been discussion and review of the juniors program with Candice, Jason, Deb and Chris.</li></ul>	
7.45	<b>Treasurer's report</b>	JK
	Account transactions: <a href="https://www.dropbox.com/s/pkzws0yabt8bhao/Treasurer%27s%20Report-FY2023-9.Account%20Transactions-Mar23%20to%20Apr23.pdf?dl=0">https://www.dropbox.com/s/pkzws0yabt8bhao/Treasurer%27s%20Report-FY2023-9.Account Transactions-Mar23%20to%20Apr23.pdf?dl=0</a>	
	Cash summary: <a href="https://www.dropbox.com/s/db6fruam94at9i8/Treasurer%27s%20Report-FY2023-9.Cash%20Summary-Mar23%20to%20Apr23.pdf?dl=0">https://www.dropbox.com/s/db6fruam94at9i8/Treasurer%27s%20Report-FY2023-9.Cash Summary-Mar23%20to%20Apr23.pdf?dl=0</a>	
	<ul style="list-style-type: none"><li>- Outflow of cash due to payment for boats and Nelo ergo.</li><li>- Income from April was banked in May causing a skew.</li><li>- Lawrie – We should expect some income from Goldfields Paddlers for the purchase of some retired boats.</li></ul>	
	<b>ITEMS FOR DECISION</b>	
7:50	Pay rates for club coaches	JK

	<p>Last meeting recommendation: increased by 8% and rounded up to the nearest dollar being Lead Coach \$38 per hour, Assistant Coach \$33 per hour. Previous action was for Jason and Deb to confirm we are at or above the award rate.</p> <p>Findings: Correct rates should be as per the Sporting Organisations Award 2020 being:</p> <ul style="list-style-type: none"> <li>• Program/Lead Coaches \$39.43, (Coach Level 2)</li> <li>• Assistant Coaches \$35.14 (Coach Level 1)</li> </ul> <p>Decision: Committee to endorse these rates, effective 01/07/2023.</p> <p>Further details/analysis:  <a href="https://www.dropbox.com/scl/fi/em4x3vnnzlsmxwcykcpud/Coaches-Payments-Review-May23.docx?dl=0&amp;rlkey=xpmacfdsacdpv4jihzu2nnvw">https://www.dropbox.com/scl/fi/em4x3vnnzlsmxwcykcpud/Coaches-Payments-Review-May23.docx?dl=0&amp;rlkey=xpmacfdsacdpv4jihzu2nnvw</a></p>	
7:50	<p><b>Allocation of actions for INCC race</b></p> <p>Sally from the PVMTC (formerly INCC committee member) set up a google folder for the 2023 INCC Yarra Paddlers race on 16th July. Using google folder as needs to be accessed by PVMTC and INCC committee members. I have drafted in Word doc the Race details, Tasks to be done beforehand and a list of the volunteers we need. In the spreadsheet, half complete, is the run sheet for the day. Google drive link:  <a href="https://drive.google.com/drive/folders/1Yti_K2Lc-ImYaTnnR5WqQT88AVxP-Pw?usp=share_link">https://drive.google.com/drive/folders/1Yti_K2Lc-ImYaTnnR5WqQT88AVxP-Pw?usp=share_link</a></p> <p><b>List of actions can be found on this document:</b>  <a href="https://docs.google.com/document/d/1kmdP9KaRZITaksMCZmjISHbdG5Meo4jb/edit">https://docs.google.com/document/d/1kmdP9KaRZITaksMCZmjISHbdG5Meo4jb/edit</a></p> <p>Action: Penny to promote the race via email</p> <p>Action: Bella to liaise with junior squad parents to see who will be able to assist with the catering. Specifically will be looking for someone keen to take on lead role and organise Street Trader Permit as soon as possible.</p> <p>Kelly suggested that we make some lolly bags using discount chocolate that we are able to purchase from the Cadbury factory. She will need to have a signed letter saying that she is a club representative or Ben offered that he can go, as he has access to the program as Ambulance Victoria staff.</p>	AE
	<p><b>Junior Membership Review</b></p> <p>See review:  <a href="https://www.dropbox.com/s/xd4045a10zi2x9/Junior%20Members%20-%20review%20-%20TM.pdf?dl=0">https://www.dropbox.com/s/xd4045a10zi2x9/Junior%20Members%20-%20review%20-%20TM.pdf?dl=0</a></p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. That from 2023/24 school program participants are registered as full junior members. It is suggested that schools would be invoiced for the full junior fee, including the INCC component. In 23/24 this will be \$140per person – of this, \$60 is the PA fee and \$22.50 is the PV fee. The INCC fee is therefore \$57.50, which will be the new additional fee for the schools. All juniors within INCC would then have the same membership and full rights to use the club boats and equipment, and if their parents request it, an access fob to the clubhouse. This is a positive move for the schools, as it will provide their students with additional opportunities and a closer link to the club. It is worth noting that many of the students (approx. 20%) will already have had their membership paid as they are part of the INCC junior paddlers, and so there will be no fee for the schools for these students.</li> <li>2. That, with the assistance of Paddle Vic, were view the process by which parents/guardians of all junior paddlers that are registered by INCC, understand and agree to, the PA and PV codes of conduct.</li> </ol> <p>Note: The PA and PV fee is \$60, thus \$80 is the INCC portion of the full membership, so the difference will be \$80.</p> <p>Discussion:</p>	TM

	<ul style="list-style-type: none"> <li>- This could help engage junior paddlers as we will have a more direct relationship with the paddling families.</li> <li>- The increase in price is small compared to the ultimate fees in the school paddling programs.</li> <li>- There are safety obligations that will apply to having more juniors as full members, particularly where they wouldn't be safe to paddle independently.</li> </ul> <p>Action: Candice and Tamara will discuss strengthening the pathway for juniors to full membership. The benefits of full junior INCC Membership to be communicated to the schools and additional fee as an option for students and parents to consider.</p>	
NA	<b>ITEMS FOR DISCUSSION</b>	
	<b>Uniform/Coaches/Races</b>	DB
	<p>See report:  <a href="https://www.dropbox.com/scl/fi/ch8fu2czc2jbq15u0ds0p/Debbie-s-report-May-2023.docx?dl=0&amp;rlkey=3mqcia71k570h04vgxqimllyk">https://www.dropbox.com/scl/fi/ch8fu2czc2jbq15u0ds0p/Debbie-s-report-May-2023.docx?dl=0&amp;rlkey=3mqcia71k570h04vgxqimllyk</a></p> <p>Items from Deb's report:</p> <ul style="list-style-type: none"> <li>• Uniform supplier – Committee happy to seek out a new uniform supplier</li> <li>• Home for our trophy – Committee to provide feedback</li> <li>• Coach recruitment strategy – Committee to provide feedback</li> <li>• Recognition of National Marathon Champions and Australian Team members – These achievements should be acknowledged in</li> </ul>	
	<b>INCC By-Laws Review</b>	TM
	<p>See review:  <a href="https://www.dropbox.com/s/gjxr640pbqzn2e/INCC%20Club%20Rules%20and%20By-Law%20Review%20May%202023.pdf?dl=0">https://www.dropbox.com/s/gjxr640pbqzn2e/INCC%20Club%20Rules%20and%20By-Law%20Review%20May%202023.pdf?dl=0</a></p> <p>Recommendation: That the Committee provide feedback by email to Tamara on the attached proposed changes to the INCC Club Rules and By-Laws by 30<sup>th</sup> June. These comments/feedback will be incorporated into a draft for discussion and approval at the July Committee meeting. Once approved by the Committee, a special resolution will be needed for member approval at the 2023 AGM.</p> <ul style="list-style-type: none"> <li>- Committee to provide feedback.</li> <li>- Noted that Tamara will need to check any changes against the 'model rules' (<a href="https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules">https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules</a>) and ensure that our rules are updated if the model rules have also been updated. Our rules were originally set up based on these model rules.</li> </ul>	
NA	<b>PORTFOLIO REPORTS FOR NOTING</b>	
	<b>Membership and racks (Tamara)</b>	
	<p>Report: <a href="https://www.dropbox.com/scl/fi/ctjh9vktv64h19fxgga6r/Report-to-INCC-Committee-16th-March-2023-TM-1.docx?dl=0&amp;rlkey=vr51bi99vztignmr8agnvexg5">https://www.dropbox.com/scl/fi/ctjh9vktv64h19fxgga6r/Report-to-INCC-Committee-16th-March-2023-TM-1.docx?dl=0&amp;rlkey=vr51bi99vztignmr8agnvexg5</a></p> <p><b>Junior Program (Deb Bennett/Chris Burns), Uniform (Deb) and Social (Deb)</b></p> <p>See report from Deb:  <a href="https://www.dropbox.com/scl/fi/ch8fu2czc2jbq15u0ds0p/Debbie-s-report-May-2023.docx?dl=0&amp;rlkey=3mqcia71k570h04vgxqimllyk">https://www.dropbox.com/scl/fi/ch8fu2czc2jbq15u0ds0p/Debbie-s-report-May-2023.docx?dl=0&amp;rlkey=3mqcia71k570h04vgxqimllyk</a></p> <p>See report from Chris:  <a href="https://www.dropbox.com/scl/fi/pcws8hwrqtisyp7ehswcq/INCCYP-Junior-Program-Report-April-May-2023.docx?dl=0&amp;rlkey=zdgf12iyvt2753fwliu50rf69">https://www.dropbox.com/scl/fi/pcws8hwrqtisyp7ehswcq/INCCYP-Junior-Program-Report-April-May-2023.docx?dl=0&amp;rlkey=zdgf12iyvt2753fwliu50rf69</a></p> <p>Action: Lawrie to check whether/where we can fit a K4, noting we need to maximise accessibility for members.</p>	
8:25	<b>OTHER BUSINESS</b>	
	<b>Short discussion on how we can promote juniors</b>	
	Peter asked how we can help promote the junior program to other schools, particularly public schools.	

	We discussed attempts we have made in the past and what has worked well. It is a timely reminder that we should start thinking about reaching out to schools in winter so that they are ready for Term 4.	
	<b>Items for next meeting</b>	
	Member survey – Defer to next meeting (AE will progress, apologies for not progressing). See previous minutes for notes.	<b>AE</b>
8:41	<b>MEETING CLOSE</b>	

Meeting closed at 9:10pm.

Next meeting July 6<sup>th</sup> 2023, via Zoom. NOTE: this is not the normal meeting time. We have shifted the meeting forward 2 weeks due to the club race on July 16<sup>th</sup>.

#### **Business arising from this meeting from previous meeting**

Ref	What	Who	By	Status
20230501	Penny to promote INCC the race (and volunteering) via email	Penny	6 <sup>th</sup> July	Open
20230502	Bella to liaise with junior squad parents to see who will be able to assist with the catering. Specifically will be looking for someone keen to take on lead role and organise Street Trader Permit as soon as possible.	Bella	6 <sup>th</sup> July	Open
20230503	Candice and Tamara will discuss strengthening the pathway for juniors to full membership. The benefits of full junior INCC Membership to be communicated to the schools and additional fee as an option for students and parents to consider.	Candice and Tamara	6 <sup>th</sup> July	Open
20230504	Deb to seek out a new uniform supplier	Deb	6 <sup>th</sup> July	Open
20230505	Committee provide feedback by email to Tamara on the proposed changes to the INCC Club Rules and By-Laws by 30 <sup>th</sup> June.	All	30 <sup>th</sup> June	Open
20230506	Lawrie to check whether/where we can fit a K4, noting we need to maximise accessibility for members.	Lawrie	6 <sup>th</sup> July	Open

#### **Items from previous meeting**

Ref	What	Who	By	Status
20230301	Circulate clubhouse redevelopment designs and organise meetings to review designs and get feedback. <b>18/05/23 – Full concept designs have not arrived. Images of the Panther Pavilion have arrived but they are hard to understand without the designs for the clubhouse further downhill.</b>	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

	18/05/23 – Peter has been contacted but Candice will follow this up with senior management.			
20230303	Print out some Child Safe posters for the notice board and continue to work on communication documents for Child Safe. 18/05/23 – These will be done shortly. We will also need signage that shows the	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. 18/05/23 – Kelly will follow this up.	All	May	Open
20230101	Bella to merge the two-member survey documents and circulate to committee members to provide comment by next committee meeting. 18/05/23 – Bella to do.	Bella	May meeting	Open
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. Tamara has sent Penny notes on the changes. Penny will add the update in the newsletter. 18/05/23 – This was included in the latest newsletter.	Penny	Next meeting	Closed
20230104	Review the National Integrity Framework case studies and recordings. Links above. 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. 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.	All	Next meeting	Open
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 Will be included in the next newsletter	Penny	Jan 23	Closed
20221205	<del>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.</del> Chris will work with the juniors on text and this will then be passed to Ben and Tamara. — Kelly will follow up There is room in the gym area.	Kelly, Deb	Jan 23	Open
20221101	Update honour board	Deb	June 2023	Open
2022044	Update Committee list for notice board Update bios and photos (Bella to send reminder)	Bella	17 May	Open

Commented [IP1]: To be removed at request of BM and TM

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	<p>Update new member handbook.</p> <p>18/05/23 – Updated and sent to Tamara</p>	Bella	17/03/2022	Closed
202012-10	<p>Additions to the Gym Equipment</p> <ul style="list-style-type: none"> <li>1 more Olympic Bar</li> </ul> <p>Steph to get quotes and send to the executive (Deb, Candice &amp; 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