

## **Minutes of Canoeing Ireland Board Meeting**

**Date:** Wednesday 27<sup>th</sup> November 7.30pm – 10pm

**Venue:** Canoeing Ireland Liffey Training Centre, Strawberry Beds, Co. Dublin

**Attendees:** Mark Clinton – President (MC)  
Kim Siekerman – Secretary (by Skype)  
William Irwin – Treasurer (WI)  
Jenny Kilbride – Executive 1 (JK)  
Wesley Bourke – Executive 2 (WB)  
Aidan Doran (Skype) – TDU Chair (AD)  
Aisling Griffin – Surf Chair (AG)  
John Ringwood – Wildwater Chair (JR)

**Holidays:** Karl Dunne – General Manager (KD)

**Apologies:** Michelle Power – Canoe Polo Chair (MP)  
Ciaran Farrell – Canoe Slalom Chair (CF)  
Niamh Cleary – Freestyle Chair (NC)  
Eamon Fleming – Sprint Chair (EF)

**Absent:** Brendan O’Brien

### **Agenda Item 1:**

**Reading and Adoption of Minutes of Board Meeting of 30<sup>th</sup> October**

**Conclusion: Minutes proposed by JR and seconded by WB.**

### **Agenda Item 2:**

**Matters Arising from Previous Board Meeting on 30<sup>th</sup> October**

No matters were arising from the previous board meeting

### **Agenda Item 3:**

#### **Correspondence Received**

Letters were received from Bruce St. John Blake & Company Solicitors and Just Sport Ireland in relation to a defamation case and complaint. A discussion on this matter took place which has been redacted from the minutes in the interests of confidentiality.

Letters of Resignation were received from three members of the Sprint Committee

A revised Memo and Arts was received from the President

Management Accounts were received from the General Manager

### **Conclusion:**

**Board to issue and send a letter to person concerned.**

Discussion took place on possible legal costs.

**Revised Memos and Arts to be updated at the companies’ office ASAP.**

### **Agenda Item 4:**

### **Public Relations and Communications Strategy – Ratification of Final Document.**

WB said that the strategy is broken into 3 sections as per the document. He said that there is no point removing references to non-existing documents as it would have no weight behind it then. He said that at the last EXEC meeting that the GM has tasked with outsourcing the documents to which the PR doc refers. Eg. Child and Vulnerable Adult Doc etc.

MC said that he had no information to suggest that this has been done.

Board decided to ratify the full document but to send it appropriate person for formatting. Board decided to withhold releasing the document until the other docs have been prepared by the outsource company and then releasing them all together. WB suggested that GM could show the PR doc to the outsource company so that they could take it into account when drafting the documents mentioned within it.

WB suggested the following things could be done without any budget;

CI should adopt a charity partner

CI should have a separate Facebook page for courses at the Liffey Centre as constant sales pitch is not what people would expect to see from NGB Facebook Page.

#### **Conclusion:**

**Board Ratified the PR and Communications Strategy in Full but Decided not to Release it Until Child Protection, Anti Bullying Docs etc have been completed by outsourcing company.**

**CI should adopt a charity partner**

### **Agenda Item 5**

#### **Deloitte Report and Meeting with the Sports Council**

MC explained that D & T did an audit of CI finances and corporate governance. ISC wants a series of meetings with GM and President and one other board member. MC said that some board members had volunteered at the last board meeting to attend the meetings and KD was to check if the ISC would accept a rotating third person. The ISC came back to GM to say that they would not accept a rotating third person. BOB mentioned at last board meeting that he may be able to rearrange work to go to all meetings. MC said that the GM had written to the ISC to say that BOB would attend the meetings. MC said that the board had not agreed to this as per the minutes of the last meeting. MC suggested that the treasurer might be the best candidate to attend the meetings as financial matters of CI will be discussed and also the treasurer will serve on the board into 2015 as he has a 2 year tenure. MC proposed to send a letter to John Treacey to tell him that the treasurer would be attending the meetings.

KS agreed that WI would be better candidate from a continuity point of view.

JK and JR said that the GM had been only been authorised by the board to ask the ISC if they would accept a rotating third person.

AD said that there may have been confusion at the last meeting and maybe that's why GM but BOBs name forward.

MC said that he felt strongly that the treasurer should attend the meetings.

AG said that if there was a possibility that the meetings would go on into 2015 then the treasurer should be the one to attend.

JR said that we need to agree on the third person to attend the meetings.

Board agreed that although BOB was not present that he volunteered to go. The Board acknowledged that although BOB did volunteer to attend the meeting it made more sense to send the Treasurer.

WI said that as treasurer he has been looking into corporate governance. There are lots of things to be tidied up e.g. The credit card limits are out of sync, there is a lot of variance in the discipline budgets which have been rolled out over 12 months but the budgets should reflect seasonal expenditure, sprint pay upfront for athletes going to comps and they have overspent. If athletes don't pay up there is not much CI can do. Large expense came up recently that hadn't been accrued. Big Whole in Sprint accounts to tune of 2,000 euros.

WI said that he was in a good position to discuss all of these issues at meetings

JK proposed WI to attend meetings. KS seconded this proposal.

JR said that he supported proposal as it makes more sense to have someone from the Executive attending meetings.

MC asked if anyone would like to propose BOB to attend. There were no proponents for BOB's attendance.

**Conclusion:**

**WI was appointed as third board member to attend the meetings with the ISC and the board recognised and thanked BOB for his enthusiasm to attend. MC to write to ISC to indicate same.**

**Agenda Item 6:**

**Sprint Committee Resignations – Proposal to Board to Convene a Sprint AGM**

A comprehensive discussion took place regarding the resignation of most of the Sprint Committee. Issues relating to governance and finance were discussed in some detail.

**Conclusion:**

**Sprint Chair and Sec to be contacted and told to convene and AGM by Wed 4<sup>th</sup> December 2013 to take place no later than mid-Jan 2014 otherwise CI board will convene AGM through the CI sec to take place in mid-January 2014 and that the Sprint Committee would be stood down with immediate effect.**

**WI to contact former Sprint Treasurer Colin Gamble to investigate financial affairs of Sprint Committee.**

**Agenda Item 7:**

**HR Issue**

This issue was moved up the agenda due to the board being under time pressure and wanting to make sure that it was discussed. One board member left the room for this discussion.

**Conclusion:**

**Redacted due to confidentiality requirements.**

**Agenda Item 8:**

**Canoeing Ireland Memos and Arts and Proposal to Register Name Change with Companies Office**

MC said that the Memos and Arts were now up to date.

**Conclusion:**

**Revised Memo and Arts and name change (CI) to be registered with Companies Office and auditors OSK.**

**Agenda Item 9:**

**High Performance Grant Allocation Method**

MC said that we can't address this issue due to the absence of GM, EF and CF.

EF and CF said at a previous meeting that they had agreed to 55% to 45% split of money. WI said that accounts have not been changed to reflect this. WI said that Sprint owe 2,000 back and that now another 2,000 had come up.

WB asked how they decide who in slalom gets what. How much goes to juniors etc.

€ JR said that both Slalom and Sprint should come back with a proposal for how the money should be split and that only the board can sanction the split.

**Conclusion:**

**Board would like to see proposals from Sprint and Slalom committees on how monies should be split and spent.**

**Meeting to take place between Treasurer WI and EF, CF and GM.**

**Agenda Item 10:**

**Fixed Asset Register – Identification of Assets, their value and current location**

MC said that WB asked GM for fixed asset register. The Exec does not yet have it. MC said that WI needs to review the matter as it is mentioned in the Deloitte Report. WI said that he spoke to GM about it and that GM said that it is up to the disciplines to keep an eye on assets. WI said that the amount of mobile assets totals approx. 160,000 euros.

JR said that disciplines need to let GM know where gear is.

WI said that when disciplines are returning asset register that it should be signed by the chair to say it is true and correct.

JK said that we should move towards technology to help with asset tagging and locations.

The board agreed that the GM is ultimately responsible to provide lists and locations of assets.

**Conclusion:**

**GM to provide lists and locations of all assets**

**GM to show what was applied for in core grant, what was granted and what it was spent on**

**Agenda Item 12:**

**AOB - Cheque Book Signatories and Limits and Club Champs**

WI said that the current signatories on the CI cheque book are BOB, EF and KD. WI suggested that only he and KD and MC should be the signatories. JR said it should be within the Executive.

WI suggested that a limit be placed on the cheque book of up to 3,000 for any one signatory. Any sum in advance of that should require two out of the three signatories.

JR mentioned that the charge for club champs is 10 euro per person per event if the club is registered. He said that there is an additional club per person for member of non-registered clubs.

JR said that there needs to be a full disclosure of what CI are trying to achieve with club champs.

MC asked if anyone from CI had spoken to or contacted the clubs?

MC said that full details re the champs need to be provided to the board.

AD suggested that the board ask Benny to forward the minutes of a recent meeting between him and the disciplines to the board and that after that the board ask Benny to come in and give a brief.

JR said that the club champs were publicised before anyone was consulted and that there is a clash of dates with a sprint event.

MC said that as clubs had not yet been consulted he was concerned as to whether or not they would buy in.

JR said that there had been no discussion at board level re the champs.

MC said that GM should produce report about champs to brief the board

**Conclusion:**

**Cheque Book Signatories to be changed to WI, KD and MC only and limit to be set at up to 3,000 for any one signatory and any two out of the three new signatories required for any amount thereafter.**

**Board to ask GM for a full report on the Club Championships to be made available to members not later than 9<sup>th</sup> Dec 2013.**

**The next board meeting will take place on Wed 18<sup>th</sup> December 2013**