



## Exec Meeting Agenda

Date/Time:  
Tues 7<sup>th</sup> Apr 2015, 7:30 pm

Item	Action by Whom
<b>1. Welcome</b>	
<b>2. Meeting Attendance:</b> Adam Rolls (Chair) Claye Mace David Bevan (minutes) David Hugo Emily Ingram John McClausland Jonathan Knox Jonathan Larcombe (Larcs) (Part Time) Paul Shipp Peter Sebbage Simon Barnes Tineka Morrison	
<b>3. Apologies for non-attendance:</b> Nil	
<b>4. Minutes of last meeting:</b> <ul style="list-style-type: none"> <li>• Motion: That the minutes of Exec mtg held on 3<sup>rd</sup> Feb be accepted as amended. Proposed by David B, seconded by ....., carried unanimously</li> </ul>	
<b>5. Correspondence In:</b> (The Exec member who replies to a <a href="mailto:tamar@canoe.org.au">tamar@canoe.org.au</a> email cc's the reply to <a href="mailto:tamar@canoe.org.au">tamar@canoe.org.au</a> so all <a href="mailto:tamar@canoe.org.au">tamar@canoe.org.au</a> recipients know a reply has been sent.) xx <ul style="list-style-type: none"> <li>• Active Launceston               <ul style="list-style-type: none"> <li>- email soliciting support for future funding from Launceston Council</li> <li>- Endorsed Group Newsletter</li> <li>- various fliers</li> </ul> </li> <li>• Sport and Rec – newsletter - Actively in Touch</li> <li>• DHL Transmittal notice (In German)</li> <li>• Email from Karolane (New Norfolk) enquiring about WW kayaking in Tas. Adam R and Jonathan K responded.</li> <li>• Email from Michael Wright enquiring about BLD date for 2015. Claye responded.</li> <li>• Miscellaneous junk mail</li> </ul>	
<b>6. Correspondence Out:</b> <ul style="list-style-type: none"> <li>• ?</li> </ul>	

Item	Action by Whom
<p><b>7. Financial Matters</b></p> <p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>Finance Report to be presented by Simon B.</li> <li>Motion: That the Finance Report be accepted. Proposed by Simon B, seconded by ....., carried unanimously</li> </ul> <p><b>Approval of Payments</b></p> <p>The following payments were tabled for authorisation</p> <ul style="list-style-type: none"> <li>.....</li> <li>.....</li> </ul> <p>Motion: That the above be paid. Proposed by Simon B, seconded by ....., carried unanimously.</p> <p><b>Reimbursement of Instructors/Guides Course/Assessment/Renewal Fees</b></p> <ul style="list-style-type: none"> <li>Discuss tabled policy.</li> </ul> <p>Motion: That the policy (as amended at the meeting?) be approved for use, posted on the website and promulgated around the club. Proposed by David B, seconded by ....., carried unanimously</p> <p><b>EziDebit</b></p> <ul style="list-style-type: none"> <li>Update on “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.”</li> </ul> <p><b>Interest on Deposits.</b></p> <ul style="list-style-type: none"> <li>Update on “Actions re higher interest / higher security are postponed until coming polo purchases are complete.”</li> </ul> <p><b>Bank Account Signatories</b></p> <ul style="list-style-type: none"> <li>Form submitted. Item closed</li> </ul> <p><b>Canoe Polo Fees, including Use of gear</b></p> <ul style="list-style-type: none"> <li>Proposal from Simon</li> </ul> <p><b>Membership fees for FY 2016 and Use of gear</b></p> <ul style="list-style-type: none"> <li>Discuss</li> </ul> <p><b>5 Year Financial Plan</b></p> <ul style="list-style-type: none"> <li>Do we want one, in particular a plan for updating old equipment and adding new?</li> <li>This would drive the need for any grants we might want to apply for.</li> </ul>	<p>David B</p> <p>Simon B / John McC</p> <p>Simon B</p>
<p><b>8. Equipment Matters:</b></p> <p><b>Canoe Polo Purchases</b></p> <ul style="list-style-type: none"> <li>Update from Adam R</li> </ul> <p><b>Bosons Report Actions</b></p> <ul style="list-style-type: none"> <li>Update on “Re actions identified in 2014 Boson’s Report: <ul style="list-style-type: none"> <li>Topo duo: Jonathan K will email Electric water re replacement of inadequate decks.</li> </ul> </li> </ul>	<p>Jonathan K</p>



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<p><b>Duty of Care</b></p> <ul style="list-style-type: none"> <li>• Working with Children – will become an issue for PP next summer</li> <li>• Member Protection – David B is working thru the induction and intends to attend the MPIO workshop in LST on Wed 29<sup>th</sup> Apr. Larcs has moved away and is no longer available as an MPIO</li> </ul> <p><b>Update Position Descriptions and Hand-over Checklists</b> Simon and David to update the above for Treasurer and Secretary prior to AGM.</p> <p><b>9 Boats for Christian School on Tues March 17<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• Our offer was declined. Item closed.</li> </ul>	<p>David B</p> <p>Simon B David B</p>
<p><b>12. Next Exec meeting: Tuesday June 2nd, Workers Club at 8.00</b></p>	
<p><b>13. Exec Mtg Close time: ... pm</b></p>	