



## **Board of Management Report**

### **Fourth Quarter 2016**

**Rule 15: Board Operations; Section 9**

#### **1. Meeting Dates**

12 <sup>th</sup> October 2016	Executive Committee
26 <sup>th</sup> October 2016	Board of Management
19 <sup>th</sup> November 2016	Board of Management and Technical Committees
23 <sup>rd</sup> November 2016	Board of Management
14 <sup>th</sup> December 2016	Board of Management

#### **2. Correspondence**

All correspondence received during the period was reported and addressed at the respective Board of Management meeting.

#### **3. Management**

Canoeing Ireland staffing levels and management requirements were reviewed and proposed job specifications were drafted to address existing staff deficits. The roles which included a part-time accounts technician, development & events officer, training centre manager, members service officer, and education & training officer are subject to the necessary finances being available.

A 'Tracking of Commitments' log is maintained and updated at each Executive and Board of Management meeting. The document which addresses individual Board items and the action required, monitors progress on each matter until it is completed.

#### **4. Finance**

An updated financial overview was presented at each meeting in relation to operating costs, cash-flow and monetary commitments. A financial control policy and statement including standard operating procedures for a purchase order system for items in excess of €500 was drafted. The Canoeing Ireland Mid-term Review was submitted to Sport Ireland which conversed the Core grant application for 2017. Discipline funding criteria and the application process for 2017 was agreed.

## 5. Governance

OS Sports Consult in line with the 'The code of good practice for good governance of community, voluntary and charitable organisations in Ireland' conducted a governance review of Canoeing Ireland which included legal structure, legal compliance, board, strategy, human resources, policies, controls and members. Though the organisation scores well in the relation to the Code of Good Governance, the Board are addressing any issues highlighted by the review including the updating of individual policies and implementation of a risk register. The Board is seeking assistance from members who may have the requisite skill-sets to help revise these policies.

Regular communication is maintained with sport Ireland. They have acknowledged the recent progress which Canoeing Ireland has made in governance, strategy and operational planning.

## 6. Legal

The Board addressed any legal issues which arose during the period.

A new Disciplinary & Appeals Policy and Procedures will be implemented. A Canoeing Ireland complaints panel will be set-up and Canoeing Ireland is seeking volunteers for this panel.

The Board noted the vacant Board positions including the Non-Olympic Discipline Representative and Training, Coaching and Accreditation Representative and is trying to co-opt members to fill these vacancies.

## 7. Strategy

The Canoeing Ireland draft 2017-2020 Strategic Plan which focuses on membership, governance and development was finalised in advance of issuing to members for consultation and feedback. The document is structured to outline to members defined objectives and goals which can be benchmarked on an annual basis.

## 8. Technical Committees

The Board of management met with representatives from the Technical Committees where the Terms of Reference and Memorandum of Understanding between the Board and Technical Committees were discussed. The documents provide guidelines on the structure, roles and operations of committees to encourage participation in paddle sports. The president on behalf of the Board stressed the commitment of Canoeing Ireland to the disciplines. An overview of the new constitution and rules which were adopted at the ADM on 08/10/16 was provided. Disciplines were asked to submit their draft calendars to the Canoeing Ireland office. A discussion followed on funding to the disciplines and in particular on how to distribute an allocation which would provide a level of financial certainty. An apology was given to the disciplines for the temporary movement of money out of their accounts without prior correspondence.

**Board of Management:** Paul Donnelly (President), Brian Ogilvie (Honorary Secretary), Adrian Shanahan (Honorary Treasurer), Ike Jacob (Executive Member), Colm Slevin (Executive Member), Frank Murphy (Leinster Rep.), Brendan O'Brien (Dublin Rep.), Paul Pierce (Connacht / Ulster Rep.), Evan Roberts (Munster Rep.), Neil Fleming (Olympic Rep.)