



Committee meeting Adelaide Canoe Club

Incorporated A22074

ABN 33 457 063 215

Public Officer: Charles Walker

Agenda for Meeting No 9 – 25/26 Year
Thursday 21st May 2026,
6pm, 37 Scott St Parkside

Invitees

Anne Langsford, Wojtek Swietek, Charlie Walker, Simon Langsford, Phil Doddridge, Peter Drewry, Hugh Stewart, Berny Lohmann

Apologies:

Yolanda del Valle-Buetefuer, Abelardo Pardo

Welcome and Minutes of previous meeting:

Previous minutes - accepted

Action list check

- Current actions
 - SASKKSE Made a loss of \$30
- Recurrent actions
 - None needed

Correspondence:

- Club Map ([Anne](#))
 - Club development from PA.
- Paddle Australia Integrity Education Plan: [Club level commitments](#)
 - Most information relevant to competition clubs. No action needed. Contact details in Google Drive if needed in future
- Club Administrator Update: Preparing for 2026/27 See Treasurer's report
- Applications for 2026 Nature Festival events
 - No action needed.

AGENDA ITEMS

1. President's Report (Anne)

Events since the last committee meeting 16 April: -

Rough Water skills and rescues 18 April **Challenging**

Tuesday morning at Garden Island Tuesday 21 April **Entry Level**

Explore Hallett Cove Conservation Park Wednesday 22 April **Demanding**

Second Valley Sunday 26 April **Demanding**

Explore Hallett Cove Conservation Park Wednesday 29 April **Demanding**
 Intermediate skills, rescues and rolling Saturday 2 May **Entry Level** to **Demanding**
 Moana Beach Sunday 3 May **Demanding** cancelled, weather
 Tuesday morning at Garden Island Tuesday 5 May **Entry Level**
 Punyelroo and Swan Reach 9 – 10 May **Entry Level** to **Demanding**
 Circumnavigation of Hindmarsh Island 12-14 May **Demanding**
 Tuesday morning at Garden Island Tuesday 12 May **Entry Level**
 Canoe Polo competition, Sunday 17 May
 Tuesday morning at Garden Island Tuesday 19 May **Entry Level** cancelled, weather
 Explore Hallett Cove Conservation Park Wednesday 20 May **Demanding**
 Fitness training most Saturdays

Activity on WhatsApp

Social Chat group (78 members)

- Following the Tasmania paddle, lots of pictures and comments
- Pictures and video of Rough Water training
- Pictures from Cockle Spit
- Boats for sale
- Pictures and video of Loch Luna loop
- Pictures and video of Second Valley paddle
- Comment on surf safety and rescue from Bernard who instigated emergency call and lots of comments from others
- Post 'Encore: My year circumnavigating Australia on a surf ski
- Advertising the Riverland Marathon and then informing of its cancellation
- Comments on the proposed Aldinga surf facility
- Pictures from Tuesday morning at Garden Island
- Pictures and video of Punyelroo paddle
- Video of K1 race, the Aussie won
- Pictures from Swan Reach paddle
- Pictures and video of Hindmarsh Island circumnavigation
- Paddling at Brighton
- Pictures of Canoe Polo competition
- Surfing videos

Peer Paddle group (60 members)

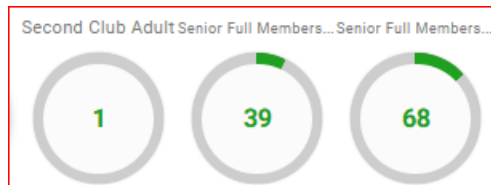
- Fitness training organisation
- Semaphore paddles
- Reorganizing Mannum backwaters paddle to Finniss River

Upcoming events

Victor Harbor day Paddle Sunday 24 May **Challenging**
 Finniss River Sunday 24 May **Entry Level**
 Tuesday morning at Garden Island Tuesday 26 May **Entry Level**
 Explore Hallett Cove Conservation Park Wednesday 27 May **Demanding**
 Explore Cumbunga Creek and Julia Island from Blanchetown Sunday 31 May **Demanding**
 Canoe Polo competition, Mawson Lakes Sunday 14 June
 Tuesday morning at Garden Island Tuesday 16 June **Entry Level**
 Winter Solstice Paddle Saturday 20 June **Entry Level**

Membership

Currently 108 members from last newsletter



2. ACC membership numbers (Anne)

3. Treasures report (Charlie)

3.1. Setting fees

3.1.1. ACTION ANNE to notify PA of ACC fees and ask what total fee would be

3.1.2. We will use default letter

3.2. Setting budget

3.2.1. Action SIMON produce new budget with Xero => \$180

3.3. Fee for reservoir event will be \$35 as per club temporary fee but wont be charged to participants

3.3.1. ACTION WOJTEK and PHIL to determine how participants will register for the reservoir event on JustGo or (otherwise) and how the fee will be administered.

3.4 Budget planning - history

	Budget Target	Actual Expenditure					
	Set 21-22	20/21	21/22	22/23	23/24	24/25	25/26
Website (Ex Audit)	400	0	1609	310	376	310	376
General Expenses (Social functions, stationary, etc)	600	1490	300	357	559	291	401
Xero	120	120	120	135	144	180	180
Training / Leadership	2000	3400	710	990	1750	0	0
Gifts (Recognition & appreciation of visitors, volunteers, etc)	400	100	100	0	0	0	55

Discretionary reimbursement (First Aid, satellite phone hire, etc)	700	1818	924	997	200	0	370
Total	4220	6928	3763	2789	3029	781	1382

3.3.2. Breakdown of the current year below

Consulting & Accounting

18 Jul 2025	Xero fees	180.00
Total Consulting & Accounting		180.00

General Expenses

04 Sep 2025	Greg Adams Torrens Island BBQ race	41.00
04 Sep 2025	Phil Doddridge AGM Door prizes	110.00
04 Sep 2025	AGM Beanie door prize	120.00
16 Feb 2026	Paddle SA room hire	22.00
09 Mar 2026	Paddle SA room hire	22.00
13 Apr 2026	AGM Prizes	86.00

Total General Expenses		401.00
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Website

6-Nov-25	Domain registration	66
8-Apr-26	Website hosting	310
Total Website		376.00

Discretionary

1-Sep-25	Greg Adams Guide qualification	170
1-Sep-25	Phil Doddridge first aid qualification	200
Total Discretionary		370

Gifts

AGM Gift Haighs Chocolate	55
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Total Gifts	55
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Training and Leadership

Total Training and Leadership	0
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3.5 Proposed Budget 2026/ 2027

	Budget Target
	2026/7
Website (Ex Audit)	400
General Expenses (Social functions, stationary, etc)	600
Xero	180
Training / Leadership	2000
Gifts (Recognition & appreciation of visitors, volunteers, etc)	400
Discretionary reimbursement (First Aid, satellite phone hire, etc)	700
Total	4280

4. Social media (Yolanda)

4.1. Perhaps move WhatsApp films to Facebook.

4.1.1. Refer WhatsApp posts to Phil or Yolanda if appropriate for Facebook page

5. IT and website

5.1. Google docs ownership

- 5.1.1. ACTION SIMON to contact Abelardo about club ownership of Google Docs

6. Training Update (Simon)

- 6.1. Docs access for leaders
 - 6.1.1. Launch at next leaders meeting
 - 6.1.2. In the meantime send individual documents to those who need them.
- 6.2. New leader program
 - 6.2.1. We have a new group of potential sea instructors.
 - 6.2.2. Run a leadership program with perhaps 6 events including theory sessions run by candidates
 - 6.2.3. Club to cover course fee
 - 6.2.4. Anne, Simon, Hugh to assist ACTION PHIL to contact other instructors
 - 6.2.5. ACTION PHIL to develop and circulate proposed program
 - 6.2.6. ACTION ANNE to circulate invitation after course developed if appropriate (6 max)

7. Polo Report (Wojtek)

- 7.1. Interstate visitors last weekend
- 7.2. 2 fields set up including a juniors game
- 7.3. Next game 17th June with end of season dinner

Any Other Business:

- 1. Torrens Island race
 - a. Date set, 23 August 9:30
 - b. Phil, Greg, Hugh organisers
 - c. Need land volunteers
 - d. Free for ACC, \$10 for others (+ PA event fee)
 - e. Two courses, short and long
 - f. Club to provide BBQ
 - g. Promotion from other clubs. HUGH to talk to David about sending info to all PSA clubs.
 - h. Put a race page on the ACC site. Perhaps hide SASKSE and add a new page. ACTION HUGH to send info to Abelardo to set up page
 - i. Promotional photos missing. ACTION HUGH to send pictures to Phil
- 2. Planning for AGM
 - a. Committee roles
 - i. Document developed. Can be sent out with nomination forms
 - b. Speaker booked
 - c. Hotel booked for 5pm for set up. ACTION ANNE to change booking to 4:30
 - i. AGM 5:00 door prizes
 - ii. 5:30 Order meals
 - iii. 6:00 Talk 45 min
 - iv. Meal 7pm
 - d. We have prizes and hoodies for door prizes after AGM
- 3. Reservoir event to be standing item on agenda
- 4. ACTION HUGH to contact Paul Caffyn to sound him out about a video talk

Next meeting

18 June, 6pm 37 Scott St, Parkside

CURRENT ACTION LIST

Agenda Date	Item	ACTION REQUIRED	Status	Who
Thursday 21st May				
	3.1.1	Notify PA of ACC fees and ask what total fee would be.		ANNE
	3.2.1	Alter budget page with Xero => \$180		SIMON
	3.3.1	Determine how participants will register for the reservoir event on JustGo or (otherwise) and how the fee will be administered.		WOJTEK and PHIL
	5.1.1	Contact Abelardo about club ownership of Google Docs		SIMON
	6.2.4	Contact other instructors about assisting with Sea Instructors course		PHIL
	6.2.5	Develop and circulate proposed Sea Instructor program		PHIL
	AOB 1 g	Talk to David about sending race info to all PSA clubs.		HUGH
	AOB 1 h	Send race info to Abelardo to set up web page		HUGH
	AOB 1 i	Send race pictures to Phil		HUGH
	AOB 2 c	Change Bartly booking to 4:30		ANNE
	AOB 5	Contact Paul Caffyn to sound him out about a video talk		HUGH
	AOB 3 q	Send thanks to SASKSE instructors	Ongoing	Hugh
20/8/2024				
	4 vi	Document procedures for website manager	Pending	Abelardo

Recurrent action list			Last done
Action	Date	Notes	
Transfer EPIRB registration	After AGM	President; see details link	2025
Confirm or change Bank signatures	After AGM	Signatories	2025
Confirm or change public officer	After AGM	Must notify ATO if changed link	2025
Transfer “Items owned by ACC” to new home if needed	After AGM	Items can be found here .	2025
Notify PA and PSA of new committee	After AGM	<u>Possible Roles:</u> President, Vice-President, Treasurer, Secretary, IT, Membership, Training, Social Media, MPIO (Member Protection Information Officer)	2025
Transfer Google Drive ownership to new secretary	After AGM	How to transfer. Note: Club may need to subsidise Google Account fees	2024
Set club fees and budget and review payments to leaders	April	Committee	2026
Plan AGM	May	President July AGM	2026
Refresh plug-ins and upgrade on website	Before AGM	IT sub-committee	2025
Change details on Adyen Onboarding	After AGM	Treasurer/President {JustGo>Menu>Adyen Onboarding>Decision Makers}	2025

Nominations for PSA Awards	Sept 1	Committee	2025
Tax self review	October 31	Treasurer; see details link	2025
Annual Report to PSA		President	2025