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| TCCLogoNoWWW | Exec Meeting Minutes | Date/Time:Tues 9th Dec 2014, 8:00 pm |

| **Item** | **Action by Whom** |
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| Welcome |  |
| Meeting Attendance: Adam Rolls (Chair)Claye MaceDavid Bevan (minutes)Gordon Smith (part-time)John McClausland (part-time)Jonathan Larcombe (Larcs)Paul Shipp Peter SebbageSimon BarnesTineka Morrison (part-time) |  |
| Apologies for non-attendance:Emily IngramJonathan Knox  |  |
| Minutes of last meeting:* Motion: That the minutes of Exec mtg held on 4th Nov be accepted.Proposed by David B, seconded by Adam R, carried unanimously
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| Business arising from previous minutes:  |  |
| **Derby River Derby Feedback*** Adam has sent letter of acknowledgement to Lynden Russell
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| **AC Member Database Completeness*** New members are being entered by Simon as the on-line registration is not working properly.
* Past membership records still to be reconciled
* The on-line registration process does not clearly/correctly identify the applicable fees. John McC and Simon B to rectify.
 | John McC / Simon B |
| **ABR Club details*** Change of Registration form filled in and to be signed by D Hugo (last registered authorised contact person).
* Pass old rego details by Claye to identify old contact people from old contact numbers.
 | David BDavid B |
| **Clarification of Instructor/Training Rules**Post meeting note: Adam has promulgated a clarification statement on Facebook. Item closedDavid B has prepared checklist for Under 3 Trip briefings (per Under 3 Summary for 2014). Item closed.Simon and David have discussed participant / instructor ratios. Item included in above checklist. Item Closed. |  |
| Correspondence In: (All email replies are cc’d to tamar@canoe.org.au, so all tamar@canoe.org.au recipients know a reply has been sent.)* Reimagining the Gorge Project Update 3 from LCC
* Active Launceston Positions Vacant Ad
* Confirmation of EPIRB registration from AMSA.
* Invitation to Tas Olympic Council end of year function, Mon 15h Dec.
* Junk mail from LinkedIn
* Letter from Dept of Justice – research survey. Passed to Peter S for action
* Su Sprott re Ezi-Debit – see below
* Letter from St Johns seeking feedback on coverage for Cataract Challenge. To be passed to David Chiam for action
 | Peter S |
| Correspondence Out:* See Coaching below
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| Financial Matters |  |
| **Financial Report*** Finance Report presented by Simon B.
* Motion: That the Finance Report be accepted.Proposed by Simon B, seconded by Peter S, carried unanimously
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| **Approval of Payments**The following payments were tabled for authorisation* Petrol money ($20) to drivers attending Derby River Derby (providing presence on river) – Jon Knox, Jack Bower,
* 2 Child’s Life Jackets for sea kayaking @ $50 = $100 to be reimbursed to Jonathan K.
* $270 to St Johns for coverage of Cataract Challenge

The above payments were duly authorised. |  |
| **Reimbursement of Instructors/Guides Course/Assessment/Renewal Fees*** Policy to be redrafted and updated (before further payments are made).
 | David B |
| **EziDebit*** Su Sprott has provided a form for completion by Simon B / John McC. Simon and John will also prove the on-line registration and membership fee payment process.
 | Simon B / John McC |
| **Interest on Deposits.*** Simon has yet to look into putting more money into interest bearing account(s) and options for obtaining higher interest rate(s). (Postponed until coming polo purchases are complete.) Will review options for higher interest / higher security.
 | Simon B |
| **2014-15 Minor Grants Program – Round 2*** Claye has conducted a preliminary review of options for Timing Devices. Because of the diverse needs of the events run be the club (canoe polo, BLD, time trial races), more than one device will be needed. Claye will present a recommended combination of devices at Feb Exec Mtg.
 | Claye |
| **Bank Account Signatories*** Motion: That the signatories for the Clubs accounts be updated to the current Exec.Proposed by Simon B, seconded by Adam R, carried unanimously
 | David B |
| Equipment Matters: |  |
| **Canoe Polo Purchases** * Adam R, Larcs and Simon B have canvassed the options and recommend the club purchase :Cyclone Polo BAT's 2Vampire Dagger Polo BAT 1IR Shockwave spray decks 3Prijon RIM Kinetic Polo Legal plastic paddles, 3Viper Helmets 3Reversible Peak Polo PFD's Set of 10
* Motion: That the club proceed with purchase of said equipment at a cost of $6400 + $200 freight.Proposed by Adam R, seconded by David B, carried unanimously
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| **EPIRB Management*** All previous actions complete. Item closed. Thx Jonathan.
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| **Childs Life Jackets for Creek Boats / Incepts*** Purchase of child’s life jackets for WW use has been postponed until demand warrants it.
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| **Bosons Report Actions*** Re actions identified in 2014 Boson’s Report:
	+ Sea Kayaks: Jonathan has purchased 2 off child's life jackets. A portable sea kayak pump has been donated by a departing member. All items with John McC. Item closed.
	+ Polo: An appeal for return of Red bib #1 is now redundant. Item closed.
	+ Topo duo: Jonathan K will email Electric water re replacement of inadequate decks over the hols.
	+ Boat Hire: Make up clip boards for Jonathan K and John McC – per Tamar Canoe Club Boat Hire.docx. (Peter S has an equivalent already.)
	+ Event management: Jonathan K has updated asset register with write off of old loud hailer and identification of new loud hailer. Item closed
 | Jonathan KDavid B |
| **Medieval Play Boat*** Bruce C has paid for it and Jonathan K will deliver it next weekend. Post meeting note: Bruce since changed his mind. The Medieval is still with TamarCC.
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| Events / Programs |  |
| **Women’s / Family Kayaking Day*** Emily will champion organisation of the Feb 1st event thru Jan. The Exec encourages her to use female coaches.
* A BBQ will be provided, with food sponsored by the club.
 | Emily I |
| **Paddle Power*** Adam advised Working with Children requirements for coaches as follows:Needed for single adults having supervision of the same children over an extended period of time from 1 April 2015. The Check costs $17 which the club will reimburse.
* The Exec therefore concluded that PP coaches and AC Instructors who run regular training programs with children will need The Check. Obtaining the Check will be encouraged for now. A motion proposing it be a requirement will be put to the Feb Exec mtg.
* Update from Simon in GM
 | David B |
| Sites |  |
| **Site Surveys*** See GM agenda
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| General Business: |  |
| **Coaching**Larcs has contacted Ben Maynard re flat water coaching.  At $90 per person he is too expensive.  Larcs will contact Stu Payne and Su Sprott for other possible providers and availability of financial support from Canoe Tas. | Larcs |
| **Duty of Care*** Working with Children – see Paddle Power above
* Member Protection – Larcs and David B are the nominated MPIO’s. David B to complete the induction.
 | David B |
| **Instructor Reimbursement Policy*** Policy to be redrafted along the following lines:Course/assessment/renewal fees (including any necessary First Aid Certificates) will be reimbursed in exchange for:Instructors: organising and leading/instructing three TCC events per yearGuides: TBAWW Rescue: volunteering for one event per year
 | David B |
| Next Exec meeting: Tuesday 3rd Feb, Workers Club |  |
| Exec Mtg Close time: 9.45 pm |  |