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| TCCLogoNoWWW | Exec Meeting Minutes | Date/Time:Tues 7th Apr 2015, 7:30 pm |

| **Item** | **Action by Whom** |
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| Welcome |  |
| Meeting Attendance: Adam Rolls (Chair)Claye MaceDavid Bevan (minutes)David HugoEmily IngramJack Bower (Part Time)John McClausland (Part Time)Jonathan KnoxPaul Shipp Peter SebbageTineka Morrison  |  |
| Apologies for non-attendance:Simon Barnes |  |
| Minutes of last meeting:* Motion: That the minutes of Exec mtg held on 3rd Feb be accepted as amended.Proposed by David B, seconded by Jonathan K, carried unanimously
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| Correspondence In: (The Exec member who replies to a tamar@canoe.org.au email cc’s the reply to tamar@canoe.org.au so all tamar@canoe.org.au recipients know a reply has been sent.)* Active Launceston- email soliciting support for future funding from Lanceston Council- Endorsed Group Newsletter- various fliers
* Sport and Rec – newsletter - Actively in Touch
* DHL Transmittal notice (In German)
* Email from Karolane (New Norfolk) enquiring about WW kayaking in Tas. Adam R and Jonathan K responded.
* Email from Michael Wright enquiring about BLD date for 2015. Claye responded.
* Miscellaneous junk mail
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| Correspondence Out:* Jonathan K has been in contact with Electric Water re decks. Jonathan to forward emails to the Secretary, for Club records.
 | Since done |
| Financial Matters |  |
| **Financial Report*** In Simon’s absence, and at his request, a Financial Report will be presented at an Exec Mtg for that purpose to be held immediately before the next Social Meeting on May 5th. Include in Agenda
 | David B |
| **Approval of Payments**The following payments were tabled for authorisation* Nil
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| **Reimbursement of Instructors/Guides Course/Assessment/Renewal Fees*** The only refinement suggested at the meeting was to omit “club” from the passages “…provided individual has been on-site for rescue at 1 WW club event…”, there being insufficient club events to give people the opportunity to comply.
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| Motion: That the policy, as amended, be approved for use, posted on the website and promulgated around the club.Proposed by David B, seconded by Claye, carried unanimously**EziDebit*** Completion of EziDebit form by John McC/Simon B is on-going. Proving the on-line registration and membership fee payment process is also on-going.
 | David BJohn McC/ Simon B  |
| **Interest on Deposits.*** Actions re higher interest / higher security have been postponed until the polo purchases were complete.
 | Simon B |
| **Bank Account Signatories*** Form submitted. Item closed
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| **Canoe Polo Fees, including Use of gear*** Acting as Simon’s proxy, David B summarised Simon’s proposal for the coming winter.
* More information and discussion is needed before we consider moving towards DCC model of a flat fee for all club equipment use. (What is DCC’s policy? Is it working? Do we want to charge non canoe polo members of the order of $50 for equipment they now have free access to [with conditions]?)
* For the coming canoe polo season (starting April 22) it was agreed we would continue as last season, with charges adjusted if necessary in light of any changes to pool hire fees.
* Charges for use of canoe polo equipment in the second cp season will be discussed under the item below.
 | Simon B |
| **Membership fees for FY 2016 and Use of gear*** Acting as Simon’s proxy, David B summarised Simon’s proposal for the coming financial year.
* It was agreed that membership fees would remain unchanged.
* Charges for use of club gear will be discussed at next Exec Mtg, when more info on DCC’s policy will be available.
 | David B |
| **5 Year Financial Plan*** It was agreed that a 5 year equipment plan would be worthwhile.
* This would drive the need for any grants we might want to apply for.
* Skeleton plan to be prepared by Simon B and David B for discussion at June Exec Mtg
 | Simon B/ David B |
| Equipment Matters: |  |
| **Canoe Polo Purchases** * Everything will have been delivered next week.
* Adam will forward an inventory of new gear to Jonathan for inclusion in the Boson’s inventory
* Simon has submitted the acquittal report for the grant as required.
 | Adam R Jonathan K |
| **Bosons Report Actions*** Re actions identified in 2014 Boson’s Report:
	+ Topo duo: Jonathan K has contacted Electric Water re replacement of inadequate decks. Waiting on response. Correspondence to be forwarded to Secretary for Club records.
 | Since done |
| Events / Programs |  |
| **Active Launceston*** Active Launceston are keen to work with us to develop kayaking activities that suit their various target groups. Timing is an issue this year. AL will work with us to find fits next year. Action with AL.
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| **Paddle Power*** Update from Simon on PP in GM.
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| **Club Open Day*** Update from Simon / Adam in GM
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| **Under 3 Trips*** Update from David in GM.
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| **Triallist for Under 3 Trips**David B advised he will proceed as follows re Non-members at Under 3 Trips:* Non-members will fill in the ‘Entry Application and Declaration’ and the Triallist Register and will pay the AC Triallist Event Fee.
* David B will email a legible copy of the raw register to AC and transfer collected $ to AC’s nominated bank acct.
* David B will keep the signed ‘Entry Application and Declaration’ for one year.
 | Since done |
| Sites |  |
| **Site Surveys*** See GM agenda
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| General Business: |  |
| **Adam R absence from 15th May to 5th July**Adam will be away during this time. It includes the June Exec Mtg and GM.We will hold a short Exec Mtg on May 5th to deal with the Financial Report and Charges for use of club gear.  |  |
| **David B absence from 7th July to 7th Sept**David B will be overseas during this time. It includes the AGM and two U3Trips.* He is willing to stand as Secretary again. He will issue separate agendas for the Aug 4th Exec Mtg, AGM and General Meeting in formats similar to this and would appreciate one or more people amending the agendas to reflect proceedings and issue them as the minutes in his absence.
* He will organise people to coordinate/run the Aug and Sept U3Trips. The default Aug trip is the BLD course on the Sat.
 | David BDavid B |
| **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 and making progress.
 | John McC / Simon B |
| **Duty of Care*** Working with Children – will become an issue for PP next summer. Include on agenda for October Exec Mtg.
* Member Protection – David B is working thru the induction and intends to attend the MPIO workshop in LST on Wed 29th Apr. Larcs has moved away and is no longer available as an MPIO
 | Since doneDavid B |
| **Update Position Descriptions and Hand-over Checklists**Simon and David to update the above for Treasurer and Secretary prior to AGM. | Simon BDavid B |
| **9 Boats for Christian School on Tues March 17th*** Our offer was declined. Item closed.
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| Next Exec meeting: Tuesday May 5th, Venue TBA at 7.30(Only for Financial Report and Charges for use of Club equipment.) |  |
| Exec Mtg Close time: 8:20 pm |  |