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| TCCLogoNoWWW | Exec Meeting Minutes | Date/Time:Tues 2nd June 2015, 7:30 pm |

| **Item** | **Action by Whom** |
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| Welcome |  |
| Meeting Attendance: Claye Mace (Chair)David Bevan (minutes)David HugoEmily Ingram (Part time)Jack Bower John McClausland Jonathan KnoxPaul Shipp Peter SebbageSimon BarnesTineka Morrison  |  |
| Apologies for non-attendance:Adam Rolls |  |
| Minutes of last meeting:* Motion: That the minutes of Exec mtg held on 5th May be accepted as amended.Proposed by David B, seconded by Simon B, carried unanimously
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| Declaration of Conflict of InterestNo conflicts of interest were declared.  |  |
| Safety/Member Protection MomentDavid B described an occasion when he reminded a recreational paddler, playing on the Forth rapid, of the value of wearing his helmet (which was nearby.) |  |
| 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.)* Letter from ATO re TCC ABR contact details – follow up with Geoff
* Launceston Council - Reimagining the Cataract Gorge - Green Paper for info and survey response by 6th July.
* Active Launceston- email soliciting support for State Gov funding- various fliers
* Sport and Rec - Actively in Touch- Flyer – Safeguarding the Integrity of Sport Forum (No attendance by TCC was warranted.)
* Emails documenting correspondence between Jonathan Knox and Electric Water
* Miscellaneous junk mail
 | David BAnyone |
| Correspondence Out:* Nil
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| Financial Matters |  |
| **Financial Report*** Finance Report presented by Simon B.
* Motion: That the Finance Report be accepted and identified pending payments be authorised.Proposed by Simon B, seconded by Claye, carried unanimously.
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| **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.
 | John McC/ Simon B  |
| **Interest on Deposits.*** Actions re higher interest / higher security are on-going.
 | Simon B |
| **5 Year Financial Plan*** Skeleton plan is being prepared by Simon B and David B.
 | Simon B/ David B |
| Equipment Matters: |  |
| **Canoe Polo Purchases** * Asset Register and Boson’s Inventory will be updated with new purchases by 30 June.
 | Simon BJonathan K |
| **Bosons Report Actions*** Re actions identified in 2014 Boson’s Report:
	+ Topo duo - re replacement of inadequate decks: Jonathan K has followed up emails to Electric Water with a telecon. Action with Electric Water for now.
 | Jonathan K |
| Events / Programs |  |
| **Under 3 Trips*** Update from David B in GM.
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| Sites |  |
| **Site Surveys*** See GM agenda
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| General Business: |  |
| **David B absence from 7th July to 7th Sept*** Claye has volunteered to convert the Agendas for Aug 4th mtgs (Exec, AGM & GM) to Minutes.David B to email Agendas to Claye before he leaves on hol.
* Aug U3Trip: Leader TBA.  (The default trip is the BLD course on the Sat.)Sept U3Trip: Leader Claye M.
 | Claye MDavid 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**Member Protection – David B has completed MPO training. See attached draft long term plan for enhancing our performance in the Member Protection space.David B to tackle relevant actions for discussion at Oct Exec Mtg | David 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 |
| Next Exec meeting: Tuesday Aug 4th, Venue TBA at 7.30 |  |
| Exec Mtg Close time: 8.30 pm |  |