

# Board Minutes

Date:	26 <sup>th</sup> March 2014 at 7:30pm Sport HQ.	Action
Venue:	Canoeing Ireland Sport HQ Blanchardstown	
Attendees:	<p>Mark Clinton - President (MC) Jenny Kilbride - Executive (JK)</p> <p>William Irwin – Treasurer /A- Hon Sec (WI) Ciaran Farrell –Slalom (CF)</p> <p>Brendan O Brien – Marathon (BOB) Aisling Griffin - Canoe Surf (AG)</p> <p>Michelle Power - Chair canoe polo (MP) Wesley Bourke Executive (WB)</p> <p>Dave Pringle Sprint (DP) Karl Dunne - General Manager (KD)</p>	
Apologies	<p>John Ringwood WW Racing (JR), Niamh Cleary – Freestyle (NC) Paul Donnelly TDU (PD)</p> <p><i>Prior to the commencement of the meeting a discussion took place on the presence of a professional minute taker. Following a vote, it was agreed that Breda Keating would take the minutes of the meeting.</i></p>	
1.	<p><b>1. Reading &amp; adoption of minutes of Board meeting of 26<sup>th</sup> February 2014</b></p> <p>1.1. WI Read the minutes of the previous meeting.</p>	
2.	<p><b>2. Matters Arising from previous board meeting 26<sup>th</sup> February 2014</b></p> <p>2.1. It was agreed that the minutes needed to be amended to include title, date of meeting attendees etc.</p> <p>2.2. Short discussion on HR issue which has been redacted from the minutes.</p> <p>2.3. It was noted that the minutes placed on the website should be redacted to exclude matters not relating to normal business of the Board.</p> <p>2.4. It was suggested that emotive adjectives should not be included in the minutes.</p> <p>2.5. The minutes were adopted subject to amendments, having been proposed by CF and seconded by AG.</p> <p>2.6. A request was made that individual complaint documents should be circulated to all board members. MC noted that the Executive is required to inform the Board of any complaints received but is not required to provide the complaint itself to the Board and that this was agreed at a previous board meeting.</p> <p>2.7. Location of assets was discussed fully at item 13 below.</p> <p>2.8. On foot of a query from a board member It was noted that no development been carried out on the website, as yet.</p>	WI

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3	<p><b>3. Correspondence received.</b></p> <p>3.1. An undated letter from Thomastown Paddlers requesting support for the development of their new premises was discussed.</p> <p>3.1.1. It was agreed that a meeting will be arranged with Thomastown Paddlers and possibilities of providing support will be explored. KD to arrange this.</p> <p>3.2. Disciplinary &amp; Appeals Panel provided report</p> <p>3.2.1. It was agreed to defer discussion on this matter, that members would provide their observations by email before Monday 31 March 2014.</p>	<p>KD</p> <p>ALL Memb</p>
4.	<p><b>4. General Manager Board Report</b></p> <p>4.1. The General Managers Report had been previously provided to members and was noted.</p>	
5.	<p><b>5. Strategic Planning – Workshop 26<sup>th</sup> April –</b></p> <p>5.1. It was noted that</p> <p>5.1.1. The invitations had been issued and 15-20 stakeholders had accepted.</p> <p>5.1.2. Representatives from a third level college and CANI are expected to be present.</p> <p>5.1.3. The date clashes with a surfing ranking event and it is unlikely that they will have a representative present. The President suggested that in the absence of a representative that they might wish to make a written submission.</p> <p>5.1.4. The venue will most likely be the Clarion Hotel, Liffey Valley.</p> <p>5.1.5. The Facilitator is to be arranged by KD.</p>	<p>KD</p> <p>KD</p>

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<p>6.</p>	<p><b>6. Financial Policy Update</b> – Ratification of changes to comply with Deloitte and Sports Council Financial Guidelines.</p> <p>6.1. A number of members noted that they had not had the opportunity to read the document as it had been circulated 2 days before the meeting and requested its deferral. Following a vote it was agreed to allocate 10 minutes to discussion on the issues highlighted in the document.</p> <p>6.2. WI noted that the proposed changes are to bring Canoeing Ireland in to full compliance with the Deloitte and Sports Council Financial Guidelines as it is not currently compliant.</p> <p>6.3. WI also noted that the Treasurer has full responsibility for compliance and zero control as things are at present. To become compliant, dual oversight of the accounts is required and that the staff that are processing the payments cannot also authorise the same payments. The Board must have full oversight.</p> <p>6.4. Due to time constraints the Financial Policy amendments will be discussed again at the next board meeting.</p>	
<p>7.</p>	<p><b>7. Quick Updates</b></p> <p>7.1. <b>Child protection &amp; Vulnerable Adult Policy Update</b> – It was noted that the policy is still being worked on with a target date for completion in mid-April.</p> <p>7.2. <b>Disciplinary &amp; Appeals Policy Update</b> – the comments made at the Executive meeting have been taken on board by KD. Members were requested to submit any observations or changes as soon as possible.</p> <p>7.3. <b>Corporate Governance Update the Ratification of Policy</b> The policy was approved with the two amendments as noted to be made.</p> <p>7.4. <b>Complaint to Executive issue.</b> Redacted due to confidentiality concerns.</p>	

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8.	<p><b>8. Garda Vetting Policy Change.</b> Proposed requirement for all board, subcommittee and club committee members be Garda vetted.</p> <p>In order to bring Canoeing Ireland in line with current legislation that all Staff, Executive and Board members, members of discipline committee and club committee, all team managers, and volunteers helping at races should have an introduction Child Protection course done and be Garda Vetted. Every committee should have at least one Child Protection Officer with the relevant course done. These courses and Garda Vetting should be renewed at least every three years. Proposed by WB.</p> <p>8.1. It was agreed, following a vote with 6 in favour, that the proposed change to the Garda vetting policy would be implemented on a phased basis. The office will advise on how best to implement the policy KD.</p>	KD
9.	<p><b>9. Liffey Descent – Complaint Appeals Board Ratification of panel.</b></p> <p>Redacted for confidentiality reasons..</p>	
10.	<p><b>10. Canoeing Ireland direct provider of courses or NOT – WB</b></p> <p>Due to time constraints this matter was deferred until the next meeting</p>	
11.	<p><b>11. Outstanding Issues for the General Manager WI</b></p> <p>Due to time constraints this matter was deferred to the next meeting</p>	
12.	<p><b>12. General Manager HR Issue Update</b></p> <p>Due to time constraints this matter was deferred until the next meeting</p>	
13.	<p><b>13. AOB: Update on Financial Situation WI</b></p> <p>A long discussion took place on issues relating to the financial management of Canoeing Ireland. In particular the Treasurer raised his concerns about the administration of the 2011 capital grant program and the location of the assets purchased in 2011. He stated that he had issues with the accuracy of the fixed asset register. The remainder of this discussion has been redacted for confidentiality reasons.</p>	
14.	<p><b>13 Agreement of date for next Board meeting Wed 30<sup>th</sup> April</b></p>	