

**AUSTRALIAN CANOEING
INCORPORATED**



**55th Annual General Meeting
10.30am Saturday 13th November 2004**

MINUTES

*Carlton Crest Hotel
Thomas Street
Haymarket, NSW*

AUSTRALIAN CANOEING INC

2004 ANNUAL GENERAL MEETING

Carlton Crest Hotel
Thomas Street, Haymarket, NSW

Saturday 13th November 2004

MINUTES

1. Opening and welcome by the President

Meeting opened 10.50am.

The President welcomed all members to 55th Annual General Meeting and noted particularly:

- Helen Brownlee, Life Member
- Lyndal Hansen, Director of Amarna Pty Ltd who will be facilitating workshops over the weekend.

2. Roll Call of Attendees & Apologies

Attendees at the Annual General Meeting are listed in Annex A.

The President advised that the following apologies had been received:

- Phil Coles, Life Member
- Graham Johnson, Life Member
- Max Hill, Life Member
- Joan Morrison, Life Member
- Robin Belcher, Director
- Graham Halford, Director
- Noelene Stevenson, recently retired Director
- Martin Roberts, ASC.
- John Malcolm, Chair of the Flatwater Committee
- Colin Hutchinson, Chair of the Canoe Polo Committee
- Arthur Alexander, Canoe Tasmania
- Annette Kendal, new President of Canoeing Victoria
- Brendan Purcell, Staff

3. Minutes of the 2002 Annual General Meeting

The President confirmed that a copy of the minutes of the 2003 Annual General Meeting were distributed in November 2003, were available on the AC website and that a copy had been distributed with the day's papers.

It was resolved that the minutes of the Annual General Meeting held on October 18, 2003 be adopted as a true record.

4. Presidents Address

A copy of the Presidents Address is included as Annex B.

5. Presentation of the Annual Report, including audited financial accounts.

The President invited the AC Chief Executive Officer, Jon Bisset to present the Annual Report and Audited Financial Statements.

A copy of the CEO's Address is included as Annex C.

It was resolved that the 2003/04 Annual Report and Audited Financial Statements as presented to the meeting be received.

6. Election of Directors

- Mr Ric Mingramm (Nominated by CV) was elected as an Independent Director.
- Mr Peter Vandeppeer (Nominated by CSA) was elected as an Independent Director.

7. Announcement of winners of 2004 Honours Awards

The President announced the winners of 2004 Honours Awards.

7.1. Excellence Awards

- Graham Halford - for his contribution to Australian Canoeing as a Director, Chair. of the Marathon Racing Committee and President of NSW Canoeing

7.2. President's Award

- Wennie Van Lint for his contribution to Australian Canoeing as a Director and President of Victorian Canoeing.

7.3. Awards of Merit

Canoe/Kayak Section of Australian Olympic Team

- | | |
|-------------------|-------------------|
| ▪ Lachlan Milne | ▪ Daniel Collins |
| ▪ Louise Natoli | ▪ David Rhodes |
| ▪ Mark Bellofiore | ▪ Kate Barclay |
| ▪ Robin Bell | ▪ Lisa Oldenhof |
| ▪ Warwick Draper | ▪ Martin Marinov |
| ▪ Amanda Rankin | ▪ Nathan Baggaley |
| ▪ Chantal Meek | ▪ Paula Harvey |
| ▪ Clint Robinson | ▪ Susan Tegg |

8. Meeting Close

The President noted that Ian Hume resigned as Chair of the Marathon Committee in June 2004 and that Noelene Stevenson resigned as an independent Director in September 2004. Ian and Noelene were thanked for their work with AC.

Attendees were thanked for their attendance and participations.

Meeting closed 11.15 am.

Annex A

Attendees at Annual General Meeting

Chair

Kaeding, Greg President & Chair of the Board Australian Canoeing

State Association Delegates (Voting Members)

Ashton, Mike Delegate Canoe NT
Beasley, Ian Delegate Canoeing Victoria
Bonney, John Delegate Canoe Tas
Choate, Brevis Delegate Canoeing WA
Muir, Ian Delegate Qld Canoeing
Murphy, Jim Delegate Canoe SA
Williamson, Trevor Delegate NSW Canoeing

Life Members

Brownlee, Helen Life Member Australian Canoeing

Other Attendees

Astill, Wayne National Events Coordinator Australian Canoeing
Bensley, Di State Executive Officer Qld Canoeing
Bisset, Jon Chief Executive Officer Australian Canoeing
Courtney, Anthea Member, Canoe Polo Technical Committee Australian Canoeing
De Paola, Natasha Administration Assistant Australian Canoeing
Dicker, Jason Chair, Education Committee Australian Canoeing
Fox, Richard National Performance Director Australian Canoeing
Gooch, Sally NSW Canoeing Staff NSW Canoeing
Hansen, Lyndal Guest
Hirrschoff, Tom Chair, Marathon Technical Committee Australian Canoeing
Horne, Peter High Performance Manager Australian Canoeing
Hume, Ian State Executive Officer Canoe SA
Hutchins, Samantha Slalom Program Coordinator Australian Canoeing
Lyons, Sue Chair, Slalom Technical Committee Australian Canoeing
Mingramm, Ric Individual Member
Ness, Gai Director Australian Canoeing
Reitze, Ben Chair, Wildwater Australian Canoeing
Vandeppeer, Peter Director Australian Canoeing
Ward, Eric State Executive Officer Canoeing Victoria
White, Laura AC Staff Australian Canoeing
Wiland, Lindsay State Executive Officer Canoe WA

Annex B

Presidents Address to 2004 Annual General Meeting

Ladies and Gentleman,

It again gives me much pleasure to address you at this the 55th Annual General Meeting of Australian Canoeing.

CEO, Jon Bisset and his team have prevailed over an exciting time for Australian Canoeing which has culminated recently in the magnificent results achieved in Athens Greece at the Games of the XXVIII Olympiad. Whilst the results are outside the period covered by the Annual report that we will be presenting today, they nevertheless represent the culmination of 4 years of endeavour since the home Olympics of Sydney 2000.

The achievements of Nathan Baggaley in winning two silver medals and placing 4th in the K1 1000m was an exciting result for the first Australian male kayaker to be given the responsibility of racing 3 events at an Olympics.

Clint Robinson in his fourth Olympic Games won his third Olympic medal with a silver in the K2 500 m with Nathan. And there was the exciting 4th place by Daniel Collins and David Rhodes who led for much of their 1000 m K2 final.

The Ladies K4 team of Chantal Meek, Amanda Rankin, Lisa Oldenhof and Kate Barclay had an Olympic's best ever 6th place in the Women's K4 500m final, and Paula Harvey and Susan Tegg placed 9th in the Ladies K1 500 m final.

The Flatwater team placed 7th overall in the results securing a third place ranking in the Men's Kayak field a ninth in the women's kayak field and finishing 22nd in the C1 class.

In slalom, the 2004 Olympic Games exceeded many expectations. The Slalom venue was spectacular, the crowds were sensational, the racing was scintillating and we heard it looked good on TV too!

We sniffed a medal and tasted the finals as our athletes rose to the occasion, performed with distinction and did themselves proud. Robin Bell finished in 4th place in the C1 slalom, Louise Natoli 8th place in the Ladies K1 slalom and Warwick Draper 9th place in the Men's K1 slalom.

Reflections on the Athens Olympics are simple as it was a rich and rewarding experience that has left us with many opportunities for the future, including the World Canoe Slalom Championships at Penrith in 2005 and the 2008 Olympics in Beijing.

When I was privileged enough to be elected to the position of President of Australian Canoeing back in 1999, I did so with a clear understanding that it was with a mandate to pursue change. A mandate to change the structure, the policies, the practices, and where necessary the personnel to enable Australian Canoeing to deliver the results for so long promised by athletes and members of our staff and volunteer support base. The results above I believe are an indication that our athletes have an environment within Australian Canoeing that has enabled them to deliver.

However, like any plan, the delivery of results is not always overnight. Reviews have been conducted both of personnel and programs, and your Board has pursued Constitutional change. It has pursued changes in the way our structure oversees and administers our committees. It has changed the structure of our technical committees to ensure that those personnel with the knowledge and capability within their areas of expertise are empowered to lead the disciplines forward, and to pursue the necessary strategies to deliver results. The Board has also responded to the changes in Government funding and the expectations of Government and the post Sydney 2000 financial climate.

The results in Athens give me great confidence that these measures are beginning to take effect. However, my personal expectation remains that as a canoeing nation we show strong leadership not only organisationally within the Australian sporting community and as a leading member of the International Canoe Federation, but also in terms of our athlete performances at international level.

My expectation when I became President was that we 'could' deliver the results we achieved in Athens, but my expectation remains that we have yet more to come.

In terms of our performance over the last 12 months, I would refer you to the Annual report and the accompanying financial statements. At the same time, I take this opportunity to thank Jon

Bisset and his capable team who work at your behest. It is most appropriate that I publicly acknowledge and extend our sincere thanks to Peter Horne, Richard Fox, Ian Dewey, Natasha DePaulo, Lauren Hammond, Laura White, Wayne Astill and Samantha Hutchins for their commitment, perseverance and support.

It has also been a year of change on the staff front for Australian Canoeing with several staff including Amanda Whittaker and George Zorbas all leaving in order to pursue other opportunities. Peter Horne also has recently announced his move into high performance management within another sporting organisation using his recent successful experience in the high performance management portfolio of Australian Canoeing as suitable grounding for the move. I thank all of them for their respective contributions, which in some instances have extended over many years.

May I also thank the State Presidents, and the representatives of the State Associations for giving their valuable time, support and commitment to their roles during the last 12 months.

I am particularly pleased that six of our seven State Associations have now adopted the standard State Association Constitution. As I said last year, consistent constitutions will assist with the administration of the sport, provide a tighter legal structure and support the federation structure. I am hopeful we can facilitate a commitment from Canoeing Victoria and Canoe Northern Territory to meet our target of total compliance by 31 December 2004.

May I conclude by stating that myself, the Board, and the staff of Australian Canoeing are committed to ensuring we are recognised as a 'best practice' sporting organisation.

To that end we will continue to strive for success in these endeavours. My message to the membership at large is to work with us in a positive manner, and to positively embrace change where the need is seen for change. By all means feel free to critique, and use the processes available to facilitate change where an alternative direction can, with reason, be seen as beneficial in achieving our organisational objectives. The Board is open to the opinions of the membership and we seek and value both the opinion and the support of our members.

Your Board has also been very active and functioning well with Board members continuing to take their work and responsibilities seriously. Since last years AGM the Board has met on 12 occasions including a planning weekend in Sydney in February, and the AC Strategic Forum in June.

The Board like myself is very much focused on the strategic issues, which will take our sport into the future. With a Board structure which includes members who are both internal and external to our sport, we have embarked on a program of ensuring continuous improvement in the way we do business.

I thank very much the respective contributions and support of Peter Vandeppeer, Gai Ness, Robin Belcher and departing Board members Graham Halford and Noelene Stevenson for their commitment in time and expertise exercised on your behalf.

We have welcomed several new Technical Committee chairs over the last year, and I know their appointments will all significantly benefit Australian Canoeing. The new appointees have included Sue Lyons, Chair of the Canoe Slalom Committee, Tom Hirrschoff, Chair of the Marathon Committee and Colin Hutchinson, Chair of the Canoe Polo Committee.

We are indeed fortunate to have committee chairs of the calibre of those above and on your behalf I thank them for their contributions.

Greg Kaeding
President, Australian Canoeing

Annex C

Chief Executive Officer's Address to 2004 Annual General Meeting

It is with pleasure that I present the AC Annual Report and invite you to reflect on the achievements of the past twelve months.

You will have all received a copy of the Report and the Audited Financial statements today and they are being circulated to all State Association members and affiliated clubs and are posted on the AC website and available to all who are interested.

At the outset, I wish to thank President Greg Kaeding and the Board and the excellent hard working staff of AC for the support and encouragement they have given me over the past 12 months.

I must particularly acknowledge the management team of Peter Horne, Richard Fox, Lauren Hammond, Natasha De Paulo, Laura White, Ian Dewey and Samantha Hutchins who without we could not achieve our mission.

I thank them for their exceptional work over the past year.

Unfortunately Australian Canoeing is losing Peter Horne to the Equestrian Federation of Australia in the next few weeks where Peter will take on the role of High Performance Manager.

Peter has been an vital employee with Australian Canoeing for the past 6 1/2 years. Initially responsible for Canoe Education, Peter worked extremely hard to instigate the nationally recognised Award Scheme.

The past 18 months has seen Peter take on a new role of High Performance Manager for the Flatwater High Performance Program and lead the Team to the Athens Games where he took on the role as Section Manager.

Peter also took on an integral role in planning the Flatwater Program for the 2005-2009 Quadrennium.

On behalf of the Board, Staff and members of Australian Canoeing I wish Peter every success with the Equestrian Federation and I would like to present Peter with a token of our appreciation for his work since July 1998.

I must also thank the Technical Committees and particularly the chairs of the Committees for their support and the work they have undertaken this year.

A thank-you also to the members of the Australian Canoeing Framework. In particular the Presidents and Executive Officers of the State Associations, for their work this year.

As a canoeing fan and administrator it brought me great pleasure to see some of our athletes take to the podium to receive their medals in Athens.

The success of the entire Australian Olympic team is phenomenal when you consider we come from a country of 20 million.

As is customary for us at the end of each Olympiad we have now begun a thorough review of our elite programs. The review examines the programs over the past four years, our Athens results, and the changes that need to be made as we continue to strive for excellence.

As many of you would know we have already made several new staff appointments over recent weeks.

Richard Fox has been appointed to the new position of National Performance Director with Australian Canoeing.

Richard will have responsibility for the Flatwater (Sprint) and Slalom High Performance programs in the lead up to the Beijing Olympics.

In other appointments Brian Hoppley has been appointed as National Training Centre Manager. Brian is currently the QAS Canoe Program Coordinator.

Congratulations to Richard and Brian on your appointments.

Our sincere thanks must go to our many sponsors and our canoe clubs whose ongoing support of canoeing in this country has made much of our success possible.

The Australian Sports Commission, the Australian Olympic Committee, Energy Australia, Penrith Whitewater Stadium and our many program sponsors, as well as the 135+ local canoe

clubs have all played a significant part in nurturing the great talent we saw in Athens in August.

You may have seen that many of our highlights are listed on page three of the Annual Report.

Greg has mentioned today the performances of our athletes. I would like to just briefly mention some of our other highlights.

Firstly the re-launch of Australian Canoeing Online. The website received a facelift thanks to our partners Bellevue IT and now features several new and improved features. The website attracted 370,008 visits over the year, up 22% from 2002/03. The IT platform also includes an online database and we are now offering websites to all Canoe Clubs in Australia with 30 now having taken up this offer.

We now have 34 National Training Providers, including all of our State Associations, up from 25 in 2002/03 and our Outdoor Recreation Educational programs continue to lead the industry.

Membership figures for canoe clubs continued to exceed expectations with figures reaching 6100 nationally. Membership was up 13.7% from 2002/2003.

I would now like to refer you to the Financial Statements outlined in detail in the Annual Report on pages 30 through to 47.

I am sure you understand that AC is a non-profit entity and that our revenues are derived predominantly through membership fees, sponsorship, fundraising, and grants and are applied to programs to support athletes and other members.

From a financial perspective I was very disappointed with the operating loss that was made this year. AC was traveling extremely well financial until receipt of the various Olympic Selection Appeals. Not only did they cost AC a considerable amount of money they also diverted the attention of the CEO, High Performance Manager and Slalom Head Coach away from other tasks in what is always the busiest period of an Olympiad.

This was in addition to some budgetary issues during the year as a result of the cut in AOC funding from \$62,500 to \$35,000 as a result of our poor Olympic Qualification in 2003.

In summary the operating loss from ordinary activities for the year amounted to \$20,003. This compares to a profit of \$33,010 in 2002/03 and \$66,174 in 2001/02.

Three areas of unexpected expenditure contributed to this loss – Accounting adjustments of \$24,759, legal fees from appeals of \$40,000 and Annual Leave Accrual increases. Without these expenditures AC would have achieved an operating surplus of \$44,756. The budgeted surplus for the year was \$59,194. A 2.6% variance.

Australian Canoeing had total revenues of \$3,017,249 for the 12 months ended 30 June 2003, significantly up from \$2,321,441 in 2002/03 and from \$2,428,462 in 2001/02.

It is important to note that in line with our objective to decrease our financial reliance on the federal government the ASC contributed 47.7% of our income as normal grants this year, down from 62.7% in 2002/03 and 54.4% in 2001/02. This comprised \$1,285,000 for High Performance Outcomes, \$100,000 for Development Outcomes and \$20,000 as a special grant to assist with implementation of the recommendations from the High Performance Advisory Panel process, \$18,000 for Olympic Preparation and \$15,484 for Talent Search Programs.

Membership contributed approximately 7.8% this year up from 5.2% in 2002/03, and up from 4.6% last year. This increase though results more from a change in the membership fee system than as a result of increased fees. The membership figure in the report also includes Instructor memberships which it didn't in previous years.

Membership income from State Associations was \$187,384. Since the implementation of the new membership system we have ensured that State Associations are advised what this membership fee they pay contributes to and as this message does not always get passed on I thought I would mention it again today.

The vast majority of membership fees from State Associations pays for the outgoings for the membership services we deliver. Last year the national insurance scheme cost AC approximately \$80,000, Membership Cards, including postage, cost \$36,000, the AGM and Strategic Forum \$36,000, our national database and other IT services \$15,000, leaving just \$20,000 towards the implementation of our strategic plan. In fact Insurance expenditure increased 12%, which was absorbed by AC rather than being passed onto State Associations and this needs to be considered by the Board when finalizing membership fees for 2005/06.

General Award Scheme Revenue was up 37.3% to \$25,872.

Athlete contributions more than doubled as a result of more international tours in the year. This is reflected in an increase in Travel Expenditure.

Australian Canoeing's principle area of expenditure continued to be travel and accommodation for Australian Team Programs. This year it was \$1,288,103 compared to \$855,946 in 2002/03 and \$1,173,615 in previous 2001/02. As mentioned previously the increase was as a result of increased tours and was compensated by an increase in athlete contributions and other income. This is also up due to significant AIS expenditure being in this item.

Salaries have increased significantly due to the re-structure of the flatwater High Performance Program in July 2003, resignations of Amanda Whittaker and George Zorbas and resulting the restructure, requirement to allow for Long Service Leave for and an increase in leave accruals.

You will notice in the Statement of Financial Position on page 33 that receivables are significantly higher than in 2002/03. The size is not unusual and is a similar level to 2001/02 when it was \$312,000. At the end of the year before that receivables were \$541,283. The level of receivables (and of payables) is very dependent on the timing of grant payments, membership fees and in particular team tours.

As at the 30 June the main debtors were the federal government with approximately \$78,000 owed, State Associations owing nearly \$145,000, sponsors owing \$48,000, \$77,000 was owed by National Team Members for tours, and \$25,000 was owed by various other organisations and individuals.

In terms of trade creditors Australian Canoeing owed \$324,979 as at the 30 June 2004. Just over \$47,646 of this was owed for legal fees, mainly related to the Olympic Appeals, \$41,000 to State Institutes of Sport for their final payment for the year, \$33,000 for our Olympic Fleet, \$25,000 for Airfares for national teams, \$93,963 for other National Team payments, \$13,000 to the Federal government and approximately \$71,000 to various other organisations and individuals.

At June 30 2004, Australian Canoeing had total assets of \$609,116 and liabilities of \$499,101 resulting in accumulated funds of \$110,015, down from \$130,018 on June 30 2003 and up from \$97,008 at the 30 June 2002.

In addition a fleet of boats is based in Europe for our Flatwater Canoeing Program. These Boats are valued at \$487,013, however under current Australian Canoeing accounting policies have been 100% depreciated on our statement of financial position at purchase.

You will note that the independent auditors, Mitchell & Partners have reported to you, the Members of AC that in their opinion the financial report is properly drawn up so as to present fairly the financial position of the Association as at 30 June 2004, and that proper accounting and other records have been kept by the Association.

Members, I commend the financial statements to you, and accordingly, Mr President, invite you to now propose that the Annual Report, Financial Statements and the Independent Audit Report thereon, be received.

Jon Bisset
Chief Executive Officer