

Yakity Yak Club 1st Annual General Meeting

10 July 2016 at Miranda, 0830hrs

Welcome

Attendance – *Terumi Butt, Lynda Langridge, Helen O’Carrol, Glenda Ray, Shaun Maclaren, Peter Beadle, James Fitness, Neil Watson, Lorraine Williams, Peter Townend, Denise Marsden, Joya Todd, Ruth Henderson, Sydney Tourell, Bryan Tourell, Andrew McCabe, Shelley Stuart, Nick Webb, Jim Hawkins, Chris Breen, Andrew Fransis, Janet Dalton, Megan Thomas, Charlie Barker, Christine Watson, John Wilson, Dianne Scoones, Robert Brown, Robert Brassey, Richard Saysell, Jill Dyet, Coral Atkins, Russell Williams*

Apologies – *Andy Harding & Heather Donald*

Financial Report – **Read highlights of 1st financial report.** – *Proposed by Shaun, second by Joya, accepted.*

Noted that we need to have the report independently reviewed.

Confirmation of Trustees Russell, Pete, Shaun, Ruth, Lorraine, James

Noted that the whole board is not due to be re-elected at this stage to give continuity during the transition period. This may change in the future. The aim is to not disrupt the success of the club established over the last 20 years.

We want to encourage store owners to be involved to keep the club invigorated. We will be actively looking for board members from outside of Auckland. The use of technology will aid in this process.

Club Representative Trustee Succession Plan

1. Term - Two year rotation - starting with A1 (Ruth) completing one year to be replaced, for example, by June 2016, and B1 (Shaun) completing two years being replaced by June 2017; then A2 being replaced by June 2018 and B2 being replaced by June 2019.

2. Nomination – by each club, nominated by members at a club meeting, for example, in March (before the Board’s April meeting).

Nominations to be called for in December. Nominations to be in writing. A synopsis of person voted for to be tabled, then voted upon at this club meeting.

Candidates to be voted for by the Board.

Planning

Regional Club Captains

Suggested that we have vice-captain positions to enable smooth transition when change occurs and to enable back-up.

Clarity of terminology:

- *Club Captain is the new term for Regional Coordinators (non-paid position)*
- *Club Vice Captain- assistant to the Club Captain (non-paid position)*
- *Club Manager is the overall Club Coordinator (paid position)*

Club Captain Job Description or Role:

- *To organise monthly Club Nights – arrange guest speakers, demonstrators, activities*
- *To write fortnightly email newsletters which promote club nights, new trips, up-coming events*
- *To organise and chair six monthly trip planning meetings for Leaders e.g. in May and November*
- *To organise in conjunction with the Club Manager, leaders training sessions*
- *To keep records/collate records of leaders trips, training, first aid certificates*

Club Captain: He/she does not have to be an advanced or very experienced paddler but:

- *must be a motivator*
- *must be popular/likeable*
- *must be almost unflappable*
- *must have time to devote to his/her role*

Club Captain is supported by a Club Manager – who is an organiser.

Club Vice-Captain Job Description or Role:

- *To assist the Club Captain in all of his/her assigned roles and responsibilities.*
- *To deputize for the Club Captain in their absence.*

Election process:

Nominations and voting from the regional club membership.

There needs to be time for the club membership to think about this new approach and for volunteers to emerge, however – first time round, the most likely scenario is a person is ‘shoulder-tapped’ and after being told what is involved, agrees to accept the position. Thereafter, annual selection and election, at a club night, on a fixed club night, annually.

It is expected that all Club Captains will go through an induction process.

Timeline – Nominations by end August, Voting by end September 2016

Club Manager

The proposed Club Manager will be responsible for:

- 1) *Accounting*
 - a) *Membership Income. New & Renewals*
 - b) *Fund allocation*
 - c) *Fundraising*
 - d) *Sponsorship*
- 2) *Safety Management System*
 - a) *System maintenance*
 - b) *Compliance*
 - c) *Review*
 - d) *Audit*
- 3) *Marketing*
 - a) *Planning*
 - b) *Implementation*
 - c) *Measurement*
 - d) *Review*

Notes

Generally felt to be a good idea.

Sport NZ has funds available for recreation as a result of a review of their operation. We should be able to apply for these funds, if not for salaries, for activities so that salaries can be paid from membership fees, sponsorship etc.

Leaders

It is an absolute imperative to reward leaders in some way. Remuneration is not possible as this invokes liability being bought upon the leaders.

Liability – currently, leaders are volunteers and have no liability other than that under the law – ie if a leader does something illegal they are liable.

Clarification on volunteer liability was given.

*As a volunteer, you are not liable under the Health and Safety Act. Leaders are **NOT** volunteer workers.*

Health and Safety at Work Act 2015

"(3) In this Act, a volunteer worker—

(b) does not include a volunteer undertaking any of the following voluntary work activities:

(i) participating in a fund-raising activity:

(ii) assisting with sports or recreation for an educational institute, sports club, or recreation club:"

Thanks was expressed to Shelly Stuart, Joya Todd & Rob Brown for an excellent mid-xmas dinner party.

Meeting closed at 0940hrs