|  |  |  |
| --- | --- | --- |
| TCCLogoNoWWW | Exec Meeting Minutes | Date/Time:Tues 3rd Feb 2015, 8:00 pm |

| **Item** | **Action by Whom** |
| --- | --- |
| Welcome |  |
| Meeting Attendance: Adam Rolls (Chair)Claye MaceDavid Bevan (minutes)David HugoEmily IngramJohn McClauslandJonathan KnoxJonathan Larcombe (Larcs) (Part Time)Paul Shipp Peter SebbageSimon BarnesTineka Morrison  |  |
| Apologies for non-attendance:Nil |  |
| Minutes of last meeting:* Motion: That the minutes of Exec mtg held on 9th Dec be accepted as amended.Proposed by David B, seconded by Adam R, carried unanimously
 |  |
| Business arising from previous minutes:  |  |
| **AC Member Database Completeness*** Reconciliation of past members with the AC database and clarifying/correcting applicable fees in the on-line registration process is on-going.
 | John McC / Simon B |
| **ABR Club details*** Geoff Drake has been identified as the past authorised contact person. Geoff to be contacted to update our ABR registration.
 | Since Done |
| 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.)* Sport and Rec – Letter seeking Acquittal Report on canoe polo equipment purchases per grant. Simon / Adam to respond.
* Active Launceston - Active Sports program (families) and Active and Alive (disengaged youth) program. See action under **Events/Programs**
* Web proposal from Payal. No action proposed, i.e not even an acknowledgement.
* PayPal – changes to T’s and C’s
* Sport and Rec – newsletter - Actively in Touch
* Miscellaneous junk mail

***Correspondence In (cont)**** Past Action: The letter from St Johns seeking feedback on coverage for Cataract Challenge is MIA. We will provide feedback after BLD. Item closed.
 | Simon B/ Adam R |
| Correspondence Out:* Various communication re purchase of canoe polo equipment. See **Equipment Matters**
 |  |
| Financial Matters |  |
| **Financial Report*** Finance Report presented by Simon B.
* Motion: That the Finance Report be accepted.Proposed by Simon B, seconded by David B, carried unanimously
 |  |
| **Approval of Payments**The following payments were tabled for authorisation* $16.90 to David B for stationary re club equipment usage.
* $78.35 to Adam R for Women on Whitewater BBQ food

Motion: That the above be paid.Proposed by Simon B, seconded by Jonathan K, carried unanimously. |  |
| **Reimbursement of Instructors/Guides Course/Assessment/Renewal Fees*** Draft policy generally OK. Tidy up per comments and circulate prior to April meeting for approval.
 | Since Done |
| **EziDebit*** Completion of EziDebit form by Simon B / John McC is on-going. Proving the on-line registration and membership fee payment process is also on-going.
 | Simon B / John McC |
| **Interest on Deposits.*** Actions re higher interest / higher security are postponed until coming polo purchases are complete.
 | Simon B |
| **2014-15 Minor Grants Program – Round 2*** Claye has conducted a review of options for Timing Devices. Because of the diverse needs of the events run be the club (canoe polo, BLD, Hadspen, Cataract Extreme Race), more than one timing device would be needed. Recommended equipment for each use:
	+ Canoe Polo: Wet environment. Wall clock or mobile phone countdown timer sufficient. Flip plates for scoring most robust/simple solution. No purchase of a timing device recommended
	+ Hadspen: Current system of mobile phone timer and handicap/recording sheet not significantly improved upon by purchase of more sophisticated timer(s). No purchase of a timing device recommended.
	+ BLD, Cataract Extreme Race: Printer timers as borrowed from TasCC are best device. Purchase of our own would cost $1000 for two. Recommend making a payment of $50 per event to TasCC to assist them in covering their costs.

The above recommendations were accepted by the meeting. |  |
| **Bank Account Signatories*** Form needs to be signed by Adam (after the meeting)
 | David B |
| Equipment Matters: |  |
| **Canoe Polo Purchases** * $2300 paid to Duncan as deposit on 2 Cyclone Polo BAT's and set of Reversible Peak Polo PFD's
* Vampire Dagger Polo BAT, 3 IR Shockwave spray decks, 3 Prijon RIM Kinetic Polo Legal paddles and 3 Viper Helmets being sourced by Leigh
 |  |
| **Bosons Report Actions*** Update on “Re actions identified in 2014 Boson’s Report:
	+ Topo duo: Jonathan K still to email Electric water re replacement of inadequate decks.
	+ Boat Hire: clip boards made up and distributed. Item closed
 | Jonathan K |
| Events / Programs |  |
| **Active Launceston*** Emily will contact Active Launceston to identify any potential fit between what we offer (canoe polo / Under 3 Trips) and what they want.
* David to forward relevant Active Launceston emails
 | Since doneSince done |
| **Women’s / Family Kayaking Day*** Update by Emily in GM.
 |  |
| **Paddle Power*** Motion: As from 1 April 2015, PP coaches and AC Instructors who run regular training programs with children must have a valid Check (consistent with the Working with Children requirements.)Proposed David B, seconded Adam R, carried unanimously.
* Update from Simon on PP in GM.
 |  |
| **Club Open Day*** It was agreed to hold the Open Day on Sunday March1st (just over 3 weeks away.) at Longford
* River trips (separate ones for juniors, women and open) in the morning. BBQ provided to cook your own food for lunch.Canoe Polo in arvo.
* Simon to advertise on Facebook / Paddle Flash and solicit help as needed.
* Emily to advertise via email to the Women on Whitewater.
* David B / Jack to ask Hydro for water
 | Simon/Emily/DavidAdam R?Simon BEmily ISince Done, not forthcoming |
| **Under 3 Trips*** Resume in April
* March Open Day plus Thursday nights and occasional Sat’s/Sun’s on the Forth in the meantime.
 |  |
| **Triallist for Under 3 Trips etc*** On-line membership now makes use of paper membership forms problematical
* Propose to use AC Triallist process in future for non-members.
* This requires:
	+ notification of AC within 7 days of event
	+ payment of $10 per senior / $5 per junior for insurance cover
	+ Parental/Guardian consent for Under 18’s
* David B to implement via simplest process.
 | Since Done |
| Sites |  |
| **Site Surveys*** See GM agenda
 |  |
| General Business: |  |
| **Flat Water Race Coaching**Larcs advised that all options involving outside coaches were expensive. Propose peer coaching. Item closed. |  |
| **Duty of Care*** Working with Children – see Paddle Power above
* Member Protection – Larcs and David B are the nominated MPIO’s. David B yet to complete the induction.(Post Meeting Note: Larcs is moving to Hobart. Therefore no longer available as MPIO)
 | David B |
| **9 Boats for Christian School on Tues March 17th*** After discussion it was agreed the club would offer our Club creek boats (2 off) and polo bats (and associated paddles, helmets & PFDs) at $20/boat, with club trailer available for transportation.Clay to advise Christian School.
 | Since done  |
| **Calendar Year membership*** After discussion, it was apparent that offering calendar year membership on an ad hoc basis to students is problematic, especially given on-line membership. No action proposed.
 |  |
| Next Exec meeting: Tuesday April 7th, Workers Club at 7:30 |  |
| Exec Mtg Close time: 9:20 pm |  |