

# Burley Griffin Canoe Club Inc. Annual General Meeting 11 September 2016 Draft Minutes

1. Welcome

The AGM commenced at 11.40am. President Patricia Ashton welcomed the attendees and thanked them for their attendance.

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Helen Tongway | David Gordon | Margie Bohm |
| Kai Swoboda | Tom Hick | Paul Hartlipp |
| Robin Robertson | Helen Dempsey | Geoff Molloy |
| Denby Moylan | Tammy VenDange | Scott MacWilliam |
| Trent Shaw | Jason Rantall | Roger Murray |
| Nick Hocking | John Lockie | Russell Murphy |
| Jane Lake | Russell Lutton | Clifford Malcolm Hall |
| Allan Newhouse | Robert Bruce | Kiaran Lomas |
| LitsaPolygerinos | Patricia Ashton |  |
|  |  |  |

**Apologies**

|  |  |  |
| --- | --- | --- |
| Anne Cronin | Craig Elliott | Gary Rake |
| Stephanie Rake | Bob Collins | John Preston |
| Scott Hunter | Carolyn Williams | Judy Young |
| Jo Daly |  |  |

1. Minutes from previous AGM meeting (7th September 2015)

Minutes from the previous AGM held on 7 September 2015 were accepted.

**Motion**: Accept Minutes for the 2015 AGM:

Proposed Robin Robertson; Seconded: Margi Bohm

1. **Reports**
   1. *President’s Report:*

Thank you all for coming along.  This year, has as usual been busy. We’ve hosted races and competitions and many of our paddlers have taken part in everything from local events to representing Australia overseas.  Our convenor reports will highlight some of our achievements.

One notable long term positive for the club has been an increase in flatwater and canoe polo level one trainee coaches after Coaching courses run locally. This is a much needed asset for the club, so thank you very much to those who took part and are continuing on with their training.

I’ve often felt out of my depth in this position, especially administratively, however, there are some wonderful committee members with vast amounts of experience in many different areas, who are all working in the background to keep this club running smoothly.  Their advice and willingness to get involved has meant a great deal, and we’re well on the way to having some solid business plans, budgets and strategies in place to keep us in good stead for the next several years.

On behalf of myself as President and the rest of the club members, I really need to thank our convenors and the volunteers who have helped out so that our membership can enjoy a wide range of activities, whether its canoe polo with their regular comps both at the river or in the pool, the juniors coaching, time trials both through summer and winter, the bbq’s, the triathlons, training groups, keeping the club boats in working order etc, this can only work if members put in the effort.

The shed extension has taken several years and many meetings, emails, phone calls by a number of our shed extension sub-committee, ably led by Bob and Scott Mac. This will a huge step forward for the club, giving us a more solid presence both physically and within the ACT Sporting community.

So many thanks to the outgoing committee and convenors and all the best to the incoming committee.

* 1. *Treasurer’s Report*

The Treasurer advised the meeting that he did not have the audited financial statements yet, but expected that would be completed within the next few weeks. Written report is attached at end.

Key points included 2015-16 income of around $58,000 with outgoings allowing savings of around $20,000 to go to the Shed extension fund. The Treasurer noted, that including fixed deposits (club extension funds) the Club had around $106,000 in cash, putting us in a strong position for the capital grants application to the Act Government.

Discussion in the meeting included:

* That under $1,000 was expended on supporting members at nationals and overseas representation. Patricia Ashton (P) noted that without a budget, the committee decided to focus on those representing the club at national and overseas events. Funding also provided to those undertaking coaching courses (reimbursement).
* It was suggested that the Coaching Coordinator could facilitate coaches putting together a budget for consideration by the next Committee for 2016-2017.
* That the shed extension was a substantial cost to the budget, but would also result in improved revenue from boat storage, better facilities for members and more space for the storage of club equipment including boats.
* The importance of having a policy basis for expenditure – through a strategic plan etc. PA noted that work had been commenced on this, but more work was required, and that she was sure the next committee would appreciate volunteers to assist in this through a sub-committee etc as recommended from the floor.
* That work on a budget framework would be progressed allowing more “policy” linked reporting on income and expenditure. This is becoming more important as the club grows.

Recommendation: that the next Committee consider forming a strategic planning sub-committee to help develop the next club strategic plan.

* 1. *Boat Captain’s Report*

The Boat Captain emphasised the substantial role played by David Gordon in repairing club boats, at a considerable cost saving to the club. David was thanked by those at the meeting for his work in support of the club.

The Boat Captain emphasised that the volunteers’ contribution to the activities and functioning of the club was a very valuable part of the Club. This was acknowledged by the meeting.

* 1. *Safety and Training Report*

Two issues noted were the need to ensure the Club abided with the ACT legislative requirements of the Working With Vulnerable People (WWVP) registration. Secondly, the changes in NSW legislation regarding safety on the water including the wearing of life-jackets. This would need to be considered by the next Committee.

KL noted that the NSW legislation was unclear in places and that PaddleNSW was appealing some aspects of the legislation. PA noted that the BGCC approach of making use of lifejackets compulsory for juniors, in winter, and when people are using club boats remains.

1. **Convener Reports:**

|  |  |
| --- | --- |
| 1. Marathon | g) Ocean Racing |
| 1. Sprint | h) Juniors |
| 1. Canoe Polo | i) Beginners |
| 1. SUP | j) Membership Secretary |
| 1. Touring/ Sea Kayaking | k) Social Convener |
| 1. Bay Area Kayakers | l) Fundraising and Triathlon |

***BGCC MARATHON CONVENOR REPORT 2015-16***

BGCC marathon activities/highlights (and lowlights) of 2015-16 as follows:

* BGCC distance/marathon paddling remains one of the club’s strongest disciplines.
* At the national level BGCC won, for a fourth successive year, the Brian Norman Perpetual Trophy, which is awarded by PaddleNSW to the club that wins the most cumulative points in the marathon series, an achievement not equalled by any club since MWKC’s dominance of flatwater marathoning in early 2000s.
* In addition, many BGCC paddlers achieved podium divisional results:

Division 2: 1st Richard Fox/Russell Lutton

Division 2: 3rd Gary Rake

Division 7: 1stKiaran Lomas

Division 7: 2nd Helen and David Tongway

Division 8: 1st Graeme Ison (plus the highest cumulative paddler points in the series)

Division 11: 1st Allan Newhouse

Division 11: 2nd Robert Bruce

Division 12: 1stLitsaPolygerinos

Division 12: 2nd Carolyn Williams

* BGCC also won the inaugural 2015 Marathon Series ICF Class Champion Trophy for the club with the most participation of K1/K2/C1/C2 boats in the PNSW Marathon Series (a sign of the increasing maturity and ability of our marathon paddlers);
* At the international level in September Margi Bohm and Gabrielle Hurley achieved podium finishes at the Canoe Marathon World Championships held at Gyor, Hungary.
* Gary Rake and Gabrielle Hurley will compete in the 2016 ICF Canoe Marathon World Championships and Masters World Cup at Brandenburg, Germany on 13-18 September.
* BGCC is currently placed third in the 2016 PNSW Marathon Series.
* BGCC hosted the first race of the 2016 PNSW Marathon Series on Saturday, 27 February 2016, attracting a record field of competitors so far this year. Feedback from the PNSW Marathon Committee and interstate visitors on the efficient and safe conduct of the event was very positive, thanks in large measure to the high level of club volunteer participation.
* Our paddler participation in ultra-marathon events such as the Hawkesbury Classic, the YMCA Massive Murray Paddle, the 24-hour Challenge, the Myall Classic and the Riverland Paddling Marathon remains consistent.
* Recognition for individual club marathon paddlers this year includes:
* Margi Bohm, Hole in the Paddle award;
* Gary Rake, coach of the year award;
* Graeme Ison was awarded BGCC male paddler of the year award for his achievements in the PNSW marathon series and Hawkesbury Classic;
* Ian Castell-Brown was awarded the inaugural BGCC Grandmasters’ Grandmaster award.
* WetspotWatersports and the club hosted 2015-16 summer time trial series. Participation not as high as previous years, but the Wednesday evening twilight events remain popular and an excellent introduction for paddlers of all standards and boat types to participate and improve.
* Club hosted the 2016 winter time trial series. Participation during winter has remained lamentably low. We need to give consideration to whether to continue to conduct the winter series and, if so, what format changes might improve participation.
* An underrated highlight perhaps is the way club paddlers have volunteered throughout the year to time keep, record and publish time trial results, stage the PNSW marathon race and reset time trial course after flooding.
* A definite lowlight has been the flooding of the Molonglo, which has occurred twice during the year—the first time requiring the resetting of part of the course and the second most recent taking out almost every buoy and depositing significant debris in our part of the river. This is an ongoing issue for us that affects both safety and our ability to conduct events on our designated part of the river. While ACT government authorities have been cooperative in removing some of the debris, a lot still remains. It comes and goes depending on water depth and flow, making the river difficult and dangerous to navigate at times.
* Of note is the increasing use of the Molonglo River by other water-based recreation groups, including rowers and dragon boaters (often with accompanying tinnies). The ACT government’s construction of facilities at Grevillea Park to provide opportunities for more water-based recreation groups to use “the area” is a development that will need to be monitored carefully and accommodated by BGCC and the activities it undertakes.

(<http://www.economicdevelopment.act.gov.au/have-your-say/community_engagement/current_activities/grevillea-park)>

***BGCC PUBLICITY OFFICER REPORT 2015-16***

Getting publicity for BGCC paddling activities is time-consuming and often does not yield results. First, we need the event or item that is deemed worthy of publicity. Second, paddlers who are likely subjects of the publicity must be prepared to be involved.

I think the validity of having this position should be assessed, with volunteers associated with particular “events” to have responsibility to publicise their individual events. This might be a more useful way to go.

However, the following publicity has been provided this year:

* *Canberra Times* piece on John and Steve Harmer’s participation in the Hawkesbury Classic.
* *Canberra CityNews* pieces onBGCC’s win of the 2015 PNSW Marathon Series.
* *Canberra Chronicle* pieces on club activities generally and events undertaken by club members.
* *Win News* television coverage of our PNSW race in January 2016.

***Sprint***

* Increased activity in C1 and C2 paddling in the club;
* PNSW Sprint Championships – BGCC in 5th Place

## **Canoe polo report 2015–16**

There were a number of highlights for canoe polo players this year. Probably the most pleasing part of the year was the development of the juniors and micro-juniors. Ably led by Louise, the kids have consistently improved throughout the year with their regular Sunday afternoon skill and paddling sessions. Many of the kids also benefitted from the experience of competing at the national championships in April on the Gold Coast. I have watched them grow in confidence and it was great to see many live rolls and skilful paddling in the pool and on the river. I was also pleased to see some of the juniors crossing over to other forms of paddling, including the time trials and some white water touring. Well done juniors!

Our open teams continued to have success this year, particularly the women, who defended their national title. Although Australia didn’t send a women’s team to the world championships, many of our women will be pushing for selection in the national team next time around. Our open men won several competitions and two team members, James Deakin and Rowan Holt, made selection and competed at the world championships.

Canoe polo players benefitted from some additional club purchases of two junior kayaks and a new set of buoyancy vests. Thanks to James and Tom we managed not to lose the river goals in the great flood of 2016, so we’ll be able to start back on the river shortly.

For the next year our focus will be on continuing the junior development and hosting our regular November competition. We’ll also be sending teams to national championships and also to the world masters games in New Zealand in April 2017.

***Bay Area Kayakers: South Coast Convenor report 2015-16***

* A small group of members active in the PNSW marathon series.
* No organised activities have been run during the year with members happy to organize their own training together and “catch-up” at the marathon races.
* The club through the secretary is liaising with Eurobodalla council to extend our permit to conduct events at various sites in the shire, including Nelligen.
* Five club boats currently stored in garages/sheds of BGCC South Coast members.
* The successes of South Coast members in marathon racing have been outlined in the report of the Flatwater Marathon convenor.

I have held the position of South Coast Convenor since Bay Adventure Kayakers merged with BGCC in 2012, and Allan Newhouse has now agreed to assume the role. I thank Allan for his willingness to take on the task and for always being a willing volunteer to help with activities in the past.

Although we currently lack the numbers to run formal time trial events at Nelligen as we have done over the years, the South Coast members are keen participants in the PNSW marathon series for BGCC and appreciate the opportunity to be involved in a club environment. The fact that the South Coast members continue to feel connected as a group is only possible because of the decision to merge with BGCC, as the club would have disbanded due to its small dwindling numbers.

The willingness of BGCC to embrace and include the South Coast paddlers in its activities is greatly appreciated, and we have been proud to have been able to contribute significantly to the success of BGCC over the last four years, particularly in marathon racing.

Carolyn Williams

***Beginners:***

Good numbers of beginners starting in 2015-16, with induction program and more time for beginners on water with coaching.

Thanks to the volunteers who have supported the induction programs and coaching for beginners.

***Membership Report: 2015-2016***

**Total** membership tally for 2015-2016: **316**

Made up of: (*2014-15 345)*

Junior Females: 30 (“ *35 )*

Junior Males: 26 (“ *38 )*

Adult Females: 102 (“ *106 )*

Adult Males: 156 (“ *166 )*

BGCC members who wish to take out only the basic Standard Level of BGCC membership now do not need to continue on to another payment system. Their payment for the three bodies, Australian Canoeing/Paddle NSW and BGCC are combined in the one transaction. However, the receipt for the BGCC part of their transaction comes up on their bank statement Ezidebit payment to: “AU HEALTHFIT FORTITUDE VALLEY” This is an unfortunate outcome for us and our members as they, not unnaturally, query this unknown payment with their card provider and it takes some time and effort to sort thing out for our members.

Membership declined from the previous year, in part because people were no longer joining as a Family group, because they would now need to pay the extra insurance fees to PNSW/AC and as a lot of the family members did not actually paddle, or not frequently enough to pay the extra fees, they re-joined just a single Adult members. Our previous totals were for non-insured BGCC members, as well as the insured members. Although this has reduced our total numbers, it has made our position re insurance, much more secure.

Helen Tongway

Membership Secretary.

11thSeptember, 2016.

Two issues re membership were discussed:

* Payment arrangements (two tier system with PNSW and BGCC): causing some problems, so Helen will continue to explore improving this – possibly making all the payment through PNSW, but would need to fix up current problems (see above);
* Still have people who are non-financial who have boats in the shed and have keys. These are being chased up.

The meeting also thanked Helen for her excellent work re Blazing Paddles.

***Social Convener***

Successful year with a range of events encouraging engagement with members including:

* Christmas bbq and Club dinner;
* TT bbq with changed and expanded menus;
* Coffee machine was donated and this has had a lot of use, especially through winter;
* Ran at a profit

The meeting thanked Litsa for all her excellent work leading the social activities,

***Triathlon***

Raised around $3,000 for the ClubTriACT very happy with the service provided by BGCC and this is useful in raising the profile of the club and is where the club provides services to other sporting clubs in the ACT. Reasonable level of volunteering for the bigger events, but more difficult for the smaller events.

One of the large tri events was no longer possible for the BGCC as the organisers wanted the paddlers to be “qualified life savers”. As a result the organisers brought their own safety people from Sydney.

1. **Shed Extension Sub-Committee Report**

Scott MacWilliam noted that there had been good discussion of the Shed extension approach during the pre-meeting “walk around”. As well, the Shed Extension Sub-committee had reported on progress in the Blazing Paddles and in the report emailed to members. (Attached)

The meeting agreed that no further discussion of the Shed Extension report was required.

1. **Proposed Constitutional Changes**

The rationale and approach of the proposed constitutional change to the financial management arrangements was presented to the meeting by Russell Murphy. It was noted that the proposed changes followed the proposals for changing financial management arrangements at the 2015 AGM. The draft wording had been on the BGCC website, seeking comments for several months. Members had plenty of opportunity to consider and comment on the proposed changes, and the Committee had received no comments to date.

The changes followed on from the 2015 AGM proposal to introduce the use of a debit card to improve the ability of the Treasurer to use more modern financial instruments to make payments.

There was discussion within the meeting about the pros-and cons of the proposal, particularly about how the changes maintained or improved risk management against fraud or mis-management. There was also discussion about how the limits for minor, moderate and major expenditure would be managed, and whether it might be better to approach this through having an approved budget instead.

After some discussion, the matter went to vote:

**Motion: To approve the proposed constitutional amendment.**

Those in support of the motion: 17 Those opposed to the motion: 2

The Motion was passed by the AGM by a 2/3 majority of those present.

1. **Other Items:**there were no other items
2. Committee Election
   1. Nominations and election for the Public Officer;

Russell Lutton was nominated and elected as the Public Officer for the meeting

Nominated: Patricia Ashton, Seconded Russell Murphy

b) The Public Officer, Russell Lutton then spoke to the meeting as following

As Acting Public Officer, in accordance with section 9 of the BGCC Constitution relating to annual general meetings, I declare the current committee dissolved and I advise that I will proceed to conduct an election for office bearers and other club positions.

As you aware, nominations have been called for in advance of this meeting and the club administration email of 8 September advised of the nominations received to date.

Nominations can also be accepted at this meeting. I remind the meeting that only current members are eligible for nomination and that they can be nominated and seconded and voted on only by current members.

Are there any nominations for positions from the meeting?

* No further nominations were received from the floor.

c) PROCEED TO VOTING ON NOMINATED MEMBERS for the Committee

The Public Officer then proceeded with the voting on positions, commencing with the position of President. As there was only one nomination for positions, The Public Officer advised the meeting that the nominated people (as below) were declared elected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Person** | **Nominator** | **Seconded** | **Status** |
| President | Patricia Ashton | HT | JL | Declared |
| V President | Russell Murphy | JL |  | Declared |
| Treasurer | Jane Lake |  | CE | Declared |
| Training and Safety Officer | Craig Elliott |  |  | Declared |
| Boat Captain | Scot MacWilliam |  |  | Declared |
| Ordinary Member | Anne Cronin |  |  | Declared |
| Ordinary Member | Kai Swoboda |  |  | Declared |
| Secretary | vacant |  |  |  |

1. Nominations and voting / agreement for non-committee positions.

Russell Lutton advised that nominations had been received for some of the positions, as below, and the nominations were accepted. Further volunteers would be sought for vacant positions.

|  |  |
| --- | --- |
| Position | Person |
| Membership Secretary | Helen Tongway |
| Public Officer | Bob Collins |
| Editor | Vacant |
| Coaches rep | Margi Bohm |
| Webmaster | Geoff Collett (TBC) |
| Assistant Boat Captain | David Gordon |
| Canoe Polo | Graham Helson |
| SUP | Joanna Nelson |
| Tri | Bob Collins |
| Marathon | Russell Lutton |
| Sprint | Vacant |
| ORC | Nick Viviani |
| BAK | Allan Newhouse |
| Slalom - ww | Kai Swoboda |
| Social Convener | Vacant  Litsaadvised that she is willing to do a smaller load: such as monthly BBQ and xmas BBQ) |
| Publicity and Sponsorship | Vacant |

The new Committee and Conveners were welcomed.

1. Meeting Closure:

The meeting closed at 1.05pm

Attachments

1. Draft constitutional amendment
2. Treasurer’s report

**Attachments:**

**1.BGCC proposed constitutional changes re financial management**

1. FINANCES
   1. All monies of the Club shall be paid to the credit of the Club and shall be accountable to the Treasurer of the Club.
   2. All expenditure of club monies must be in accordance with the rules of the Club.
   3. Any such accounts shall be operated on by any ~~two~~ one signature~~s~~ 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
   4. Internal Club authorisation processes are as follows.  
      1. 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.
      2. 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;
      3. 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.
      4. Expenditure must not be split to bring it under a lesser category.
   5. The “lower threshold” is one thousand dollars ($1,000). The upper threshold is ten thousand dollars ($10,000).
   6. 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.
   7. The Treasurer shall keep full and proper records of ALL monies received and paid by the club, and associated records of expenditure approvals.
   8. The Treasurer shall place a brief statements showing the condition of club funds and financial position before each meeting.
   9. 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.

**2.Treasurer’s Report to the AGM**

Burley Griffin Canoe Club

ABN 92 618 161 917

Income Statement

For year ended 30 June 2016

Not Final – Subject to Audit adjustment areas in RED

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2016 | 2015 |
|  |  | $ | $ |
| INCOME |  |  |  |
| Other income |  |  |  |
| Club Memberships and Events |  | $45,273.90 | $52,428.55 |
| Government Grants |  | $6,600 | $11,500 |
| Triathlon and activity support |  | $4,651.00 | $1,636.37 |
| Interest earned |  | $1,532.54 | $1,108.93 |
| Donations and Miscellaneous |  | $750.00 | $5,768.72 |
|  |  |  |  |
|  |  | $58,807.44 | $72,442.57 |
|  |  |  |  |
| EXPENDITURE |  |  |  |
| Administrative Expenses |  | $ 7,878.35 | $7,712.23 |
| - Club Overheads | $5,695.09 |  |  |
| * Running costs | $2,183.26 |  |  |
| Services to Members |  | $12,925.10 |  |
| - Purchases | $3,836.53 |  |  |
| - conducting Activities | $9,088.57 |  |  |
| Depreciation \* |  |  | $4,061.00 |
| Miscellaneous |  | $ 343.34 | $461.14 |
|  |  |  |  |
|  |  | **$21,146.79** | **$61,112.39** |

Add $9,500 and this matches expenditure

$5,500.00 Lou’s BobCat Hire – Overflow CarPark

$4,000.00 2\* V7 Surf Skis

\* Depreciation of above $9,500 plus from Existing assets (@015 - $72,427.68)

Cheque Account $31,666.11

Fixed Deposit $75,000.00

**Bank as at today - 11/9/2016 $106,666.11**