



Hurricane Outrigger Canoe Club Inc

Committee Meeting Minutes

Attendees:	Gordon Stimson, Justin Bloomfield, Sheryl Kelly, Gail Bricknell, Geoff Bryant, Peter Towndriow, Jack Weatherby-Fell, Tori Vidler		
Apologies:	Sharon Corsbie, Peta Long, Arlina Sulaiman, Simone Wheeler,		
Location:	Hurricane Home Base, Leeuwin Hall 101 Riverside Drive, East Fremantle	Meeting Date & Time	Sunday 15 Feb 26 0800

Action No.	Description	Status/Action
	Meeting opened at 0800	Opened
1	<u>Approval of minutes</u> The minutes from the previous meeting were approved. Accepted: Justin Seconded: Sheryl	
2	<u>Reports:</u> <u>President</u> Bus purchase and usage policy <ul style="list-style-type: none"> - Club agreed to purchase bus for internal club use including Narrows runs, regatta transport, and downwind logistics support - Sheryl raised insurance concerns about allowing members or family to hire/drive the bus - Insurance may not cover multiple drivers without proper controls in place - Committee needs to verify: <ul style="list-style-type: none"> - Driver licensing requirements and correct class - Whether borrowers would need to assume insurance obligations - Potential liability if club insurance doesn't cover external hirers - Decision made to research insurance coverage options before implementing any hire arrangements - Potential revenue source if dry hire to capable family members can be arranged safely 	

Action. Sheryl to investigate hiring limitations and insurance implications of several drivers.

Jersey transition from Margin to Vaikobi

- Club moving away from Margin brand due to poor durability (lasting only 2-3 washes before stretching) and high cost compared to Vaikobi alternative
- Race shirt design will not be fully plastered with sponsors to avoid billboard appearance
- Traditional paddle hook and dragon tail embossing will be retained as important to founding members
- Separate walkout team shirt being planned for Hammo campaign participants funded by designated sponsorship money
- Growing club membership with multiple crews making sponsorship more attractive to potential supporters

Country membership fee structure review

- \$150 country membership fee structure discussed for revision at next AGM
- Tori requested changing terminology from "associate membership" to "para-membership" on website when changes implemented
- Members experiencing financial hardship can approach committee for accommodation rather than automatic exclusion
- These changes require Constitution amendment and AGM vote, timeline extends to next AGM.

Security camera installation proposal

- Pete researched solar-powered security cameras following incident of someone attempting to remove batteries from new rib
- Homeless individual observed using club facilities (power, hose for shower); President addressed situation directly without escalation
- Proposed Ring camera system with full pan capability, perimeter setting, and time-based monitoring
- Camera cost: \$320 each with 512 megabyte SIM card requirement
- Ongoing cost: \$15 per month data plan per camera
- Initial proposal for two cameras: one at main parking area and one for rib location
- Cameras operate through app and can alert one or two designated phones
- Alternative discussed: relocating rib closer to Eight Knots building for better visibility
- Insurance benefit noted for having security system in place
- Decision deferred for committee vote rather than immediate approval at meeting

Action. Jack to create a poll for committee vote.

Camp weekend planning

- Camp weekend scheduled for February 7-8 with hustle planned for Saturday morning
- Longy confirmed as guest coach for various drills during camp weekend
- Changes (paddle technique) training to be included in weekend program
- Coaching Group are managing event organization and details
- Committee noted need to communicate full weekend schedule to members who have been requesting information

- Timing considered appropriate as quiet period between Derek's event, drummers activities, and upcoming regattas

OC2 from Singapore and usage agreement

- Club purchased OC2 from Singapore for \$5,700
- Deal includes arrangement for Christophe to have preferential booking rights
- Christophe planning to participate in Doctor race, requiring written agreement for canoe use
- Agreement terms:
 - Christophe receives booking preference with four-week advance notice
 - Club events take priority over individual bookings
 - State titles and major events would supersede individual reservations
 - Advance notice requirement reasonable given Christophe must fly down from Singapore
 - Canoe to be added to club insurance policy
 - Marco to draft formal written agreement outlining usage terms
 - Committee to review and approve agreement language before finalization

Action. Marco to draft formal written agreement outlining usage terms

Treasurer

Treasurer's report and financial status

- Current bank balance: \$23,000 as of meeting date
- \$35,000 received in sponsorship since beginning of January:
 - \$30,000 from King sponsor
 - \$5,000 from insurance sponsor
- Additional \$10,000 received in December
- Sponsorship funds designated for Hammo campaign per sponsor wishes
- Major expenses incurred:
 - \$15,000 for rib repairs
 - Trailer repairs (amount not specified)
 - OC2 purchase from Singapore (payment successfully processed)
 - \$1,800 for rib service
 - Paddle purchases for Hammo campaign
 - King sponsor money approved for rib repairs as whole-club training asset
 - Canoe storage fees updated; Pete and treasurer identified non-paying members with new boats
 - \$1,800 remaining from para program grants and donations after reimbursing Tori and Scotty for Kamanu Rebirth expenses
 - Additional grant expected to come through for para program
 - Upcoming major expense: insurance due in July estimated at \$10,000 total (\$6,000-\$7,000 for equipment, remainder for member coverage)
 - Discussion about increasing rib insurance value from original \$8,000 purchase price to current \$30,000 value after repairs

Banking and administrative updates

- Tim removed as signatory; Stimo and Justin added as new signatories
- Debit card issued to Stimo for club purchases.
- Bank account name change still pending despite multiple requests to update from old Dragon Boat Club name
- Treasurer continuing to follow up with bank on name change completion

- Club address changed from Dee and Stewie's residence for most correspondence
- Motor registry documents still being sent to Dee and Stewie's address
- Previous PO box discontinued in the past when membership dropped from 65+ members to 10-15 members due to cost and low mail volume
- Currently using treasurer's home address temporarily
- Marco working on DOT Direct account setup to receive vehicle registration renewals electronically
- Electronic delivery would eliminate need for physical letterbox and solve biggest mail delivery issue
- Previous letterbox plan involved structure clamped to existing scout post (one meter from boundary as required) but not yet implemented
- Most government agencies now offer email delivery options aligned with sustainability policies
- Form pending president's signature to complete DOT account setup

Memberships

- Arlina reported no outstanding membership issues
- Judy successfully paying monthly instalments without requiring follow-up reminders
- Second month payment received on schedule

Coaches

Coaching and training program updates

- Currently at week 6 of 12-week periodized training plan leading to State Championships
- Program appears to be progressing well according to schedule
- Significant discussion about OC1 training times with 4pm sessions not suiting many members
- Bridge traffic causing access issues (some members needing to leave work by 3pm to arrive by 4pm)
- Solution implemented: posting training program on event pages (Mondays and Wednesdays) for members to complete independently
- Members encouraged to train according to heart rate zones and follow program without coach supervision
- Recommendation for paddlers to train with similar-standard partners rather than trying to keep pace with faster paddlers
- Program shared electronically with members who requested it
- Leigh posted program details on event pages for member access
- Saturday morning training groups forming organically with members coordinating via social media
- Suggestion to use Paddle WA-style communication where members post availability and invite others to join sessions
- Opens team already using this approach in their group chat
- Thursday sessions focusing on gender-based training with Hammo crew training together
- Leigh indicated still too early for full Hammo intensity training, currently focused on crew blending
- Training schedule expected to shift to Thursday/Saturday/Sunday morning sessions as Hammo preparation intensifies
- Recent Thursday session saw three to four different canoes training separately with significant pace differences between groups

- Tuesday session had better grouping with two pairs of canoes training together at similar pace

Team Manager

Upcoming racing events and team entries

- Junior sprints scheduled for on 23rd with adventure race on 14th of March
- Mandurah match racing (sprint-based course racing) confirmed for 21st of March
- Wave Masters Classic scheduled for 28th of March (one week after Mandurah event)
- Team manager to post expressions of interest on Insta Team for both Mandurah and Wave Masters events
- State Championships on 10th, 11th and 12th - only 8 weeks away
- Committee decided to create expression of interest whiteboard for States covering:
 - OC6s (men's, women's, mixed)
 - OC1s
 - OC2s
- Coaches to review OC2 bookings made 6 months ago and determine final crew selections
- Committee emphasized States is competitive selection, not personal preference for OC2s
- Training camp on 7th of March to include OC2 partner testing with short 3K runs
- Coaches will determine capability for short versus long distance events rather than paddler preference

HAMO event registration and team coordination

- HAMO event listed on AOCRA website but registration not yet open
- Registration expected to open within next week or two
- Coaches need to finalize team selections
- Team manager to monitor registration opening and submit entries when available
- 78 AOCRA financial members registered as of meeting date

Singapore Sprint campaign details

- Teams entered for 500m and 1,000m races
- Invoice of approximately \$1,700 expected from AOCRA next week
- Payment deadline is 15th of March
- Entry fee is \$295 per person
- Questions submitted to AOCRA regarding:
 - Whether Justin and Stewie require additional payment beyond six-man team entry
 - Transfer requirements for Ky Walker who is in Hurricane team but may have paid with another club
- Event schedule to determine attendance requirements
- Elite events scheduled for first week; team-only competitors may only need to attend second week
- Awaiting clarification on whether Stewie's V1 payment through six-man entry covers individual events

	<p>Safety Management Safety management and compliance</p> <p>Jack completed the Risk management Plan and Risk Assessment reviewed by Peter and Sheryl. Forwarded to Stimo for approval. Once approved to be uploaded to club website.</p> <p><u>Paracanoeing</u> Para Canoeing points contained within other sections.</p>	
3	<p><u>Paddling Associations</u></p> <ul style="list-style-type: none"> - AOCRA reaffiliation completed - Key lesson learned: club must maintain electronic copies of all documentation submitted to AOCRA - Swim tests currently not in electronic format and must be converted - Electronic documentation can be shared via Google Drive - Committee agreed this requirement is reasonable and necessary <p>Action. Peter T will gather current electronic club data required for AOCRA and store on Google Drive.</p> <p>WAZA</p> <p>NTR</p>	
4	<p>Juniors</p> <p>NTR</p>	PL
5	<p><u>Town of East Fremantle</u></p> <p>Action. Marco assigned to negotiate lease agreement renewal with East Fremantle</p>	
6	<p><u>Maintenance - Hall, Grounds and Shed</u></p> <p>Security camera installation proposal. See Presidents Report section</p> <p><u>Club Shed</u></p> <p>No significant maintenance issues reported for hall, grounds, shed or equipment</p> <ul style="list-style-type: none"> - Mural artist project delayed due to funding - Letter and documentation for mural project completed and sent to Marco 	

- Project submission to Town of East Fremantle pending funding availability
- Lease matters with Town of East Fremantle previously covered

Maintenance - Equipment

OC2 hire policy for Doctor race training

- Open team planning Doctor race participation in OC2s: Mae and Rhys, Jack and George, Tori and Calan
- Event hire fee to be charged for race itself, amount to be determined.
- Concern raised about extensive training schedule (every week for five months) and associated costs, \$5 per occasion.
- Discussion about whether event type should affect hire fee (Doctor involves boat loading, ocean conditions, higher damage potential)
- Committee emphasized need for one-size-fits-all policy applicable to all members
- Training primarily planned for Saturdays, taking two club canoes (George will have own canoe after Hammo)
- Specific arrangement to be developed for this event training separate from standard hire policy
- Committee acknowledged team's competence in canoe transport and handling
- Concern noted about fairness across all members despite this team's experience level

Equipment hire agreements and condition verification

Action. SK to provide example Hire Agreement.

Maintenance – Safety

Risk management and safety procedures

- Jack completed risk register and risk management plan for club prior to reaffiliation deadline
- Both documents currently with Stimo for review and sign-off
- Committee decided to upload both risk register and plan to member section of website after approval
- Monthly DFID (defibrillator) checks to be added to existing inspection checklist
- Incident report form template available and to be implemented
- Committee confirmed coaches carry phones during training sessions on water
- Standard safety procedure: steerer or coach in canoe responsible for having phone
- Emergency protocol: call ambulance from water and proceed directly to shore; water police will also respond
- Committee decided to add small first aid kit in dry bag to rib for water-based incidents
- Kit to include:
 - Bandages
 - Sling bandages for head injuries
 - Supplies for bites and stings
 - Basic travel kit essentials

	- First aid kit checks already included in inspection sheet	
7	<p><u>Fundraising and Bunnings BBQs</u></p> <p>Simone provided expense documentation for fundraising activities - Treasurer confirmed that Bunnings profit was \$2524.29.</p> <p><u>Sponsorship / Grants</u> NTR</p>	
8	<p><u>Events</u></p> <p>Covered under Team Manager.</p>	
9	<p><u>Media / Website</u></p> <p>Mae managing website and social media effectively - Website redesign completed at cost of \$1,200 (slightly over initial \$1,100 estimate due to additional work) - Committee confirmed website investment necessary as primary marketing tool - Social media engagement strong with active tagging - Messenger inquiries coming through Facebook page - Mae monitoring messenger and forwarding inquiries or responding directly - Committee to clarify messenger management process with Mae</p>	
10	<p><u>Uniforms</u></p> <p>Uniforms and club apparel</p> <ul style="list-style-type: none"> - Committee confirmed material selection for new uniform shirts: same weighted material as current lime green sponsor shirts (Vaikobi standard paddling top) - Material benefits identified: - Cost effective at approximately \$25 per shirt - Good weight and durability - Hydrating properties - Maintains colour well - Does not stretch out - Resistant to damage from Velcro - Request received for cold weather club apparel option (jacket/hoodie) - Members would pay for cold weather items (not provided free) - Options discussed: - Zip hoodie - Winter jacket (knee-length style like Manta club) - Bomber jacket style - Committee to follow up on cold weather apparel options - Previous grey sweatshirt offering was 3-4 years ago 	

<p>11</p>	<p><u>General Business</u> Equipment hire policy for off-site use</p> <ul style="list-style-type: none"> - Stewie requested blanket booking for Hurricane Silver Stevyboy V1 due to: - Current V1 being repaired by Walter - New V1 experiencing transport delays, not arriving in WA before June - Need for World Championship preparation at Champion Lakes and Kwinana Beach - Primary use on Saturday mornings until damaged canoe repaired - Committee approved request with conditions: - On-site bookings at club continue as normal through standard booking system - Off-site transport requires separate hire agreement with full financial responsibility - Paddler assumes all costs for damage when transporting boat away from club - No insurance coverage from club for off-site damage - New hire agreement process established for all members transporting club boats off-site: - Pre-departure photo documentation - Recorded damage notation - Approval required from head coach (to assess paddler capability) and president or vice president - Form to be created by Sheryl and uploaded to club website - Completed forms submitted to Justin's email for approval - Process to be briefed to all members at March fundamentals session - Standard on-site bookings can be made multiple times in advance through normal system <p>Action. Sheryl to create a standard Hire Request Form and once approved, forward to Mae for upload to club website.</p> <p>Committee meetings now scheduled for 8:00 AM every second Sunday of each month</p> <ul style="list-style-type: none"> - March meeting moved to third Sunday due to training camp activity conflict - Schedule flexible and can be adjusted if meetings unnecessary or conflicts arise - Meetings may reduce frequency around June/July period <p><u>Member Protection Officer / Paddler Advocate:</u></p> <p>Zu completed MPO (Member Protection Officer) training</p> <ul style="list-style-type: none"> - Jono's MPO training status unclear - to be followed up - Committee to remind Jono to confirm when MPO training complete. <p>Action. Peter T will ask Jono about status of MPO training.</p>	
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Meeting Closed at 0900
Next meeting: Third Sunday of March