

## CANNING RIVER CANOE CLUB (INC)

### 2022 Annual General Meeting Minutes

Date: 8<sup>th</sup> November 2022

Time: 6.55 PM

Venue: Kent Street Weir Boat Shed

Attendees: Christian Thompson, Judith Thompson, Simone Burge, David Gardiner, David Griffiths, Simon O'Sullivan, Steve Coward, David Urquhart, Mike Galanty, Luc Jacob, David McCauley, Stuart Hyde, Peter Burge, Joe Wilson, Donna West, Luc Jacob, Matt Jacob, Phil Ryles, Louis Botes, Chris Graham, Mark Sedgwick

Apologies:

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#### 1. President's Report

I am pleased to present the President's report for the 2021/22 Canning River Canoe Club Season.

It has been a busy year on and off the water.

Our membership is steady at around 80 paddlers.

We were able to run two Club races – the Canning Classic in April, which set another record for participation, as well as a new course and format for what used to be the Canning Nomination Race that was rebranded the Canning Bridges Race in September and was well-received. Both races were held in excellent conditions and provided a good source of income and exposure for the Club. The organisation and delivery of the races were great team efforts.

The Club's Tuesday night time trial continued to be popular, particularly over the summer season. The Team Boat Challenge on the first Tuesday of each month in summer saw the K4s on the water regularly. The K4s have also been used at Sprint Regattas. David Griffiths again has done a lot of work behind the scenes wrangling crews, sourcing and repairing rudders, taking video/photos and promoting participation.

We have maintained the Kent Street Saturday morning training squad program over the past year. A big thank you to the coach Damien Cooper and Dave Griffiths, who ran the Saturday morning sessions over the year.

Come and try sessions have continued to be popular. Simone Burge coordinates these activities wonderfully. Over summer we introduced a mid-week introductory training session for new paddlers, which participants found to be worthwhile.

Many of our members have continued to succeed in paddling events outside the Club events, being involved in all the disciplines including Marathon, Whitewater, Spring and Slalom. We have some exciting younger paddlers coming through the ranks and getting recognition for their abilities and performances.

The Social Paddling wing of the club, which held its regular Sunday morning paddles on the Canning River and the occasional paddles elsewhere, has consolidated its growth from the previous year. I was pleased to be able to get along to the Clean-Up event on 6 March organised by Dianne Greenaway and the social paddlers, which saw a dedicated team venture up and downstream of Kent Street Weir to remove rubbish from the river and riverbanks. A few months earlier, the spread at the pre-Christmas picnic that I was honoured to attend was seriously impressive (and delicious).

The Club has been patiently waiting on the City of Canning to progress the design of the new Club facility next to the CREEC building. There has been little progress this year, though the Council has completed some of the initial development stages with sewer provision and construction of the new bike track. In the meantime the existing facility is being well used and while it has some problems, it is serving a very useful function.

We continued our long-term relationship with Shelley Sailing club to operate out of their premises during the winter months. The relationship between the Sailing Club and CRCC is working well with benefits to the Sailing club of a winter presence and income stream and a comfortable environment for paddlers and timers.

Our relationship with River Fury Dragon Boaters continues, they are active users of the facilities but have not impacted our operations, their membership had reduced the year before last but has increased over the past year. Plans for the boatshed are accommodating the Fury's requirements.

The club continues to enjoy a sound financial position (refer to accounts to be presented). Our books are being well managed by our Treasurer Dave Urquhart who has done an outstanding job with budgeting, cost control and payment management.

We continue to be successful with obtaining external funding. Funds were secured for a new double surf ski thanks to excellent work by Donna West and the purchase and delivery arranged by Dave Griffiths. This boat is proving to be a very popular addition to the Club fleet.

Special mention goes to Christian Thompson for his continued service to the Club, both as Secretary and running Tuesday night time trials, often sacrificing his own paddling. That said, we have had a greater contribution from members assisting with timing and spotting racers during the year, which has been appreciated by the Club Committee and freed them up to paddle more regularly.

We've been very fortunate to have great contributions throughout the year from other committee members that I have not mentioned above, particularly Judith Thompson who has kept paddlers fed on cold nights and at events, collected the pizzas for pizza night, and processed cans and bottles for recycling for cash, David Gardner who maintains our signs and honour boards and keeps interesting statistics on our weekly paddles and to Steve Coward who has provided assistance with assorted jobs needing doing.

Our Committee and other volunteers continue to be the lifeblood of our club and I would like to thank everyone who contributed over the past year. Whether that is week in and week out, or simply as a one off – all contributions are greatly appreciated. We will acknowledge the efforts of our Committee and volunteers at our awards presentation dinner next week.

Thank you also to all paddlers who have been involved with the Club over the year, whether that be Tuesday nights or on the weekends or both. You've all contributed to the Club being a very special and friendly place to be and something I'm very proud and thankful to be part of.

**Simon O'Sullivan**

**CRCC President 2021-22**

## 2. Treasurer's report

Davis Urquhart, treasurer took the attendees through the financial report which was accepted by Judith Thompson and seconded by David Griffiths.

Canning River Canoe Club (CRCC) recorded a cash surplus of \$9,907 for the Financial Year ending 30<sup>th</sup> June 2022 (FY 2022). After adjusting for accruals in early July 2022 (primarily payment for the double ski and receipt of Dragon Boat memberships) the normalised cash surplus for FY22 was \$5,703.

CRCC has total assets of \$109,929 at the end of FY22 including the following major items

- |                     |          |
|---------------------|----------|
| • Cash              | \$42,086 |
| • Boats & equipment | \$62,196 |
| • Merchandise       | \$ 4,337 |

CRCC has no liabilities.

### 1. Cashflow vs Budget

CRCC is a non for profit (NFPO) organisation and as such plans to make a small or negligible profit each year.

An NFPO is not required to submit a tax return.

A budget was developed early in the Financial Year based on the database of income and expenses from prior years adjusted by expected escalation and any new known items. A contingency was allocated to account for unknowns in both income and expenses eg memberships may be down or there may be a significant unexpected maintenance cost. This method allows the Committee to allocate funds for planned major items such as boat purchases and also identify any abnormal items at the start of the year.

The budget document was updated on a quarterly basis using actual figures to date plus estimated income and expenses to complete to provide an estimated forecast at completion. This method provides early warning of any significant variances.

Refer Appendix 8.1 for a Table of Cashflow vs Budget. This shows the position at the end FY22.

The key variances (+\$300) vs the budget were:

- Extra income vs budget
  - \$1238 on club memberships - memberships up by about 10%
  - \$1000 contingency not spent
  - \$1000 saving on new double ski - budget allowance was \$2000 plus grant of \$5000 gives \$7000 and we plan to spend \$6000
  - \$720 no council emergency services levy - not sure why

\$500 boat rack hire - extra 5 racks hired out

\$500 from new members for our new building fund

\$390 from fundraising - mainly due to high numbers at Canning Classic race

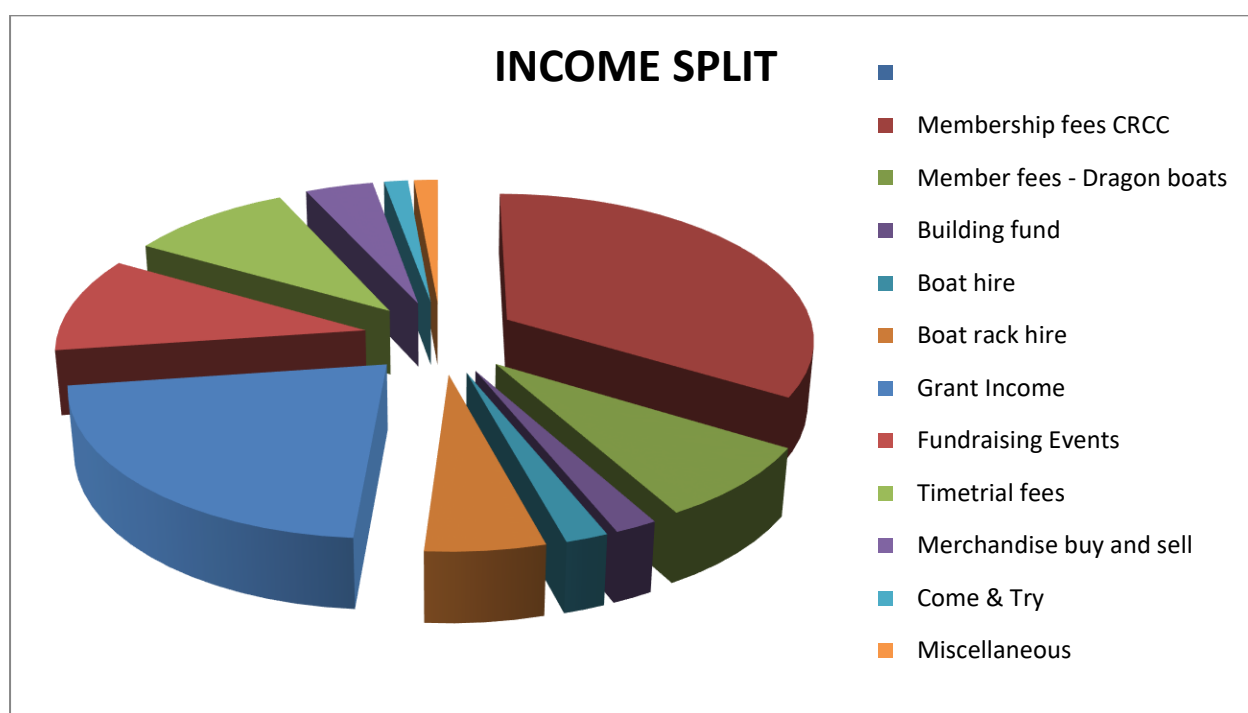
- Extra expenses vs budget  
\$996 for merchandise - we purchased more merchandise (caps, shirts, boat holders & singlets) than we sold. This is a normal situation since all items not sold sit in our books as an asset. We assume that they will be sold down the track

\$568 on general repairs - we spent almost \$1300 on toilets repairs and drain clearing - function of an old building

\$420 two timers need repair and these items are like swiss watches

## 2. Income

Total income for the FY22 was \$23,710. This compares with \$26,914 for the previous year. The major reason for the reduction year to year was \$4,133 less in grants. A pie chart of the income components is shown below.



The five largest income components were:

- CRCC membership fees \$8,694
- Grants \$5,600
- Fundraising events \$2,697
- Time trial fees \$2,527
- Dragon boat membership fees \$2,110

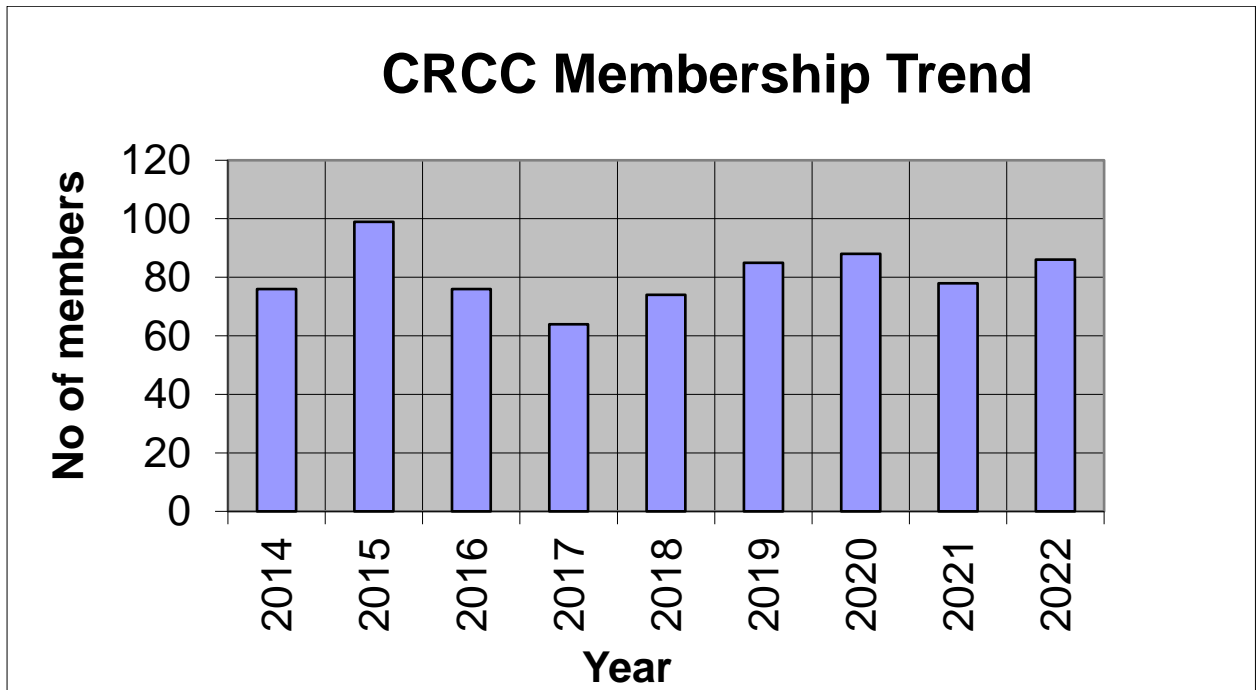
A detailed list of income items is shown in Appendix 8.1 Cashflow vs Budget.

The four largest income items are discussed in more detailed in the next sections.

## 2.1 Memberships

Total CRCC membership at the end of FY22 was 86. This represents an increase of 8 members from the previous year. A total of 20 new members were added for the year primarily from the very successful Come and Try program run by Simone Burge. Twelve previous members did not renew for various reasons.

Club membership has been relatively stable over the past 9 years between the range of 65 and 85 (apart from 2015) as shown in the table below:



The breakdown of membership types is shown below

Adult	55
Senior	21
Junior	5
Second club	4
Concession	1
Total	86

Note that membership fees increased by \$30 in FY22 due to the corresponding increase in fees from Paddle WA. There was no change in the CRCC fee component. Thus an adult membership fee was \$200 and a senior membership \$155.

## 2.2 Grants

CRCC received two grants during FY22

- \$5,000 – from Canning City Council for a new double ski. In July 2022 a double ski was purchased by CRCC for \$6,000. This ski is equipped with front and rear rudder controls and will be ideal for training new paddlers.
- \$600 – from Canning City Council for new lifejackets. This action was precipitated by an independent inspection of our existing lifejackets which found that many were no longer serviceable. New lifejackets were purchased for \$585.

### 3.3 Fundraising income

There are 3 major fundraising events in the CRCC calendar and each raised funds as follows:

• Northam to Toodyay Race (catering only)	\$1,106
• CRCC Nomination Race	\$ 164
• CRCC Canning Classic	\$1,427
• Total	\$2,697

The net income from the Nomination race was low due to a low number of entrants. It is believed this was due to the format and a schedule clash with other events. These issues are being addressed for the next event.

### 3.4 Timetrial income

CRCC ran a time trial race every Tuesday night. Fees for these races were charged as follows:

- Casual \$3 per race
- Winter season \$40 for up to 26 races
- Summer season \$50 for up to 25 races

Time trial income for FY22 was \$2,527. Casual race fees had been charged at \$2 per race for many years. It was decided by the Committee to increase this to \$3 per race in FY22. This resulted in an increase of 45% in income compared to the previous year.

## 3. Expenses

Total expenses for FY22 were \$18,007. Expenses in FY21 were \$21,991. The major reasons for the higher figures in FY21 were:

- the purchase of computers and equipment for \$4,832
- the expenditure of more funds on boats \$7,660 in FY21 (2 x TK1 plus K2) vs \$6,000 in FY22

The major expense items were:

- Boats purchased \$6,000  
This item covers the purchase of the Double Ski.
- Insurance \$2,920  
There were two items.  
Clubhouse building insurance cost \$900 via Canning City Council – the owner of the building.

Building contents insurance cost \$2,020. The insured sum for our boats and equipment in the building was \$100,000. CRCC was covered for both fire and theft.

- General repairs and maintenance \$1,568  
The major cost items here were repairs to the toilets and taps plus clean out of the drains. These costs increased significantly in FY22 – a reflection of an ageing building.
- Shelley Sailing Club Membership \$1,400  
This amount was based on 28 regular CRCC paddlers using the Shelley Sailing Clubhouse for Tuesday night time trial races during the winter season at a rate of \$50 per person.

A detailed list of expense items is shown in Appendix 8.1 Cashflow vs Budget together with some attendant notes for each item.

#### **4. Assets**

CRCC has total assets of \$109,929 at the end of FY22 including the following major items:

- Cash \$42,086
- Boats & equipment \$62,196
- Merchandise \$ 4,337

These major items will be detailed further in the next 3 sections. All assets are listed in the Balance Sheet in Appendix 8.3.

##### **5.1 Cash**

CRCC cash was distributed as follows at the end of FY22:

Bankwest working account	\$22,525
Bankwest term deposit	\$18,716
Petty cash	\$ 844
Total	\$42,086

The term deposit is reinvested every 6 months and has been reserved for costs associated with the relocation to the proposed new clubhouse building.

##### **5.2 Boats and Equipment**

CRCC owned a total of 73 watercraft comprising 12 Canadian canoes, 12 skis, 3 K4 kayaks, 8 K2 kayaks and 38 K1 kayaks at the end of FY22. An estimated book value for each craft is listed in the table below. For the last two years the craft have been depreciated at a rate of 5%. The depreciated value of our boats and equipment was \$62,196. No watercraft were purchased in FY22.



## CRCC Boat inventory

Type	Description	Make	Colour
K1	Guppy		Red
K1	Guppy		Red
K1	Guppy		Green
K1	Guppy	Lightning	Yellow
K1	Guppy		White, yellow, blue
K1	Guppy		Blue
K1	Guppy		White, purple, light blue
K1	Advantage		Pink
K2	Popes Canoe		Blue
Long plastic	Finn	Molakai	Yellow
Short plastic	Spirit		Pale blue
K2	Guppy	CDU	Red
K2	Plastic	Explorer 515	Purple
K2	Guppy		Blue, light blue
K2	Guppy	Kaos	Purple
K1	Wizard	Wizard	Orange
K2		Knysna Racing	White, blue
Long plastic	Finn	Finn	Red
Short plastic	Affinity	Finn	Red
K1	Nova		Blue
K2	Guppy	Zigzag	Red
K2	Prowler		Green and white
K2	Guppy		Green and yellow
Slalom	Finnatic	Finn	Red
Short plastic	Affinity	Finn	Orange
K1	CleaverX		White

Long plastic	Endorfin		Blue and white
Plastic	Finn Kayak	Finn	Red and white
Plastic	Finn Kayak	Finn	Teal
Long plastic	Multisport	Finn	Green
Plastic	Finn Kayak	Finn	White
K1	Woodpecker		Pale blue
K1	Proton		Blue and White
K1	Assegai		Orange and White
TK1			White, yellow, blue, green
TK1			Purple
K1	Guppy		Blue and Pink
K1	Woodpecker		White
TK1			Blue
K1	Max Viper		Black
Plastic	Affinity		Blue(teal)
K1	Guppy		White, pink,teal
K1	Italian		White/Green/Red
TK1	GT		Light blue
TK1	GT		Red
K4	Struer		Wooden
K4	Nelo 2012		Yellow/Green
K4	Nelo 2005		Red/White/Blue
Ski carbon	Swordfish	Fenn	White
Kids boats x 6	Finnatic		Various
20 x paddles			
Ergo			
12 x Blue Canadians			
many Canadian paddles			

2 x Boat trailers

Lifejackets (new)

### **5.3 Merchandise**

CRCC carries a wide range of clothing, caps, mugs etc with CRCC club logos. A stocktake was carried out of this merchandise in July 2022 with the following result:

• Caps	6
• Mugs	3
• Headlamps	3
• Boat number holders	29
• Jumpers	4
• Hoodies	9
• Tee shirts	48
• Polo shirts	27
• Singlets	30

CRCC sold \$871 of merchandise through FY22 to club members. CRCC purchased \$1928 of merchandise through FY22 to maintain stock levels especially for in demand items.

### **6. Liabilities**

CRCC has no loans or liabilities aside from short term accruals ie outstanding invoices. It has been agreed with the auditor to exclude these amounts from the FY22 documents for simplicity.

### **7. Audit**

The previous Treasurer, Simone Burge, will carry out the audit of the financial documents for the FY22.

### 3. Fees for 2021-22

The outgoing Committee decided to keep the same fees as the previous year.

Membership fees are as follows;

Membership Type	CHARGE	
New Member Building Fee	\$50	
Adult	\$200.00	
Junior	\$115.00	
Senior Card Holder	\$155.00	
Volunteer	free	
Family	\$480	2 Adults & unlimited children who are living under the same roof
Associate Membership (Dragon Boaters)	\$110	
Adult Member of second club	\$80	
Junior Member of second club	\$40	
Boat Storage	\$100.00	
Boat Hire members CWA Event	\$0	
Boat Hire Day Rate (members only)	\$30.00	
Come and Try (incl Boat)	\$20.00	

**Adult Members** – For members who are involved in all competitions. They receive all member benefits including Basic CWA insurance cover, discounted entry to CWA events

**Senior Members** – For members who are involved in all competitions and are eligible for a seniors card. They receive all member benefits including Basic CWA insurance cover, discounted entry to CWA events

**Juniors** – Competitors under the age of 18 that qualify. They receive all member benefits including Basic CWA insurance cover, discounted entry to CWA events

**Family** – include 2 adults and any number of juniors (under 18) residing at the same address. They receive all member benefits including Basic CWA insurance cover, discounted entry to CWA events

### 4. Election of Office Bearers for 2021-22

Simon O’Sullivan thanked the current office bearers and members of the committee for their efforts during the past twelve months. The positions to be filled are as follows;

Position	Duties/Responsibilities
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President	<ul style="list-style-type: none"> <li>• Oversight of all Club Activities, Functions, Races, Training and Events</li> <li>• Liaison with Paddle WA and other paddle-related bodies</li> <li>• Liaison with City of Canning, including lease arrangements and development of new Boatshed Facility</li> <li>• Development and Review of Club Strategy and Policy</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>• Support of or responsibility of President's Duties, including representation of the President when unavailable</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Administration of Club Accounts</li> <li>• Preparation of Annual Budget</li> <li>• Preparation of Financial Reports</li> <li>• Payment of Supplier Invoices</li> <li>• Administration of Membership Fees Invoicing System and other Club Income</li> <li>• Procurement and Administration of Club Apparel</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Administration of Correspondence</li> <li>• Administration of Filing System</li> <li>• Preparation of Meeting Agendas</li> <li>• Recording and Distribution of Minutes</li> </ul>
New Members Liaison	<ul style="list-style-type: none"> <li>• Contact Person for New Member Enquiries</li> <li>• Guidance for New Member Applications</li> <li>• Coordination of Come and Try sessions</li> </ul>
Boatshed Manager	<ul style="list-style-type: none"> <li>• Coordination of Cleaning Roster</li> <li>• Coordination of Maintenance Works</li> <li>• Resolution of Boatshed Access Issues</li> <li>• Administration of Kitchen Stock &amp; Appliances</li> </ul>
Fleet Manager	<ul style="list-style-type: none"> <li>• Development and Management of Fleet and Other Assets Register</li> <li>• Coordination of Fleet Repairs</li> <li>• Coordination of Fleet Acquisitions and Disposals</li> <li>• Management of Boat Rack Hire</li> </ul>
External Funding Officer	<ul style="list-style-type: none"> <li>• Preparation of Grant Application and Acquittal of Grant Funds</li> <li>• Sourcing Potential Sponsorship</li> </ul>
Memorabilia Officer	<ul style="list-style-type: none"> <li>• Acquisition and Maintenance of Club Memorabilia</li> </ul>
Membership Officer	<ul style="list-style-type: none"> <li>• Administration of Paddle Australia membership database</li> <li>• Management of membership fees and paid members</li> </ul>

Communications Officer	<ul style="list-style-type: none"> <li>• CRCC Web site and Facebook management</li> <li>• Club email management</li> </ul>
Committee Member - General	<ul style="list-style-type: none"> <li>• Assistance with any of the above as required.</li> </ul>

Positions were declared vacant and the new committee was elected as follows by unanimous vote of the members;

President	<b>Simon O'Sullivan was elected as President.</b>
Vice President	<b>David Griffiths was elected as Vice President.</b>
Treasurer	<b>David Urquhart was elected as Treasurer.</b>
Secretary	<b>Christian Thompson was elected as Secretary</b>
Committee Members	The following members were elected as Committee members, <b>Chris Graham, David Gardiner, Simone Burge, Judith Thompson, Donna West</b>
New Members Liaison	Simone Burge
Boatshed Manager	TBA, Donna to discuss with Social Clun Members
Fleet Manager	Louis Botes
External Funding Officer	Donna West
Memorabilia Officer	David Gardiner
Membership Officer	Mike Galanty
Communications Officer	Christian Thompson
Committee Member	Chris Graham

## 5. General Business

- Final reminder of the awards night Friday week, still a few places left..

Meeting Closed 8:00 PM