



Adelaide Canoe Club

Annual General Meeting

Held at Canoe SA, 19 July 2018

Present

Eddie Andriessen, Meredith Blesing, Rob Bowen, Peter Brunnbauer, Ian Brunning (Chair), Peter Carter, Peter Duong, Bernard and Frances Goble, Noel Holmes, Wayne Hooper and Libby Robertson, Ian Hume, Chris Kemp, Mark Loram, Don McDonald, David Mallett and Margaret Stuart, Don Murchison, Jim Murphy, Catherine Opitz, Brian Slater, David Stone, Amber Tomas, Charles Walker, Kim Wooning

Apologies

Shauna Ashwood, Paul Clutterbuck, Phil Doddridge, Simon and Anne Langsford, Steve Wild

Minutes of the previous AGM

That the minutes of the 2017 Annual General meeting be confirmed as circulated: Ian Brunning, Eddie Andriessen, carried.

Business arising from minutes

There was brief discussion of the 2017 Polo proposal, and that a Polo representative would be joining the committee

Reports

President

Appended

Secretary

Appended

Correspondence: *Seekajak* 155, Hooded brochure

Treasurer

Nicky presented her report, appended, remotely.

Website

Mark Loram had taken over as website manager. There was more material to add, including a library catalogue.

In general discussion, there was brief mention of the forthcoming Murrumbidgee and Eildon trips.

That the reports be accepted: N Holmes, I Brunning, carried.

Election of Officers

President: Ian Brunning (—, —)

Vice President: Bernard Goble (I Brunning, W Hooper)

Secretary: Peter Carter (I Brunning, E Andriessen)

Treasurer: Nicki Brunning (I Brunning, K Wooning)

Committee: Mark Loram (I Brunning, E Andriessen)

A representative would be nominated by the Polo group.

(Charles Walker had stepped down from the Vice President position but would remain on the committee.)

General business

Wayne Hooper spoke of a forthcoming Paddle SA event on Sunday 21 October at The Highway (290 Anzac Highway Plympton) with quiz, awards, and presentations.

There was a question re the number for a quorum at committee members, with three given as the answer.

Peter Duong noted that Paddle SA was reviewing its constitution.

Forum

The current constitution dated from 1995 and needed revision, possibly in cooperation with Paddle SA. Among suggestions for inclusion was limitation of officer terms to three years.

The recent online survey had shown that members wanted social meetings: 74 to 26 %.

The next would be a dinner meeting on 18 August at Seacliff Sailing Club.

It was noted that email newsletters were more effective in promoting events than website or Facebook notices.

There was no consensus on changing the name of the club from Adelaide Canoe Club to Adelaide Paddle Club or Paddle Adelaide.

Among ideas from the Paddle SA Strategic Forum on 15 July was increased cooperation between clubs and disciplines. This could include family fun days during summer and come and try events in school holidays.

There was some discussion on the relationship between participation and funding, one of the reasons behind the rebranding to Paddle Australia.

Wayne Hooper spoke of a trailer with 10 touring kayaks available on request.



President's Report July 2018

Thanks to the Committee for their hard-work during the year running the Club and help provided to me.

Thanks to Bernard, Rob and Jim Townsend for organising and leading the sea trips and training, as well as external Instructor Malcolm Hamilton. Bernard has run a peer paddle from Largs Bay most weekends which has been a great resource for new paddlers as a safe way to get some miles in while also helping us to assess where they are at in skills progression.

Thanks to Charlie for organising a great program of flat water events and also Eddie who ran a successful Pike river trip as recently as last weekend.

Thanks to Don for looking after the website over the years, and Kim for helping with Facebook, and a big thanks to Mark Loram for putting his hand up to take over a big part of this work in the new role of 'Event Manager'.

Thanks to Peter for his hard work as Secretary as well as running various courses including an important first Junior Explorer event, I hope there will be many more. Peter was awarded Life Membership of Australian Canoeing - now that it is Paddle Australia I am wondering is this the shortest Life Membership Award ever?! And the photo shows Peter receiving another local Volunteering Award from local MP Mark Butler.

Thanks to Nicky Brunning our Treasurer/my wife, it helps that we are under the same roof but also means we never stop talking about the Club! Nicky has done a great job in bringing the financial records up to date and doing a thorough analysis.

TRIPS:

We have had some great trips this year, although not as many as we would have liked. Highlights have been the trip to Wardang, a tough paddle at Cape Jervis, a 5 day Easter trip down the entire coastline and a 2nd Valley Weekend for regular members as well as new paddlers from the Come n Try sessions. We have also had at least two crossings to KI this year. Charlie and Eddie have done a great job in running regular river camping trips, and Kim Wooning again organised a successful Clean Up Australia Day at the Onkaparinga River which sees less and less rubbish collected each year.

THINGS OF NOTE:

- We are in the process of moving the accounts to Xero (cloud based accounting system) which will make the Treasurer's life much easier.
- The website has been overhauled, and now includes a Knowledge Base which will eventually hold everything of relevance to new members and old. We also have a Management Knowledge Base which in time will contain everything of relevance to Committee members, making it easier to hand over to new volunteers
- Increased focus on use of VHF radio and more qualified users within the Club
- VERY successful Come n Try Day x 2 last summer which were very popular. We realised that it is important to offer a program of follow-up events to the new paddlers to increase the chances of them sticking at it. The issue of expensive equipment and what to buy remains a barrier to participation, but

- provision of club boats and loan equipment is a big draw on the resources of the organisers. This year we might look to only do one Come n Try but ensure it has a better follow-up
- From the Come n Try we have had several new members including one who is keen to help out in the running of the club. Also a number of prospective paddlers who would like to pay for a Sea Skills course
 - My focus this year has been to work out and document who are the stakeholders in the local paddling community, and where possible to make contact with them. This has been very successful so far, the highlight being our involvement with TAFE and in particular Malcolm Hamilton and one of the new graduate Instructors James Fisher. Malcolm and James have been running rough water training over the winter which have been very well attended and enjoyed by the participants. Malcolm is now planning a condensed sea skills course that we can offer to the Come n Try paddler that will take them from novice to expedition-ready by the end of the summer, which Malcolm and James will run jointly. James will offer some extended trips to destinations we don't usually go to, and these may be the carrot to incentivise the new paddlers to keep going with their training this summer. It is great for the Club to be in contact with these other paddling groups and to hear about some of the trips these young paddlers are making.
 - As a result of this focus I am now also thinking the Club should play a part in providing employment opportunities in the paddling industry for other people like James, something that Malcolm is keen to help us achieve.
 - Attracting more young people is vital for the future of the club. Peter Carter has started the ball rolling with his Explorer program which was a big success last summer. This will run again in October, and I will be running a similar program for 10-15 year olds on the Onkaparinga River. The framework for this is the national 'PaddleOz' program which provides an introduction to paddling to young people and then gives them a pathway to experience the different paddling disciplines. It is becoming apparent to me that no matter how many events we put on for this age group unless we also engage the parents it is unlikely the kids will join, so we have to think about what we can offer to the parents while their children are off paddling - food for thought.
 - Lastly I am keen to get started on a re-drafting of the Constitution and a review of where the Club is at, what are our goals and where do we see ourselves over the next 5 years?

It has been an honour to have represented the Club as President this year and I look forward to the challenge of the coming year!



Secretary's Report

The role of ACC Secretary is not an onerous one because the task of keeping membership records is handled elsewhere. The main responsibilities are to prepare minutes of meetings and maintain other records, together with receiving correspondence. That includes maintaining the subscription to *Ocean Paddler* magazine from the UK and other publications, and distributing them to members. All that has been happening for the past year.

The Tuesday evening training sessions were moved to Thursday evenings but bad weather led to one cancellation and the inevitable sea breezes made other sessions less than successful. The weekend sessions for the winter period I offered in their place have not gone ahead. We did run a holiday program for juniors aged 10 to 14 in January, and an Explorers event in April. There are plans for more in October.

I was elected ACC Secretary in 2007, after holding secretarial positions elsewhere in paddling since 1974. I think it's nearly time to step down, so if elected this year it will be my last.

My first year as Treasurer and I do exist so great to be able to dial in for the AGM. Thank you for your support in making our 2017/2018 achievements happen from a financial perspective.

We have had several wins this year in relation to the operations of the club from a back end financial perspective:

- Ability to accept credit card payments for membership
- Ability to link our Credit card payments account with Paddle SA to ensure the simple reconciliation of any credit card payments across the club therefore decreasing the administration
- Update and clean up the membership database ensuring accuracy of numbers of members and categories
- Be able to utilise the Sporting DNA system for increased communications with club members due to increased accuracy of the club database
- Although still a manual process in the back end but the introduction of Eventbrite to make event registration easier rather than through the sporting DNA system for new members
- Update of all terms and conditions and membership letters in the back of Sporting DNA system
- Consolidation of all paper based financial records into online excel spreadsheet so easy to read and see clubs performance since 1992
- Reconciliation of all paper-based membership records into excel spreadsheets (see below summary) and all details have been scanned so accessible for future committees – all numbers have been taken from old ledgers and manual counting of old registration forms
- Bank SA online bank account and online payments with 2 step verification so payments are easier to make to Paddle SA etc

Membership Numbers

Final Membership numbers for 2017 / 2018 = 149 up 37% from last year and highest membership numbers in club history (based on historical data we have been able to collate)



Prior years we don't have the data re the breakdown for members and this has been done manually for 2017-2018.

- 84 Full Adult Membership
- 4 Second Club Full Adult
- 22 Adult Single events

Treasurers Report AGM Financial Year 2017/2018



- 21 Adult 3-month trial
- 9 Full Membership Junior
- 9 Junior Single events

In addition, due to the Sporting DNA system we are also able to produce a demographics report which will enable the club to establish any marketing and attraction strategies

Below is also a table outlining the demographics of the club over the last 3 years where we have records to be able to review this information

Membership Demographics										
Year	Total members	Male	%	Female	%	Age Range				
						<8 years old	9-12 years	13-19 years	20-35 years	36 years plus
2017 - 2018	149	86	57%	63	43%	1	5	20	19	104
2016-2017	94	64	68%	29	32%	1	5	9	18	60
2015-2016	92	63	68%	29	32%	1	2	8	11	70
2014-2015	No records on system prior to this time									

Paddle SA Payments

These have all been reconciled for the end of financial year and all those who came to an event and used the Eventbrite booking system have been manually added to the Sporting DNA database and their fees accounted for with the Paddle SA final reconciliation

Bank Accounts

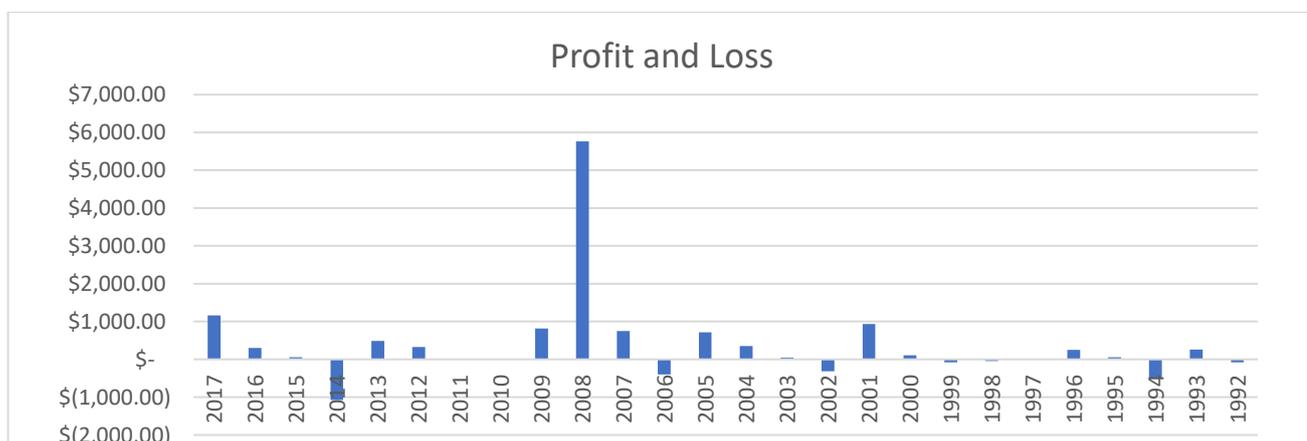
Main Account Bank Balance after payments as of 15th July 2018 - \$1914.70

Term Deposit Balance as of 15th July 2018 - \$5738.68

The term deposit was rolled over with an interest rate of 2.15% and the new roll over date is the 17th August 2018. The Statement for the Term Deposit has just been received and ACC received a total of \$113.54 interest in the 2017/2018 Financial year.

Below is the summary spreadsheet of the profit and loss of the club since 1992. There is no data available for 1997, 1998, 2010 and 2011.

2008 and 2009 profit was high as Grants were received in that year. Full copies of the Profit and Loss Documents are available as previously mentioned, if anyone would like a copy please email me directly.



Treasurers Report AGM Financial Year 2017/2018



2017/2018 Profit and Loss

Unfortunately Bank SA were unable to pull a file from the bank account so I had to do some manual entry added up the old way!!

I have split the income into 3 areas:

Direct EFT – this was payments made directly into the bank account

Ezidebit – this was income paid in by credit card - the amount is higher than anticipated as in the first 2 months the automatic split of the Canoe SA fees was not happening so this occurred through our monthly reconciliation – this is all resolved and working well. We are charged 0.25c per transaction so received \$4.75 per person for membership. The fee is the same at this stage for 2018/2019.

Eventbrite – all individuals who paid via this method were manually added to Sporting DNA system and their fees paid in through the reconciliation process

2017 /2018 Accounts to be audited but the summary Profit and Loss is..... we made a profit of \$37.94 😊

I have also put together a draft start of a budget for 2018/2019 and included a few items in that have been discussed over the last few months to be able to demonstrate the impact that this would have.

Any questions?

If you have any after please feel free to email me as happy to answer any.

Thank you,

Nicky Brunning,

Treasurer, ACC

2018 EOFY Profit and Loss and 2018/19 Budget

End of Financial Year Date		2018 P&L	Budget 2018/2019	Comments re figures estimate
INCOME				
Membership fees	Direct EFT	\$ 5,304.07	\$ 1,524.00	88 adults at 11.75 = 1034, 40 intro at 9.75 = 390, 20 kids at 5 = 100
	EziDebit	\$ 1,055.68		
	Eventbrite	\$ 820.00		
Interest	Term Deposit	\$ 113.54	\$ 113.00	Based on 2017 2018 financial year
	Current Account	\$ 1.04		
Other Income Boat Hire		\$ 85.00	\$ 200.00	from loan database
TOTAL		\$ 7,379.33	\$ 1,837.00	
EXPENSES				
Canoe SA fees		\$ 6,625.00	\$ -	as above income worked on ACC fee only not applicable for the budget
Auditor		\$ 341.00	\$ 400.00	
Xero Online finance system annual fee		\$ -	\$ 120.00	\$10 per month
Transfer of accounts and Xero set up fee		\$ -	\$ 100.00	one off fee for initial set up
A frame signage		\$ -	\$ 300.00	estimate
fliers and posters		\$ -	\$ 200.00	estimate
Domain names		\$ -	\$ 30.00	
Food AGM		\$ -	\$ 150.00	
equipment		\$ -	\$ 200.00	2 x paddle float etc
gifts		\$ -	\$ 60.00	Thank you for come and try sessions
Library		\$ 126.39	\$ 130.00	Paddler Magazine
First Aid Courses		\$ 189.00	\$ 270.00	\$90 each x 3
Renewal of qualifications		\$ -	\$ 450.00	\$150 x 3
DCSI clearances		\$ -	\$ 130.00	2 x \$65
Instructor fee		\$ 25.00	\$ -	
Refund for course		\$ 35.00		
Corporation		\$ -	\$ 500.00	Constitution review process
TOTAL		\$ 7,341.39	\$ 3,040.00	
Profit and Loss		\$ 37.94	-\$ 1,203.00	