



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

Minutes

26/10/2023 – 7:30pm, Grandview Hotel Fairfield

Committee: Arabella Eyre (AE), 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 – JK, PC, KM, LC, RdK	
	Minutes of previous meeting – https://www.dropbox.com/scl/fi/igh4l363ug5hzco09kxfj/INCC-Committee-Meeting-Minutes-06072023.docx?rlkey=fm72206yrkvoihvyb1s4bchga&dl=0	
	Matters/actions arising from previous meetings (see below)	
	Items from portfolio reports, other business to discuss	
7.40	President's report	CC
	Report (Sept): https://www.dropbox.com/scl/fi/vm9l0nqagsuz9qvocfotf/President-report_Sept-23.pdf?rlkey=mdjyr7q82i6hafhflndfd1pvvy&dl=0	
	<ul style="list-style-type: none"> - Further to above report. Comments on the design to the council have gone back. The council has now submitted permits to Melbourne Water. - Carey program will be substantially larger next year. There are likely to be 42 paddlers. Their reliance on our club boats will be greater. 	
7.45	Treasurer's report	JK
	Account transactions (July-Aug): https://www.dropbox.com/scl/fi/ddqftdb5cuhpw1qizx7sw/Treasurer-s-Report-FY2024-01.Account_Transactions-Jul23-to-Aug23.pdf?rlkey=19908orrau6zvb1ayn9r3xjnh&dl=0	
	Cash summary (July-Aug): https://www.dropbox.com/scl/fi/p8ygc2qcntj3aq562gg73/Treasurer-s-Report-FY2024-01.Cash_Summary-Jul23-to-Aug23.pdf?rlkey=jjyu38vjd3ncf9pu47c67ks8i&dl=0	
	INCC FYE2023 Reconciliation Cash Summary to Financial Reports: https://www.dropbox.com/scl/fi/lei8v904snp7a8kz75hw2/Rec-FYE23-Fin-Report-to-Cash-Summary.pdf?rlkey=xcl677ccm945s4h47hkagicom&dl=0	
	2023 Annual Financial Report Draft: https://www.dropbox.com/scl/fi/cl27gy87vsva850azo099/2023-Annual-Financial-Report-Draft-v2.pdf?rlkey=6sy0irjynixckxkenk58bwcy9&dl=0	
	Annual financials:	
	<ul style="list-style-type: none"> - \$19,000 cash loss this year due to expenditure on club boats but this contributed to assets - Net loss of \$15,000 after depreciation etc. 	

	<ul style="list-style-type: none"> - Membership this year is only \$16,000 as people who renewed their membership in June were tabled as July. - This year we had increased school membership. - Rent outflow was higher this year due to the council catching up on rent they had missed. 	
	ITEMS FOR DECISION	
NA	ITEMS FOR DISCUSSION	
	Preparedness for AGM and awards night AGM is scheduled for 5 – 7pm Sunday December 3rd at Alphington Bowls Club. They will provide a bar person, drinks at bar prices. They also have an on site caterer, minimum numbers apply. Otherwise, we can bring our own platters of food. We need to determine who will coordinate the following items: Agenda <ul style="list-style-type: none"> - Short AGM and committee voting Catering –Deb to coordinate <ul style="list-style-type: none"> - Decision that we would like finger food. Aiming to cater for 60. Bookings for dinner/food – perhaps we use TryBooking <ul style="list-style-type: none"> - Action, AE to ask TM if she is able to set up the TryBooking Awards <ul style="list-style-type: none"> - Deb has a quote for \$38 per trophy for juniors and \$50 vouchers for the adults. - Deb will decide winners based on the point scores from Paddle Vic. Chris will decide the awards for the juniors. - Proposed to have a club contributor award for a member who has contributed to the club this year. Speaker <ul style="list-style-type: none"> - John and Dom could present on their experience racing internationally. - Emma and Isabella could also give a short speech on their experience at worlds. We also need to circulate notification to club members before November 12 th .	AE
	Arrangements for meetings going forward	CC & TM
	Candice and Tamara presented the Terms of Settlement from mediation. Part of this was to return to monthly committee meetings at the Grandview Hotel. The full terms of settlement can be read here: https://www.dropbox.com/scl/fi/yea78bebaxrbvermcwa9o/Settlement-agreement-McKenzie-v-Charles.pdf?rlkey=fodt9pyo9emdp0chrswite5e5&dl=0 . Committee members can reach out to Candice or Tamara to discuss.	
	Bunker Lock	DB
	The lock on the bunker door has been replaced and the door is now hard to lock/unlock. Also, we seem to have lost a key to the padlock on the landing gate. Does anyone have one of these keys? <ul style="list-style-type: none"> - The balcony door lock has been changed. - There have been 35 keys issued to the bunker over time. Only few of these can be tracked down. - Deb has started a key register to keep track of the bunker keys. This information may be able to be stored as part of our FOB register. 	
	Coach recruitment	DB
	We need to recruit more coaches for the beginners, junior and school programs. Can the club develop a strategy to achieve this? <ul style="list-style-type: none"> - MLC will now be 8am – 12pm as they run double sessions. 	

	<ul style="list-style-type: none"> - This will mean MLC will now clash with Carey. - The club and PV will need to develop more coaches. - We need to incentivise people to become coaches for both junior and adult paddlers. - This should be developed through a recruitment strategy. - This should also be promoted through our newsletter. - ACTION: Create a coaching@incc.org.au email address for coaching related inquiries. 	
	Ben Ward PVMC is running an end of year function with Richard Barnes as guest speaker and State awards on the Saturday night of the Ben Ward weekend. It would be great to see some Yarra Paddler teams compete and also support the function. <ul style="list-style-type: none"> - PY to promote this in our next newsletter. 	DB
NA	PORTFOLIO REPORTS FOR NOTING	
	Membership and racks (Tamara) Report (Sept): https://www.dropbox.com/scl/fi/ghr8ydia3ac0w59fa763k/Sept-2023-membership-and-racking-report-TM.pdf?rlkey=6tqzvj7suo25xksiwsu3aepf&dl=0 Junior Program (Deb Bennett/Chris Burns), Uniform (Deb) and Social (Deb) See report from Chris: https://www.dropbox.com/scl/fi/9ojgy5wyauxciddpdreed/INCCYP-Junior-Program-Report-October-2023-1.docx?rlkey=s2gxfhq80x1evtqbure6nykc&dl=0 Time trial results: https://www.dropbox.com/scl/fi/dx70t80m6v7m1m0a9e5ii/INCC-Junior-Program-TT-October-23.xlsx?rlkey=6o25j6jugeuao5gc94vcokhi6&dl=0 Deb – Clubhouse and racing https://www.dropbox.com/scl/fi/1gipl0kef5twu8fd2sove/Comittee-Report-September-2023.docx?rlkey=b0obd320kziwag0inubtgj4zn&dl=0	
8:25	OTHER BUSINESS	
	Learn to paddle program Requests have started coming in for this summer's beginner courses. We need to confirm if Rachel is happy to continue coordinating and if we need to make any changes in preparation for the courses. Items for next meeting	CC
8:30pm	MEETING CLOSE	

Next meeting November 16th 2023.

Items from this meeting

Ref	What	Who	By	Status
20231001	Promote Ben Ward in newsletter	Penny	Nov 16	Open
20231002	Create coaching@incc.org.au email address	Candice	Nov 16	Open
20231003	Confirm if Rachel is able to continue as the beginner course coordinator	Deb	Nov 16	Open
20231004	AGM items: <ul style="list-style-type: none"> - Food - Speakers - Trophies 	Deb	Dec 3	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. 6/7 - Candice to send email to club, then parents and juniors about the new child-safe policy. To be done ASAP.	Candice	May	Open

Items from previous meeting

Ref	What	Who	By	Status
20230701	Order marquee	Bella	Sept	Open
20230703	Update and circulate survey	Bella/Tamara	Sept 1	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. <i>6/7 - This has not been progressed.</i>	Candice and Tamara	6 th July	Open
20230504	Deb to seek out a new uniform supplier <i>6/7/ - All Pontoon uniform has been delivered. We will move away from Pontoon now.</i>	Deb	6 th July	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. <i>18/05/23 – Kelly will follow this up.</i> <i>6/7 - Candice to send email to club, then parents and juniors about the new child-safe policy. To be done ASAP.</i>	Candice	May	Open
20221101	Update honour board <i>6/7 - Deb needs a hand taking it down</i>	Deb	June 2023	Open
2022044	Update Committee list for notice board <i>Update bios and photos (Bella to send reminder)</i>	Bella	17 May	Open
20230505	Committee provide feedback by email to Tamara on the proposed changes to the INCC Club Rules and By-Laws by 30 th June. <i>6/7 - Deferred to next meeting.]</i> <i>Defer for discussion till after 2023 AGM</i>	All	Dec 2023	Deferred
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.</i> <i>17/11 – On hold until we can have more frequent events</i> <i>15/12 – Candice has made a draft and will circulate</i> <i>19/01 - School program times to be updated and then it will be finalised</i>	Penny/Marcus/Candice	17/03/2022	Deferred
20230702	Prepare movie fundraiser for World Champs reps	Bella/Tamara/Kelly	End Aug	Closed
20230501	Penny to promote INCC the race (and volunteering) via email	Penny	6 th July	Closed
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. <i>6/7 - Kelly will be coordinating the stall</i>	Bella	6 th July	Closed
20230506	Lawrie to check whether/where we can fit a K4, noting we need to maximise accessibility for members. <i>6/7 - Minkie K4 and Vajda split K4 have been ordered.</i>	Lawrie	6 th July	Closed
20230301	Circulate clubhouse redevelopment designs and organise meetings to review designs and get feedback. <i>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.</i>	Candice	6 weeks after designs are received	Closed
20230302	Ask Peter Mitten/Council about modifications to the men's changeroom in line with Child Safe standards. <i>18/05/23 – Peter has been contacted but Candice will follow this up with senior management.</i> <i>6/7 - Candice and Deb have met with council designers and Girl Guides to look at the site and the current design.</i> <i>Next meeting with the architects is the 24th July.</i>	Candice	May	Closed
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	Closed
202012-10	Additions to the Gym Equipment <ul style="list-style-type: none"> 1 more Olympic Bar Steph to get quotes and send to the executive (Deb, Candice & Arabella) for approval	Bella and Rachel	15 Jan	Closed

	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. 6/7 - Bella to purchase adult barbell			
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