

# Committee Policy and other Decisions 2015 to 2020

(as at August 2020)

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 few instances, some additional material (in italics) has been inserted by 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

### 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.

## 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.

## 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).

## Not for Profit

### **May 18**

Constitutional Change: Need to add that BGCC is a Not for Profit Club in the constitution, for grants etc. Russell will send out his suggested wording - to be put to the AGM.

# 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).

## 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) upgraded to \$5000 in 2019 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.

This amount was increased in 2019 to \$5000 as use of the Debit card increases to almost all expenses.

### ***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; o Cheques; o Debit card
- Outstandings o Invoices / outstanding income not yet received; o 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 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

July 2020 – there is now a working budget in place, this should be maintained – currently by Bob.

## 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.

2020 - Trent Birkett has agreed to prepare ongoing EOY reports.

## 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

**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

## 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.

### March 18

Decision: Retain existing fee levels for the 2018-19 year. Review for next year in light of increasing operating costs(fleet, insurance, etc)

### May 2020

Due to Covid 19 restrictions PNSW decreased membership fees by 20% for the 20/21 financial year, BGCC followed suit. Also reduced our New Members Fee from \$50 to \$30. There will be no pro rata discounts offered for January & February 2021.

## ‘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.

## 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

2019 – not minuted. It was decided not to allow the OutRiggers to place a garden shed next to our shed on our footprint. As we have had to go through all the correct channels to get our extension and have a good relationship with ACT Govt, it was felt that this could compromise this relationship.

## Communications and Stakeholders

## **November 2016**

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

2019 -20 Margi Bohm and Tammy van Denge attending

## 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.

## 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.

This current document – needs regular updating....via secretary

## 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 Kieran 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 Kieran to Geoff Collett. Patricia undertook to contact Geoff on progress with website work.

December 2019 – Geoff Collett - myjoomla account to use that Visa Debit card to pay 5 british pounds a month for security after several episodes of hacking.

## 2.

# PEOPLE – MEMBERSHIP AND UPGRADING SKILLS

## Club Membership – expectation of members

**February 2016**

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.

Regularly updated – ie now on the Go Membership page December 2019

## 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.

## Key requests within 3 month waiting period

**January 18**

- *3 paddlers have put in a request to avoid the standard 3 month waiting period between joining the club and the allocation of a key to enable them to train more regularly.*

- *Committee determined that the 3-month period was an important element in protecting club assets and that given this request is made occasionally (and not agreed to) that it was not appropriate to waive the 3-month waiting period.*
- *An alternative of the members concerned being put in touch with regular users or be provide assistance with coordinating with other Members (who came at a particular time on a regular basis) was suggested.*

Decision: The 3-month waiting period is an important element in protecting club assets and should not be waived in relation to this request. Approved

Revisited each summer!

Exception made for Danielle Woodwood – ex Olympian & Life member of Paddle Australia early 2019

2020 March – exception made for one new member (also an ex Olympian, cycling, with injuries) only due to Corona Virus and shed openings being impacted by strict restrictions.

## 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.

2019 – Patricia and Helen have been running inductions for all new paddlers, 1<sup>st</sup> Sunday of the month. Good intro to club, boats and expectations

## 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.

### **April 2017**

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

### **April 2018**

Decision: Provide \$1k pool subsidy for junior canoe polo

April 2019

Decision: to continue \$1k subsidy

## **Canoe Polo – Pool hire**

### **December 2016**

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

Since then there has been no need to subsidize. March 2020

## **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.

### May 2017

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

### May 2018

Sponsorship for Laura and Samantha \$200 each - been chosen for the Australian Womens Canoe Polo team to go to Europe.

## 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**

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.

## **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.

# 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

## **April 18**

Reimbursement approved for cost of coaching course (\$195) to Litsa Polygerinos (AC rego plus course)



2019? Reimbursement approved for Roger Murray and David Gordon

## SUP Insurance Issues

may 17

SUP Insurance Issues: after discussions between Russell M and PNSW, it became apparent that BGCC SUP wanting to compete in surf or open ocean comps would need to be members of Surf Aust as well as Australia Canoeing for club participation.

BGCC is willing to affiliate with Surf Australia if it enables our members to compete as ACT reps.

No further action. 2019 Paddle Australia will allow those affiliated with other peak bodies into its events. (SUP members have mostly withdrawn from BGCC)

## WebScorer

WebScorer – if we don't want to pay for a timekeeper for our Marathon race we need to purchase a licence for US\$50- and a Notebook. Craig offered to purchase one.

Decision: to purchase a Notebook around \$200- with cover and a licence for Webscorer for use at

Craig came back with the following options:

Samsung Table 10.1 wifi only \$298 plus screen and cover (\$52) = \$350 Note this option relies on the time keeper having a mobile with data and knowing how to hot spot (Some risk)

Samsung with sim card 10.1 approx \$600 + cover + sim card \$80 + 365 data 30 GB \$150 = \$830 (doesn't rely on person phones and data)

Ipad with sim card 10.1 approx \$670 + cover + sim card \$100 + 365 data 30 GB \$150 = \$920 (doesn't rely on person phones and data)

Get a tablet on a plan New iPad 32GB Space Grey with 6 GB per month \$41 per month...min cost...+ \$984 over 24 months

My (Craig) recommendation is now option 3....based on the Ipad not costing a lot more than the Samsung and that is what PNSW use so will make it easier for training of our personnel. The paid plan is also worth considering....but then opening an account will be tricky I guess in the clubs name and ongoing invoices etc create extra work.

***Agreed to via email by Jane, Helen, Patricia, Scott & Russell***

15 october 2019 Decision: Tony will purchase the Annual Subscription to Webscorer for \$US100 & will be reimbursed by the club

Proposed: Patricia    Seconded:    Margi

Agreed to

## 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.

**March 2020**

After 12 months our new extension is still not quite full – only 4 spaces left. Several members have 2 or more, while there are some kayaks using unpaid for spots and many not adhering to the 24 times per year. Until we start waiting lists we'll try and tidy up first. Notices of placing unused kayaks on the trailer was agreed to in the first instance.

# 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.

# 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.

## 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.

## May 18

(following further car break ins and concerns for members in shed) Shed and car park security arrangements: After discussion and from previous meetings the committee agreed to spend up to \$1000 initially for signs and cameras to act as a deterrent.

Purchase Area Under Surveillance signs to put on all doors, a set of 3 cameras - 2 outside to surveil shed area (due to privacy issues at this stage cameras should not be filming the car park)+ for safety of the bathroom areas, one camera to be mounted in the kitchen area, plus fake cameras to point out into the car park. Sensor lights to shine out onto cars.

Decision: Should an incident occur where it is determined that security camera footage may assist, the footage can only be viewed by two nominated Committee members jointly viewing the footage. Keys held by Pres, VP and Boat Capt.

## **March 2020**

Surveillance working well – no further car breakins. Discovered the need to check monthly as the camera's had stopped recording for several months. Gary will undertake to check.

## **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.

## **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.

## **October 17**

Decision: Incorporate a 2nd female shower into the design, including an additional front wall. This will involve additional costs of around \$2,000 Approved

## **february 18**

Decision: Receive quote and undertake work of approx. \$1000 to fix a tap out the front of the shed.

# **Building contract**

**May 2017** - President's report to the meeting building contract for the shed extension was signed by President late April 2017.

# **Building 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.

## **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].

## **April 2018**

Patricia contacted GIO for a new quote and via Scott, Elders. Given the price difference we decided to stay with GIO. Shed and club boats/equipment. No cover for private boats.

### **July 18**

GIO notified us that our Excess will now be \$1000 (up from \$200) and from next year we would need security alarms in the building. Need to consider another agency.

**Feb 2019** After checking other alternatives it was decided to stay with GIO

## **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.

### **Nov 17**

Decision: All 4 pontoons to be maintained whilst out of the water, expenses of approx.

\$150 required for paint. Also similar rubber edging to be installed and two pontoons not kept in water to be transported back to the river for the summer. Approved

### **Dec 17**

Decision: Expenditure (amount to be determined) for purchase of rubber matting for sides of canoe polo pontoons. Approved

*I have found a solution for the edging of the pontoon. It is rubber strip 200mm wide screwed to the top then folded and screwed to the side. It will be around \$300-400 worth of rubber and \$50-80 worth of stainless screws. Approved via email*

Decision: 2 pontoons to remain in the water in the medium term without surface covering pending relocation behind club shed. Approved

### **Feb 18**

Carpet had been removed from 2<sup>nd</sup> pontoon during maintenance work, so we can use it for the Marathon Series race, Craig will purchase outdoor carpet to staple on, this can be removed when pontoon is out of the water.

### **June 18**

Kai will organise for the 2<sup>nd</sup> pontoon to be removed, cleaned and stored with the other pontoon (currently at the church), behind the shed

**October 19**

All pontoons remain on the water – over \$500 to remove each time & now church is no longer available for storage.

**March 2020**

Old rowing pontoon at the beach needed urgent repairs, Bob to look at a grant to replace.

**July 2020**

Still no easy/cheaper alternative to existing pontoons. Marine pontoons are too high off the water.

## GRAVEL CAR PARK

**Nov 15**

Hi All

this is the invoice for the overflow car park - we had agreed with TAMS to pay \$5000- as our part, so it looks like its \$5500- (they obviously forgot the GST component!),

**May 18**

Club to put sign in dirt car park warning people it could be locked at any time.

March 19

No sign displayed. Through summer will leave gate open if there are cars parked after coaches leave.

# 4. FLEET AND ASSOCIATED EQUIPMENT

## 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.



## 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. 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;

## 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.

## 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.

## 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.

# Boat Fleet

**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 – sold 2019

**February 18**

*Discussion about what to do with K4.*

Decision: Send email to members seeking new owner. Dispose of craft if no new owner found. Destroyed April 2019

**March 18**

## **Sit on tops**

*After several requests from 'would be' members with special needs the committee discussed the purchase of a recreational sit on top to provide for those with a disability. (we would not change the boat storage rules to accommodate private boats of this category)*

- Several paddlers require wider boats
- Closest boat in fleet plan to sit on tops are Dagers, will take 140kg and have big cockpit (also 76cm wide)
- Do we have an obligation to provide or a need?
- Suitable craft include Hobie 13 (have pull up rudder)

Decision: Purchase two Hobie 13s at a total cost of around \$2000. *(Only one was purchased to start with – we will see how the need is over summer)*

*2020 – hobie has seen very little use, but is a good standby.*

**July 2020**

## **Updating Fleet**

Agreed to purchase 2 new Vadja's Apex 40 & 46 – ordered, due November. Also purchased Vadja Infusion Large (August 2020).

Have sold off our 2 Prijons – to be replaced with 3 Platypus by October.

## **Demo Paddles**

**July 2020** – agreed to purchase a selection of high end paddles as demo paddles – both teardrop and parallel style, up to \$800each

**August 2020** – purchased 2 Bracsa paddles for \$1250, one of each style.

## **Gym Equipment**

**July 2020** – received \$1500 \$ for \$ grant for gym equipment including an erg, Margi proposed another \$1000 for further equipment.

# **5. EVENTS AND EVENT MANAGEMENT**

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

### **September 2015**

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.

### **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.

## 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.

2019

It was decided that for ACT races pfd's would not be mandatory – dependant on weather conditions & other decisions, ie juniors, night time.

## Water Approvals – Eurobodalla Shire

**December 2016**

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)
- Will need to send Certificate of Currency each year

## Event- Communication with Rowers re events (esp 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**

(after having to cancel due to low numbers – event was supposed to attract 100 paddlers, too much financial loss if we went ahead with current format) What to do in 2017? After discussion of pros and cons, the meeting agreed to not try running it for 2 years

## **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

## **March 18**

### **24 hour challenge 2018**

Only weekend of 1<sup>st</sup> & 2nd December is available. Change to this date.

## **2019**

24 Hour part of the PNSW Ultra Marathon Series, well attended. Stopped overnight due to hazardous smoke, restarted 6am

## **2020**

Much discussion on format for this year – many enjoyed the 8 hour break last year, however, then its not a 24 hour challenge. Pressure from PNSW to make changes. Agreed to have a 12+4 (10am till 10pm, then 6am till 10am) as an option within a 24 hour challenge.

## **Burley Griffin Bash**

Due to the Marathon Series Race being cancelled in Feb 2020 due to smoke and low water, the Bash was postponed. However, due to Covid, it was cancelled for this year.

## **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.

### **May 18**

Via email request by Patricia for \$300- for prizes

### **July 18**

Low numbers – what ideas for next year? Change of venue? Split Presentations & birthday, ie go to a Turkish or similar for a Birthday Bash?

### **July 2020**

Held a reasonably well attended BBQ at the river – social distancing requirements. No awards, except a Life Membership award for James Harmer.

## Time Trials

### **August 2020**

Due to continuing low numbers at Wednesday evening tt's during 2019, we will trial a Saturday morning race format with varying distances and routes. Not every Saturday (try for every 2<sup>nd</sup>). 8am start.

Need to organise something for Wednesday as a club paddle?

## Social BBQ

### **October 17**

Decision: \$200 float to be established for time trial BBQs Approved

### **August 2020**

As numbers for BBQ's and TT's have been dropping – we will trial a BBQ breakfast after Saturday races BYO everything.

## Triathlons

### **April 18**

After discussions at committee level and with Bob Collins Triathlon Convenor, the committee decided to cancel triathlon assistance for next season. Letters were sent out to Elite and TACT.