



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

Minutes

19/01/2023 – 7:30pm, Grandview Hotel Fairfield

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)

6.30pm	Dinner (optional)	all
7.00	MEETING OPENING	CC
	Acknowledgement of country	
	Apologies – JK	
	Attendees - AE, BMc, CC, DB, KM, LC, PY, PC, RdK, TMc	
	Minutes of previous meeting – https://www.dropbox.com/scl/fi/508c6wrg43ezsa0kqxlo9/INCC-Committee-Meeting-Minutes-15122022.docx?dl=0&rlkey=yqibyorc7fiyxjvbl9qpek1ay	
	Matters/actions arising from previous meetings (see below)	
	Items from portfolio reports, other business to discuss	
7.10	President's report	CC
	Carey program is proceeding with Rachel as the program manager (employed by PV). The governance of the program has been set with an oversight group and mentorship. MLC and Camberwell will be returning in term one. Sally from the PV Marathon committee will be contacting club members around volunteering for the nationals at Easter.	
7.20	Treasurer's report	JK
	Account transactions: https://www.dropbox.com/s/3zw6zy7z8xq4oxy/Treasurer%27s%20Report-FY2023-6.Account_Transactions-Dec22.pdf?dl=0	
	Cash summary: https://www.dropbox.com/s/spnjpyncbfp3amd/Treasurer%27s%20Report-FY2023-6.Cash_Summary-Dec22.pdf?dl=0	
7.30	ITEMS FOR DECISION	
	Location of INCC race to be hosted in July and committee member	TMc/ DB
	We will host the race at the club and will need to be more supportive of the PV committee to organise speed boats. The race will be a team pursuit format. Peter will tentatively take on the PV liaison/race organising role.	
7:45	ITEMS FOR DISCUSSION	

	Member survey	
	<p>For initial ideas see https://www.dropbox.com/scl/fi/jxh8yc4jsfkbj8156a6vy/draft-survey-jan23.docx?dl=0&rlkey=sm0s0exncc6usxjprnk9w6oc and https://www.dropbox.com/scl/fi/6dya3bnmkf89fk9sjjg0e/Draft-INCC-member-survey-2023-V01.docx?dl=0&rlkey=d9a4tkpmdesp17sh1379h0pbe Bella to merge the two documents and circulate to committee members to provide comment by next committee meeting.</p>	
	<p>Acquisition, maintenance, and disposal of club boats The Nelo order of the slider has been delayed. The boats are due for delivery towards the end of the month. Maintenance has been organised (see items below). Club boats to be removed have been reviewed by Lawrie. One of the TK1s will be loaned by Carey. Rachel to circulate which boats are to be removed.</p>	
	Adult PFDs	BMc
	<p>Context provided around the club's previous provision of PFDs and that ended during COVID. Committee is in favour of returning the adult PFDs to the cupboard. We may need to consider how this is kept tidy.</p>	
	Changes to club boats	
	<p>There has been feedback from club members about changing club boat numbers. This has been confusing for some club members. An email should be sent out to the club members, Penny to action.</p>	
	Child Safe, NIF and compliance	KM
	<p>We need to improve our operations for Juniors to make us child safe compliant. A solution is to have the junior program use the bunker bathrooms. We need to work with the schools to manage the INCC junior program also using these bathrooms. Candice will coordinate with the schools in the lead up to Term 1. We need to improve our ability to welcome Aboriginal and Torres Strait Islander people. Kelly will ensure we have an acknowledgement of country signage. Working With Children's Checks – We need to ensure we have the WWCC details for all people involved with children or with events in the club. WorkSafe – We have requirements to our volunteers. We will do more work on addressing these obligations after the review into Child-Safe has been conducted.</p>	
	National integrity framework	CC/K
		M
	<p>All committee members to view the recording of the information session and familiarise themselves with the materials, case studies etc. Materials on Dropbox: https://www.dropbox.com/scl/fo/ar64ny984vcdknvf6ldt3/h?dl=0&rlkey=xuitzncpzd82eta1wtrxig3am NIF recording - https://drive.google.com/file/d/1034uQklzO8FpWhfZxV5kdltRoavH_8km/view</p>	
	Carey program	
	<p>Lengthy discussion of logistics and child safe requirements around which bathroom the Carey program will use. Committee decision that Carey will be using the bunker bathrooms as this is currently the only way we can confidently adhere to our Child-Safe requirements.</p>	
	Website	PC
	<p>The committee was happy with the proposed updates to the website. A search functionality has already been added to the website. In the future we could also add an FAQ page.</p>	
PORTFOLIO REPORTS FOR NOTING		

Membership and racks

<https://www.dropbox.com/s/k9zq5fque9a1zi5/Membership%26Racking%20Report%20to%20INCC%20Committee%2019th%20January%202023%20TM.pdf?dl=0>

Attachment – INCC Racking policy

<https://www.dropbox.com/s/qw0ei9fgtohu6cs/Membership%26Racking%20-%20Attachment%201%20-%20INCC-Private-Boat-Rack-Space-Allocation-Policy-v1.1b%20%281%29.pdf?dl=0>

Compliance

<https://www.dropbox.com/scl/fi/u6nww5ilh4mvqi5ss4z5g/INCC-Compliance-Summary-January-2023.docx?dl=0&rlkey=ffhcgelpjcb sawijghy53lgub>

OTHER BUSINESS**NEXT MEETING ITEMS (7:30pm, 16th February 2023, venue Grandview Hotel, Fairfield)**

9:33pm **MEETING CLOSE**

Items arising from this 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	Next meeting	Open
20230102	Rachel to circulate which boats are to be removed to the committee.	Rachel	Next 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.	Penny	Next meeting	Open
20230104	Review the National Integrity Framework case studies and recordings. Links above.	All	Next meeting	Open

Items from previous meeting

Ref	What	Who	By	Status
20221201	End of year event 2023 - Deb will look to see what dates fit in with the race calendar for 2023. Decided that Sunday Dec 3rd for an early dinner at the North Fitzroy Library	Deb	Jan 23	Closed
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. 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.	Lawrie	Jan 23	Open
20221203	National integrity framework – All committee members are to attend one of	All	Feb 16	Open

	the Sport Integrity Victoria presentations on the new framework.			
20221204	Acknowledgement of Chris' contribution in 2022 - Penny will acknowledge Chris in the next newsletter <i>Will happen in the next newsletter</i>	Penny	Jan 23	Open
20221205	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. Chris will work with the juniors on text and this will then be passed to Ben and Tamara	Kelly, Deb	Jan 23	Open
20221206	Casting call – Penny will share details on member Facebook group	Penny	Jan 23	Closed
20221101	Update honour board	Deb	June 2023	Open
2022074	Uploading minutes to website	Penny	18/08/2022	Closed
2022044	Update Committee list for notice board - <i>Update bios and photos (Bella to send reminder)</i>	Bella	17 May	Open
2022021	Weekly calendar of 'what's on at INCC' to be created and posted on website and notice board. <i>05/05 – Marcus has made a planner to be printed in A2 and laminated. 17/11 – On hold until we can have more frequent events 15/12 – Candice has made a draft and will circulate 19/01 - School program times to be updated and then it will be finalised</i>	Penny/Marcus/Candice	17/03/2022	On hold
2022022	Update new member handbook.	Bella	17/03/2022	Open
202012-10	Additions to the Gym Equipment • 1 more Olympic Bar Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval <i>21/10/2021 – Waiting for quote on custom bench 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? Committee agreed to buy the new barbell, Bella to order.</i>	Bella and Rachel	15 Jan	Open
Sep '19	Individual Hat & Uniform supplier ready for ordering <i>17/6/21: Action amended – looking at opening orders again at some point in the future. 15/7/2021 – Merchandise are on their way. 20/10: Deb has spoken to supplier and detailed issues. And asked for singlet and paddling top in addition to T-shirt and Hoodie. 15/12 – Next uniform order wave to begin late December or early January.</i>	Deb	Ongoing	Open

	19/01 – updated uniform has been circulated and will be opened ASAP for 2 weeks			
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