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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 Hugo  Emily Ingram (Part time)Jack Bower John McClausland  Jonathan KnoxPaul Shipp Peter Sebbage  Simon 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 |  |
| Declaration of Conflict of Interest No conflicts of interest were declared. |  |
| Safety/Member Protection Moment David 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](mailto:tamar@canoe.org.au) email cc’s the reply to [tamar@canoe.org.au](mailto:tamar@canoe.org.au) so all [tamar@canoe.org.au](mailto: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 B  Anyone |
| 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. |  |
| **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 B Jonathan 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. |  |
| 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 M  David B  David 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 B  David B |
| Next Exec meeting: Tuesday Aug 4th, Venue TBA at 7.30 |  |
| Exec Mtg Close time: 8.30 pm |  |