

# **Committee Policy and other Decisions 2015-16 and onwards (as at 4 September 2017)**

This document records the BGCC Committee's policy and other decisions from 2015-16 onwards. The text draws on the relevant committee minutes over the period and for ease of reference, places them into the categories of:

1. Governance and Administration;
2. People - Membership and Upgrading Skills;
3. Buildings and Grounds;
4. Fleet and Associated Equipment; and
5. Events and Event Management.

In a very few instances, some additional material (*in italics*) has been inserted by Anne and Jane for additional context for the Committee policy and decision. These points were discussed at the meeting but not set out in the recorded minutes.

## **1. GOVERNANCE and ADMINISTRATION**

### **1.1 Constitutional amendments accepted at the 2015 AGM**

#### **AGM September 2015**

The proposed changes to the constitution were introduced and agreed to at the AGM.

Delete 'canoeing' and insert 'paddle sports'

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Delete 'Club Incorporation Ordinance 1953 and insert 'Associations Incorporation Act 1991 (ACT)'

Insert new sub paragraph - Training and Safety Coordinator – to be added to the committee

#### **August 2016**

Constitutional amendments

2015 constitution amendments-

Committee agreed that the draft Constitution document provided by Helen reflected the outcomes of the 2015 AGM re constitutional amendments. Amended Constitution (2015) will be placed on the website to replace the 2014 version.

## 1.2 Constitutional amendments accepted at the 2016 AGM

September 2016 (as recorded in the draft Minutes of the 2016 AGM, ahead of the next AGM)

### BGCC constitutional changes re financial management

#### 3 FINANCES

- i. All monies of the Club shall be paid to the credit of the Club and shall be accountable to the Treasurer of the Club.
- ii. All expenditure of club monies must be in accordance with the rules of the Club.
- iii. Any such accounts shall be operated on by any ~~two~~ one signatures of the President, Vice President, Secretary and Treasurer, following internal Club authorisation as set out in Clause iv below. Accounts can include financial products such as debit cards
- iv. Internal Club authorisation processes are as follows.
  - a. All expenditure must be approved in writing by a minimum of two of the President, Vice President, Secretary and Treasurer prior to expenditure. For moderate and major expenditure [defined below], this step will follow the additional authorisation processes set out in (b) and (c) below.
  - b. Moderate Expenditure: Any expenditure in a single transaction, greater than the “lower threshold”, but less than the ‘upper threshold’ [defined below in clause v] must be authorised by a majority of the Committee members prior to expenditure approval;
  - c. Major Expenditure: Any expenditure in a single transaction, greater than the “upper threshold” [defined below in clause v] must be authorised by a simple majority of those present at a Special General Meeting, or Annual General Meeting prior to expenditure approval.
  - d. Expenditure must not be split to bring it under a lesser category.
- v. The “lower threshold” is one thousand dollars (\$1,000). The upper threshold is ten thousand dollars (\$10,000).
- vi. The “lower threshold” and “upper threshold” can be amended by a simple majority of those present at a Special General Meeting or Annual General Meeting.

- vii. The Treasurer shall keep full and proper records of ALL monies received and paid by the club, **and associated records of expenditure approvals.**
- viii. The Treasurer shall place a brief statements showing the condition of club funds and financial position before each meeting.
- ix. The Treasurer shall prepare a complete audited statement of income and expenditure of the Club during the preceding financial year and produce all books for inspection by members at each Annual General Meeting.

The Committee considered the development of the financial management framework prior to taking the proposed Constitutional amendments to the membership at the AGM 2016. These Committee considerations and decisions are recorded in the Minutes of December 2015, March 2016, April 2016 and June 2016.

## **Supporting the Constitutional Amendments of September 2016 on financial management**

See the 'Financial Management Operating Procedures' section below for the detailed processes the Committee approved to give effect to the Constitutional Amendments agreed at the 2016 AGM.

### **1.3 Proxy votes at AGMs and SGMs**

#### **March 2017**

Basic decision was that there needs to be a change to the constitution to include absentee votes – consider at next AGM in September 2017

[Text of possible amendment to the Constitution- for consideration at the next AGM

New section 8. viii.

'Proxy votes will be accepted in writing, to be cast by the presiding officer as instructed by the voter.']

### **Proxy voting procedures at AGMs and SGMs – draft rule concerning the conduct of ballots**

#### **March 2017**

Voting procedures

The voting procedures listed ... were provisionally voted by the committee on and passed...

#### Conduct of Burley Griffin Canoe Club elections.

1. This document is a rule for the purposes of section 11 of the BGCC constitution as amended (the constitution).
2. This rule sets out arrangements for the conduct of ballots as required by the constitution.
3. The public officer, or their nominee, will be the returning officer for the conduct of all ballots, except for the election of public officer, where the president will be the returning officer.
4. Where there is any doubt about the interpretation of the constitution or these rules the returning officer's interpretation will prevail.
5. Where a ballot is required the method of voting will ordinarily be by show of hands (excepting proxy votes – see below).
6. Where it is requested by a member of the committee (for motions at the Annual General Meeting or a Special General Meeting) or by a candidate for election (for vacancies to the committee or subcommittee) then voting will take place by secret ballot.
7. Proxy votes are permitted. Proxy votes may only be submitted to the returning officer, in writing, in advance of the meeting. The returning officer will add the proxy votes to the final tally after a count of the in-person votes is taken. The returning officer must cast the proxy votes as instructed by the member, this may be for or against a motion, or for a candidate. Where a person casts a proxy vote, but also attends the meeting, the proxy vote will not be counted. The decision to accept or reject any proxy vote is the returning officer's.
8. For all motions at AGM's and SGM's, the motion will have passed if the majority of validly cast votes are in favour of the motion, except for constitutional amendments which require a two thirds majority. Where an equal number of votes are in favour and for rejecting, then the motion fails.
9. Where two candidates are seeking election, the candidate with the larger number of votes is elected. In the event of a tie another ballot will be held, with the same candidates.
10. For elections with three or more candidates, if no candidate has the majority of votes after the initial ballot, then a second election will be held where only the two candidates receiving the highest number of votes in the first election will contest. In the event of a tie between candidates, all candidates with an equal number of votes to the top two will contest. Once only two candidates remain, it should be treated like an election between two candidates.
11. Where a proxy vote can be given effect in subsequent rounds of a three or more candidate election (i.e. it expresses a preference for a candidate that remains) then it should be given effect. If it cannot be given effect, then it should be treated as abstaining.

## **Proxy voting at the AGM 2017.**

**August 2017**

It was agreed that any motion to amend the Constitution to allow proxy votes at the AGM should be put after consideration of the motion to increase the current spending approval limit (on the extension).

## **Revised Date of 2017 AGM**

**August 2017**

Revised date for AGM is 17 September Sunday 10:30 at the river, to avoid a long weekend which might have interfered with attendance of members on the originally proposed date.

## **1.4 Strategic Plan**

**June 2017**

Strategic plan – *[Major strategic work had been undertaken with the approval of the Club extension, the major grant from the ACT Government for this work, the commencement of works and the development and release of the Club Fleet Plan.]* Given the strategic work completed skip updating Club Strategic Plan for now. (Continue using the current one Bob Collins has updated for grants etc).

## **1.5 Financial Management Operating Procedures**

### **Operating procedures 2016-17 to complement the 2016 Constitutional Amendments on Financial Management**

**October 2016**

At the 2016 AGM some constitutional amendments were made that changed the mix between internal and external controls regarding financial management within the BGCC.

At the AGM the previous committee emphasised the importance of strengthened internal procedures, controls and reporting to support the strong and accountable financial management.

This note also covers the stronger requirements agreed at the AGM regarding the internal (club) approval processes for moderate and major expenditure.

### **Expenditure approval procedures**

All expenditure requires the approval (in writing) by at least two committee members prior to expenditure taking place;

- Minor expenditure (less than \$1,000) requires approval by two of the following committee - President, vice President, Secretary, Treasurer;
- Moderate expenditure (between \$1,000 and \$10,000) needs approval by the a majority of the committee, which is then recorded in the Minutes.
- Major expenditure (greater than \$10,000) requires majority approval by an SGM or AGM.

The Secretary is responsible for ensuring that decisions of the Committee and SGM/ AGM are recorded and minuted.

The Treasurer will be responsible for recording and maintaining the records of the approval process for expenditure. These records should be available for inspection by committee members and the Public Officer through the Committee. (see reporting below)

### **Bank Account arrangements**

The current double signature arrangements for the bank accounts will be maintained for all accounts and transfers between accounts apart from the newly created debit card account.

The Committee has also confirmed with the Bank that the current arrangements whereby any changes to bank arrangements require two signatures will remain.

This is to ensure that the transition from the previous “external controls” to the new “internal controls” works smoothly and with as little change as is appropriate.

The new debit card account will be set up with a limit to both the sum able to be expended, and a limit on the total funds in the account. The Treasurer and the President will have access to the card. The Treasurer will be responsible for maintaining the records on expenditure under the debit card, and the approvals on all expenditure.

As an additional control, the debit card account will be maintained at \$2,000 or less. All transfers (top-ups) to the account will require the signature of two of the committee members (President, vice president, Secretary, Treasurer) registered at the Bank to sign.

### **Reimbursements and deposits**

The form for **reimbursement** is on the BCGG website under administration. All requests for reimbursement / expenditure to the Treasurer be accompanied by this form.

Deposits to the BGCC operating account (the cheque account), will continue as per current procedures.

Members depositing funds, or handing funds collected to the Treasurer (or committee member for passing onto the Treasurer) must be accompanied by the club **payment collection form** contained at the admin site on the BGCC website. (This can be communicated by email.)

It is essential that the details of funds collected are provided to the Treasurer or a committee member to pass onto the Treasurer in order that the accounts can be properly maintained. Separate forms should be used where collections are for different purposes.

Expected income from a third party (for example, from an event or tri-support etc or ACT government grant etc) should be advised to the Treasurer so this can be monitored and reported.

### **Reporting**

The Treasurer will maintain the accounts, and keep the records of expenditure and deposits. These should be maintained up to date and be available for inspection through the Committee.

The Treasurer will provide to the monthly committee meetings a written (cash) financial report covering:

- Bank statement;
- Income (broken down by basic categories);
- Expenditure by item and approval;
  - Cheques;
  - Debit card
- Outstandings
  - Invoices / outstanding income not yet received;
  - Cheques / payments not yet showing in the Bank statement;

And the:

- Reconciliation between the Bank statement and the account activity

These reports can be made available to members through the Committee.

### **Annual financial reporting**

Audited financial statements will be provided for consideration by the AGM as per the constitution.

Reporting on a cash and accrual basis could be provided in order to improve the clarity of understanding of the financial status of the Club.

The Committee considered issues connected with the development of these financial management procedures in April 2016.

# Financial management procedures

November 2016

Financial Management Procedures [above]: will be publicised through newsletter

## 1.6 Financial monitoring by the Committee

March 2016

Financial monitoring / chart of accounts

### Other Business

- Possible budget / financial recording structure (chart of accounts) for 2016/17  
Discussion: a possible structure for next year's financial recording and budget was shared with the meeting. It was noted that this was a part of the development of a short business plan and a longer looking strategic plan. It was noted that this would help the club understand income versus expenditure and where the opportunities and costs are for future investment in the club – including shed extensions, boat fleet, and training. Comments were sought on the draft as a part of the development of next year's financial reporting and budget.

## Budgeting and financial monitoring

June 2016

- a) **Budget structure for 2016;**
- A simplified chart of accounts / budget structure was discussed with five broad headings:
    - ⇒ 1. Administration;
    - ⇒ 2. Upgrading skills;
    - ⇒ 3. Building and Grounds;
    - ⇒ 4. Fleet and associated equipment; and
    - ⇒ 5. Events and event management
  - It was agreed that this could be a useful structure for budget and financial reporting in order to provide the Committee and Club with better information on where and how club resources were being utilised.
  - It was agreed that this would be discussed further at the next meeting, including indicative numbers against headings



## **1.7 Preparation of EOY accounts**

May 2017

End of year accounts and BAS, if necessary, can be prepared by an accountant (not need to be prepared by an auditor). The committee agreed that the Treasurer should approach Mark Raymond regarding these accounting tasks.

## **1.8 Financial administration**

June 2017

The Committee agreed to moving \$30,000 from operating account to term deposit/Building account.

## **Grant applications**

October 2016

Committee agreed that all applications for Grants from the BGCC must come through the Committee prior to lodgement with the ACT Government.

## **Membership**

August 2016

Club to cover ezidebit card fees

Ezidebit fees: Agreed that in the future, the club should cover the card cost (around < \$2 per transaction) on membership etc with Ezidebit. Helen will advise Ezidebit of this.

# Membership Fees 2016-17

March 2016

Items for discussion:

Membership fees annual review:

**Discussion:** discussion noted that current membership fees were low, especially in comparison to other community sports club. There is also a need to increase fees in order to invest in the club – new infrastructure – shed extension as well as equipment and training. The current structure of family membership (the equivalent of 1 adult and 1 child) is disproportionately low, and should be increased in line with standard family charging – of family being the equivalent of 2 adults and 1 child.

A separate discussion as to boat use fees and the difficulty of enforcement will be considered next FY, following more analysis around costs to the club of the boat fleet and boat use. The Boat Captain noted that the current distinction on the use of robust versus other boats was almost impossible to enforce. It was also noted that juniors were using TK and K boats several times a week with coaching, but juniors were not charged a boat use fee.

Decision:

Membership fees 2016-17

- Family membership cost to be set at the equivalent of 2 adults and 1 child;
- Adult membership: to increase to \$70pa;
- Child membership \$35pa and
- Family membership \$175pa

A sub-committee of Jane Lake (S) and Scott McWilliam (BC) and others they draft in, will consider the issue of fees and membership categories for 2017-18. Consideration of boat use fees to be considered by the committee next FY

# Membership fees 2017-18

May 2017

Annual Membership fees 2017-18, as agreed at the Committee meeting of 10 April 2017:

Adult \$80; Junior \$40; Family \$200; New member joining fee \$50 for adult [and \$100 for family]; Key hire \$75; Key deposit \$50; Boat rack \$180.

It was agreed by the Committee that members who are faced with financial hardship can apply to the Committee for a reduction in fees. It was also agreed that, given the relative lack of amenity received by club members who are domiciled at the South Coast, such members can apply to the Committee for a reduced annual adult membership fee of \$60. Nominated Helen, Seconded Russell

Free keys on an annual basis to coaches etc who require them as a part of their club duties. Helen as membership Secretary to advise those. (Patricia has an agreed list) As well, go back and collect keys which are not being paid for in excess of this.

## **‘Free of charge’ shed keys Policy**

**June 2017**

It was also decided to give a little back to those club-members who, throughout the year, take on extra work for the club. This will include club coaches who hold regular coaching sessions for any club members who wish to come along, as well as those club members who need access to the Club Shed to carry out club business, as decided on by the club committee.

These people will be given a club shed key at no cost, for the next financial year – to be reviewed each year. If this person does not already have a shed key, they will still be required to pay the refundable key-deposit.

## **1.9 Ice Dragons Accommodation**

**November 2015**

### **1. Ice Dragons Fenced Area:**

Action: PA to follow up with Ice Dragons

- Ice Dragons to be offered use of current area for a further 18 months as per current arrangements.
- Can undertake alterations/ renovations to current building area at their cost in consultation with the BGCC;
- Encourage the Ice Dragons to put together a strategy for the Ice Dragon future, including accommodation.

# **Relationship with Ice Dragons**

**July 2017**

The committee agreed: to extend the agreement with Ice Dragons expiring 30 June 2017 to December 2017 and then negotiate a new agreement and; to suggest that they obtain a garden shed in which to store their gear.

The Committee considered the relationship with Ice Dragons and accommodation matters in November 2016 and February 2017

## **1.10 Communications and Stakeholders**

**November 2016**

Invitation to Lake User Group Recreation Users Stakeholder Group Quarterly Meeting – Anne to attend for BGCC

## **1.11 Minutes of Committee meetings to be available on the website**

**May 2016**

Action: Anne to talk with Geoff to set up a page for current Minutes to be placed (under administration), rather than where currently placed, as that is only visible to those who log in.

## **1.12 Record of Committee decision-making and policy matters**

**June 2017**

Go through last two years of Committee minutes to make sure decisions such as financial sponsorship decisions and policy-type decisions are recorded. Anne Cronin volunteered to do this. Geoff Collett to put results of Anne's work on the website when completed.

## **Record of decision-making**

**August 2017**

After consideration of Anne's draft text by the President and when text is suitable, it is intended that it be circulated to the Committee and then later put on the website for members' interest.

## **1.13 Administration - IT system**

**June 2017**

Club computer system to be upgraded; Patricia to contact Geoff on update.

## **Website costs**

**August 2017**

Jane advised that she and Kiaran completed arrangements so that the BGCC website costs can be paid via the Club debit card. The Committee was advised that therefore there is no problem in passing responsibility for the administration of the website from Kiaran to Geoff Collett. Patricia undertook to contact Geoff on progress with website work.

## **2. PEOPLE – MEMBERSHIP AND UPGRADING SKILLS**

### **2.1 Club Membership – expectation of members**

**February 2016**

Volunteering – Carolyn’s suggestion about putting it in writing for all members.

- See below

Club expectations of members

- Patricia revisited Rules booklet, updating ie juniors, volunteering, not letting family & friends use club boats without ‘single entry membership’ & payment, as well as a cover note for all members on the benefits the club offers with the expectation of members volunteering.
- Helen said she sends out something similar to all new members
- A condensed version should be sent out to all members, put in the shed – possibly on coloured paper, changing this occasionally.
- Anne volunteered to go through the draft, incorporating Use of Club Boats rules.
- We should keep the Boat Captain duties as a separate item to the Shed/Boat Rules.

### **2.2 Club Rules – Boat Captain and Boat Use**

**April 2016**

Helen shared a “one page” version of the club rules for comment. The aim of the one pager being to provide a summary page that covers the most critical issues for the club, and refers on to the larger document.

## 2.3 Processes for new members' induction

November 2015

### Induction Courses:

Helen Tongway to prepare standard procedures / sign off / reporting / recording arrangements for induction programs for the club. This should allow inductions to be conducted and recorded consistently by more members.

## 2.4 Members' contact details

May 2016

The committee discussed if / how the club might maintain emergency contact details for members, and where it might be kept and by whom. Issues included accessibility and privacy. It was agreed that the Membership Convener would make changes to the membership form, asking for an emergency contact, and whether the member was OK with this being on a list kept in the shed.

## 2.5 Canoe Polo – Pool Hire

April 2016

### **Canoe Polo:**

- Committee noted that participants must be current members of the club, and that there are some whose membership was not up to date. The committee noted the importance of this, including because otherwise those non-members would not have insurance cover, and should not be benefiting from club facilities and services. Kai noted this and said he would follow up.
- A Key issue is the cost of pool hire for juniors' practice sessions on Sunday afternoons during the winter. There are around 12 juniors who are expected to be involved. They each pay \$5 for pool entry.
- The committee was asked to consider whether the Club would subsidise the cost of pool hire, up to \$1,000 for the winter season.

Decision: Committee agreed to provide subsidy for pool hire for juniors, up to \$1,000, (preferably through monthly invoicing from the Pool operators YMCA). The Committee noted that Canoe Polo

should come back to the Committee with a further proposal if it were found that \$1,000 was insufficient to cover costs for subsidising juniors.

## **Canoe Polo – Pool hire**

**December 2016**

Tuggeranong pool: payments and shortfall: subsidizing this year, monitor next year and re-evaluate

## **Canoe Polo junior pool hire**

**April 2017**

Sponsorship of Canoe Polo Junior Pool sessions – up to \$1000 approved

## **2.6 Flat water training**

**April 2016**

### **Training and other events for members:**

Patricia advised that there had been a meeting of three of the club coaches and Craig Elliott about setting up more structured coaching sessions at three levels aimed at skills improvement (beginner, intermediate, advanced). As a first step, a survey will be sent out to members to find out what members want re training. Patricia advised that discussion was needed about appropriate arrangements for a safety boat to cover the coaching.



## 2.7 Subsidies for representation

### Subsidies for Australian representation:

September 2015

Issue: in the past, the Club has provided limited support to members who compete for Australia, to cover, for example, entry fees. Committee needs to agree on a set of (budget constrained) principles for the level of future support to members selected on state and national teams. Committee agreed, as a one off, on request, to reimburse up to \$200 in support of their representation at the World Marathon Championships for entry fees. Committee also emphasised that the principle needs to be applied in a manner that was equitable.

Action: principles for subsidies to be considered in the business plan budget process / by the Committee.

### Subsidies and Sponsorship

February 2016

**Sponsorship** – A request for sponsorship was made for a junior taking part in GP and Nationals

- Request for sponsorship for those selected for the NSW team for the Nationals, if someone were to tow the club trailer, or for uniforms etc.
- There has been a precedent on sponsorship for Nationals, however, as we don't have a budget in place, the committee needed to check previous minutes where sponsorship had been debated to see what decision was made. Patricia to check and get back to committee. We'll then let members know. No previous information was found by Patricia – from her memory the committee decided that until a firm budget was in place we would only sponsor up to \$200 for National team selection. There should also be an upper limit set, ie \$2000-, this however has not been documented.

### Representation assistance grants

May 2017

Canoe Polo international reps provided with grants of \$200 each – a total of \$1800

## **2.8 Coaching – Working with Vulnerable People**

**May 2016**

### **Child Protection / Working with Children check / PNSW reporting**

The Committee emphasised the importance that the BGCC comply with legislative requirements including that all members coaching / working with children and vulnerable people must have a current ACT Working with Vulnerable People registration.

All members working with children and / or vulnerable people must have a valid ACT WWVP registration and advise the club of registration and expiry details prior to any work with children / vulnerable people. A NSW registration is not sufficient. The Membership Convener will keep a record of those details.

## **Coaching – Working with Vulnerable people**

**June 2016**

Items for discussion

### **Child Protection / Working with Children check / PNSW reporting;**

- Following advice from Mark O'Neill re his experience with PCYC, the Committee agreed that the Committee members do not (currently) require a WWVP registration as a part of committee responsibilities, but committee members may need registration for particular responsibilities. Noted that the Membership Secretary and the Boat Captain do need registration given their particular responsibilities which involve decisions about / engagement with children / VP.

## **Working with Vulnerable People**

**July 2016**

PaddleNSW wish to know that all their associated organisations are compliant with local legislation. They don't need details of who have the certification.

⇒ Helen will continue to follow up with Conveners to ensure that those working with vulnerable people have the appropriate WWVP registrations.

## **2.9 Accredited Coaches**

**May 2016**

The Committee noted that only Coaches/Instructors who were accredited as such by Australian Canoeing were to act as Club Coaches/Instructors, run Club events or supervise training using Club Equipment.

## **Coaching reimbursement**

**July 2016**

Club reimbursement of coaching registration / upgrading costs:

Committee agreed to cover the coaching costs of \$144 (AC registration plus course) for Louise Gates

## 3. BUILDINGS AND GROUNDS

### 3.1 Boat storage

April 2016

Boat storage and boat - use requirements

#### **Boat storage slots:**

Patricia advised that she has analysed the information in the boat use records and there are some club members with boats in the boatshed, who are not using their boats anything like the '25 times a year' requirement;

Discussion focussed on whether members were aware of the "boat use" requirements for slots and what action might be taken.

Action: the application form for boat slots will be changed to clearly state that these slots are for regular users – at least 25 times per year (Helen and Russell to action); Patricia to write to a few particularly limited users advising them of the "frequent use" conditions on the boat slots etc. Patricia will share the list of those with Committee members prior to sending letters.

#### **Boat storage slots in new extension – expressions of interest ahead of completion**

August 2017

The Boat Captain has received 13 requests for racks for private boats in the extension. After consideration, the Committee resolved that BGCC would not accept any 'pre-payment' from applicants for racks pending completion of the extension and organisation of racks. The Committee will consider the arrangements for racks when the extension is completed.

### 3.2 Shed Keys and Boat Borrowing

September 2016

Shed keys:

The Committee reiterated the maintenance of the current rule of at least a three month "wait" for a key.

The Committee also reiterated the need for members to be responsible for proper care of borrowed boats, including in transport, and that damage beyond “fair wear and tear” would be the responsibility of borrowers.

### **3.3 Security in Shed**

**May 2017**

Security for shed - A subcommittee of Bob Collins and Scott MacWilliam has been formed to research options and identify issues including cost, privacy and publicity issues concerning enhancing security at the shed (eg camera surveillance, duress alarms, sensor lighting). The subcommittee will report back at the next meeting. Meanwhile members are reminded to be careful with their valuables and alert to their personal security given the intrusion that occurred at the shed and the thefts and damage to cars in the public carpark in the last month.

### **Shed Security**

**June 2017**

*Security for shed – not appropriate to have video cameras filming public space because of privacy issues; unless at great expense, cameras filming inside the building would be of limited value if wanting to have images suitable for possible legal action; a range of cost effective and useful deterrent measures include signage outside the shed stating that the premises may be under video surveillance and having some ‘dummy’ video devices for cosmetic purposes [Anne and Jane edits: reflecting additional points discussed at the meeting but not recorded in the minutes], improving lights; panic button and alarm in the Eastern end of the shed[Anne and Jane edits: points discussed at the meeting but not detailed in the minutes], after advice received, we will re-evaluate security cameras in the future and integrate with building; for now, sensor lights and alarm and integrate these elements with the building work.*

## **3.4 Club Building - Capital Grant for Building Extension**

September 2016

Building Extension: grant approach

- a) Grant application for capital assistance grant
- b) Licence versus Lease: (Shed Sub-committee paper)

Bob Collins presented to the Committee the progress on the shed and issues regarding licence versus lease. Bob noted that the shed extension was being approached in two parts:

- Stage 1 and 2: (including builder, NCA dev fee, architects drawings, electricity meter) totalling \$195,363;
- Stage 3: being managed internally by the club: quotes for plumbing, electrician and fitout likely around \$50,000

He confirmed that the current sump had the capacity to deal with the stage 3 plumbing requirements.

Committee agreed that the grant submission should cover all three stages, as the club had the capacity to cover the costs of all three stages with an ACT government grant. As stage three would be undertaken in parallel with stages 1&2, the build will be able to be completed within the timeframe required by the grant.

The Committee decided that the Shed Sub-committee continue with the submission for the ACT capital grant to cover the three stages of the shed extension

## **Shed extension**

SGM March 2017

The club membership agreed to authorise the spending of:

- a) \$128,000 of grant from ACTIVE Canberra specifically for the extension;
- b) \$128,000 of club savings (will include income from the 2017-18 membership year) for the extension of the Club Shed.

The Committee noted this approval in its March 2017 meeting.

## **Shed extension - request for an increase to the approval to spend money on the extension**

### **August 2017**

...the estimated required spending on the extension will exceed the \$256,000 spending amount approved at the Club's 2016 AGM.

... Given the building progress to date and projected costs to complete the extension (it is envisaged that the extension works will be completed in 2018),the Committee [agreed] that the current spending approval limit should be increased by \$24,000 to \$280,000 and a motion should be put to the 2017 AGM to that effect.

Motion to be put at the AGM: request club membership to authorise additional expenditure of up to \$24,000 for stage III of the BGCC club shed extension and fit out in accordance with subsection 3(viii)(c) of the constitution.

## **Building contract**

### **May 2017 - President's report to the meeting**

building contract for the shed extension was signed by President late April 2017.

## **3.5 Building insurance**

### **Minutes July 2017**

The Committee agreed that building insurance would be necessary *[with the club now having a lease with the ACT Government and with the substantial asset that the extension represents]*.

## **3.6 Pontoon**

### **May 2016**

**Second Pontoon Approval:**

Gary and Bob have provided NCA with the details they require re the approval for the second pontoon on the river. Now await the NCA response.



# 4. FLEET AND ASSOCIATED EQUIPMENT

## 4.1 Club Fleet Management

February 2016

### Club Boat Fleet management

- Scott (Boat Captain) requested that the committee adopt a policy for members requesting use of club boats for races etc. He explained the background and that there seemed to be confusion as to whether it was a case of 'first in' policy, or 'first in unless.... requests by juniors or those members without boats would then get priority, depending on the boat requested'. This leads to the Boat Captain being put in difficult situations and having to decide priorities for each circumstance, also that members requesting boats don't know if they will have access to boat until the last minute.
- After discussion the Committee agreed: 'that boats requested by members for use in races both local and away, regardless of the boat, would be on a first in basis' – however, if one member has already had access to a particular boat more than twice, and the BC receives another request, the members should negotiate between themselves – if this doesn't prove satisfactory then the Boat Captain may step in with or without committee approval'.
- Further to this was the use of club boats for outings other than club events, ie training purposes (ie at Jindabyne, or ocean races), or for personal recreational use. It was agreed that: Robust boats could be lent out for a weekend – if not required for other events, other boats, ie V8, V10, Mirage and other race boats will require 2 weeks' notice, and maybe lent out only if the member has paid the appropriate membership fees, has the means to carry the boat safely, and there is no other event where it may be required. A weekend would be at the Boat Captains discretion, however, a longer period would need to go to the committee and a fee for use may be imposed.

## Fleet Management – damage and repairs

June 2016

### Boat fleet management;

- Committee reiterated that members using club boats are responsible for caring for the borrowed boat(s) and ensuring that boats do not suffer damage beyond reasonable fair wear and tear.
- Members using boats will be held responsible for the cost of repairs to boats where damage is assessed as beyond "fair wear and tear".
- The Boat Captain will arrange for information / advice to be shared through Blazing Paddles / on the website reminding members of their responsibilities.

- The Committee reminds members that they must report any damage to the Boat Captain as soon as practical either through the book, or contacting the boat captain.

## 4.2 Fleet management - insurance

June 2016

### Insurance: Advice from Anne C

- Anne Cronin advised that she had enquired with v-Insurance (via PaddleNSW) re insurance for Club equipment in the shed. While it was not entirely clear how the quotes compared with the current GIO insurance with regard to coverage, the quotes seemed more expensive than current coverage.
- The Committee agreed to stay with current insurance provider, but review once lease arrangements with ACT Government change / shed extensions are built.

## 4.3 Fleet management – canoe polo

July 2016

Canoe Polo (Kai)

- Kai provided a report on the Canoe polo fleet and equipment with proposals to dispose old unused boats and equipment not in use and purchase new equipment better suited to current needs.;

### Decisions:

- The Committee agreed to the purchase of a new set of buoyancy vests, with an estimated cost of \$1,200. Proposed Patricia (P); seconded Russell M (VP);
- The Committee agreed to the purchase of two new training boats suitable for children (as per the report) at an estimated cost of 2 x \$1,000. Proposed Patricia (P); seconded Helen (MC);
- The committee agreed to the disposal of unused boats and paddles as per the report. Proposed Patricia (P), seconded Jane (S)

## **4.4 Canoe Polo capital grant**

**May 2017**

Progress against use of ACT grants: to canoe polo (not yet spent) and white water (\$300 remaining yet to be spent). The white water grant needs to be fully spent and acquittal to be sent to ACT Government by 30 June 2017. Extension until October 2017 has been given by the ACT Government for the canoe polo grant. Treasurer is chasing up;

## **4.5 Whitewater capital grant**

**July 2017**

Whitewater spent the outstanding amount of their capital grant from the ACT Government, as required.

The Committee considered the status of the white water grant in June 2017.

## **4.6 Boat Fleet and associated equipment request – Flat water**

**September 2016**

### **Request for C1 paddles for juniors**

The Committee considered an email request to purchase three C1 paddles for juniors.

Concern was expressed about the proposal, with the Committee reiterating that requests must be in written requests that set out the justification for purchases so that the Committee can assess requests against other priorities. It also was concerned at the lack of information eg on the number of juniors involved in training including numbers through winter; the number of junior paddles already available to members (noting that junior paddles are also used by smaller women); how many children are able to be catered for – (including other equipment and coaches available), the priority on C1 at this stage versus kayak paddling within the junior training program, and the approach of the junior training program.

The Committee reiterated the general principle for expenditure on equipment, that the club not purchase top of the range equipment (eg carbon paddles) for members' use – as there is too much

risk of loss and damage. The club will consider the purchase of midrange paddles for members' use, with the expectation that members purchase their own equipment if they wish to use higher cost, and less robust equipment than the club provides.

The Committee agreed to the purchase of two wing blade Finn midrange nylon/ fibreglass small / junior paddles at around \$150 each.

## **4.7 Fleet Plan**

**June 2017**

*The Fleet Plan was endorsed by the Committee as the strategic direction re the Club in Future years.*

The Committee received a status report on the preparation of the 'Fleet Plan' in May 2017.

## **4.8 Boat Fleet addition**

**July 2017**

*[After having tried unsuccessfully to contact an ex Club member who had stored an Epic v10 in the shed for some years without payment], the Committee agreed to incorporate the boat into the Club fleet. The Committee agreed to sell the current club Epic v10 [which was older than the boat that had been left in the shed.]*

The Committee considered this matter in June 2017

## **5. EVENTS AND EVENT MANAGEMENT**

### **5.1 Subsidies for ground crew and possible financial contribution from event entrants**

**September 2015**

#### **1. Ground crew reimbursement: Hawkesbury Canoe Classic:**

Issue: The committee discussed the principle of providing some reimbursement of fuel costs for those volunteers providing support to club entries to the Hawkesbury Canoe Classic. It was noted that the club shouldn't subsidise those entering the Classic, but it was sensible to encourage volunteers within the club, and provide some reimbursement of costs.

Action: Committee to reimburse club ground crew for the Hawkesbury up to \$75 on application.

### **5.2 Contributions by event participants towards volunteers' costs**

**November 2016**

Hawkesbury contribution ideas: There was a discussion about a possible contribution by participants in the costs of transport etc – eg petrol involved carrying boats or support people. The Committee decided not to pursue that at this time. The idea is dropped until next year or further in the future.

### **5.3 Event management - PFDs**

**July 2016**

Marathon Convener report re safety PFDs and NSW legislation

Marathon Convener's report. Note advice re changes in NSW regulations requiring the use of life vests including in "alpine waters" (LBG is considered an alpine water. While this doesn't apply to ACT, the implications for this will need to be considered re future events.

Given the change to the NSW legislation, PFDs will be mandatory this for all future PNSW races.

## **5.4 Event- Water Approvals – Eurobodalla Shire**

**December 2016**

Correspondence in:

- Eurobodalla Shire: 5 yr license renewed until Sept 2021

Correspondence out:

- Patricia to Eurobodalla Shire: We accept the terms (Lake Tomakin off; special requests may be needed for some sites)

## **Event- Communication with Rowers re events (espec East Lakes Club)**

**February 2017**

Anne Cronin email to ACT rowers re Time Trials and shared use of the river

## **24 Hour Event**

**February 2017**

What to do in 2017? After discussion of pros and cons, the meeting agreed to not try running it for 2 years

## **24 Hour Event**

### **June 2017**

After a request from interstate paddlers, Helen requested the committee reconsider running the 24 Hour race in 2017 – plan to hold it; need safety boats?; \$40/person (?); smaller event; mainly self-run; no donation component

## **Event- Club Birthday Dinner**

### **May 2017**

To be held 16 June 2017 at the Hellenic Club @ \$40pp. The committee agreed that the President could purchase prizes for the Annual Dinner to a total value of \$300.

Invite the shed architect Bruce Fisher and wife to attend as guests of the club and receive a Certificate of Appreciation.