

MINUTES OF THE CSA AGM MEETING – 21st January 2019

DATE: 21st January 2019

TIME: 09h00

VENUE: Crusaders Canoe Club - Durban

ANNEXURES: **CSA President's Report - KP**
Finance Board Pack - WU

1 PRESENT			
Name	Province/Position	Abbrev	Distribution
Kim Pople	President	KP	president@canoesa.org.za
Colin Simpkins	Secretary General	CS	sg@canoesa.org.za
Bulla Wood	ECCU Chairman	BW	andre@securityhouse.co.za
Chad Andrews	GCU Chairman	CA	chad@canoeconcepts.co.za
Stuart Maclaren	WCCU Chairman	SM	maclarenstu@gmail.com
Waldo van der Linde	CDCU Chairman	WvL	info@stroke2max.com
James Tutton	KNCU Chairman	JT	titan@iafrica.com
John Oliver	Administrator	JO	kncuad@sai.co.za
Walter Ulrich	Financial Manager	WU	finance@canoesa.org.za
Hayley Nixon	Female Representative	HN	hayleszn@gmail.com
Janet Simpkins	Development Coordinator	JS	dev@canoesa.org.za
Wayne August	PDI Board Member	WA	wayneaugustcoaching@gmail.com
Janet Simpkins	Development Coordinator	JS	dev@canoesa.org.za
Tim Cornish	Co-opted Board Member	TC	cornishtj@gmail.com
Ant Stott	Paddler Representative	AS	Stott.ant@gmail.com
APOLOGIES			
None			
ADDITIONAL DISTRIBUTION			
CSA Website			

DATE, LOCATION & TIME OF NEXT MEETING:

Date: TBC

Location: Crusaders Canoe Club

Time: 09h00

MINUTES BY: Janet Simpkins

NOTE			
All present are expected to make notes of items concerning them for their action and follow up timeously. Non receipt of these minutes will not be regarded as a reason for lack of action. Any queries regarding actions to be taken should be referred to the Secretary General.			
Item	Description	Action	Date
1	Welcome		
	The President welcomed everyone to the meeting.		
2	Attendance and Apologies		
	No apologies. All in attendance. All Board members to sign an attendance register. Recommended step in good governance, should also be happening at Union level meetings.	Union Chair	
3	Confirmation of minutes of last AGM		
	CS explained the reasoning behind the AGM in January. Couldn't have an AGM and strategic planning meeting at the same time. In terms of calendar planning, need the strategic meeting in October, therefore AGM in January. Alignment with Constitution and voting of Board members would need to be brought into line. Proposed by AS and seconded by SM.	CS	
4	Matters Arising		
	SM – Query with regards to Breedelisted as one of the major races in the paddler's handbook contributing towards National Index. Surely then should not have a clash of majors on same weekend, as was the case in 2017. It was determined that only when an event was of National Championship status that a clash was not permitted. An effort to avoid a clash of major races needed to take place in every calendar planning phase.		
5	Voting Rights		
	JO confirmed - GCU 2, KZN 2, ECCU 1, CDCU 1, WCCU 1.		
6	Election of Office Bearers and Portfolio Committees		
6.1	<u>Female Representative:</u> Only one nomination - Hayley Nixon. Proposed and nominated by KNCU. Board accepted the nomination.		
6.2	<u>PDI Representative:</u> Two nominations received – Wayne August (WCCU) and Nkosi Mzolo (GCU) KP asked Wayne to recuse himself. SM and CA both provided the Board with some background information of their respective candidates. The board discussed the merits of both candidates and determined that the value of having an additional candidate on the Board would be significant. Following a vote by the Union Chairmen, where Wayne was officially voted back in the role, the Board decided that Nkosi should be invited to join the Board as a co-opted (non-voting) Board member. Travel costs to be covered by CSA. WA thanked the Board for the opportunity of being part of the decision making within CSA, and to help grow the sport.		
6.3	Discipline Chairmen – only received one nomination for each of the roles. <u>Marathon Chairman:</u> Malcolm Stothard. Proposed and nominated by GCU. Board accepted. <u>Surfski Chairman:</u>		

	<p>Peter Cole. Proposed and nominated by WCCU. Board accepted. The Board thanked Barry Lewin for his service to the Surfski committee</p> <p><u>Canoe Polo:</u></p> <p>Chris de Bree. Proposed and nominated by GCU. Board accepted.</p> <p>The Olympic discipline chairmen serve a 4 year term, so were not up for reelection.</p>		
7	Funding: Lotto and SRSA		
7.1	<p>WU provide the board with an overview of all previous Lotto applications, from 2009 to date. Provides good perspective. WU pointed out that the Olympic disciplines have historically received the bulk of the grants – Sprints 69% and Slalom 3%, with transformation & development receiving 20%. Small allocations to other disciplines over the years. Currently only about R300k left from Lotto grants, mainly for transformation and development spend.</p>	Union	
7.2	<p>WU and KP informed the Board that Lotto applications would be opening again in April 2019. CSA could only apply from 3rd April 2019 and would then have to wait for the application to be processed. It is estimated we would not receive any news or funds until 2020. WU stressed we would need to plan accordingly as we won't have Lotto funds in this 2019\2020 season. Unions urged to drive the provincial applications for funding.</p>		
7.3	<p>WU provided similar comparison with SRSA funding; which clearly shows where the potential R60 000 CSA forecast 'loss' originates from. Had in the past received R150 000 SRSA admin allocation, however this had been reduced to R90 000. Need to keep this in mind when determining how to spend over the projects, especially in relation to coaching and race participation. These funds need to be spent by 31st March.</p>		
7.4			
7.5	<p>KP explained about categories\ratings – A,B,C category sport. Canoeing is currently category C and CSA has just applied to move up to category B.</p>	Unions	
7.6	<p>CSA had appealed through a press release to National Government to investigate and review sport funding as a whole.</p> <p>SM suggested we ask Laura van Heerden (WCCU) to assist with funding applications, as she had been successful with the past WCCU Lotto application and the set-up of the provincial Metro district. He suggested setting up a sub-committee in order to assist with these application forms.</p> <p>JS pointed out that Western Cape, as a province, had a completely different funding structure to other provincial sports departments. She urged the Unions to get their documents in order, such as audited financials, contacts and committees so they could work on these applications from within. KP stressed that everyone who had been successful would be willing to share their overall ideas, however the specifics and person responsible for the funds would need to come from the Union.</p> <p>A reminder that Federations can apply for R5 million, Unions for R2.5million and clubs up to R300k. The drive has to come from Unions.</p>		
8	Finance		
8.1	<p>WU asked that the 2018 audited financials be accepted. KP proposed. BW seconded.</p>		
8.2	<p>WU went through breakdown of member's analysis:</p> <p><u>Seniors</u> have dropped by over 1000 over the last 5 years. Picked up numbers though</p>		

<p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>through the <u>social</u> membership. 30% of these are novices and 70% are re-registering paddlers, so the category has been a popular offering for our members. <u>Development</u> numbers are down in the analysis, however they do not take into account the numbers JS holding due to applicants not being able to swim. An additional 114 in this category. <u>Novices</u> – currently 515 (245 Juniors, 270 Seniors) however don't seem to be retaining them. Having been through the breakdown WU pointed out that although overall numbers were up, the rand value was down due to the loss in Seniors. R20 000 down in membership fees.</p> <p>KP pointed out that Social membership across Unions was interesting and that CSA was losing out on the WCCU social membership – still at 0 members. BW sent excerpt of Colin's recent newsletter to his club chairmen. Race organisers have role to play in getting the information out too.</p> <p>HN suggested we put out on CSA social media\Instagram</p> <p>WU reviewed the forecast to March 2019, which currently reflects a loss of R60k – this is mainly due to the SRSA grant reduction. Final amount is dependent on last few registrations coming through and clearing out of the old Lotto funds before the end of the year – have about R200k remaining. The original budget for the year was a R50k loss.</p> <p>Forecast also includes 2 sets of sprint medals.</p> <p>DotCloud – development costs will start to come into effect and be spread over the next 6 years. Once fully implemented, there is expected to be a saving on administration costs. The projected loss for the March 2020 year is at this stage R100k; in reality 270 senior members. If we can retain the social novices and retain any novice seniors this will make a big difference.</p> <p>KP thanked Walter for his work.</p>	<p>WCCU. Union Chair\Race Organisers. Media</p>	
<p>9.</p>	<p>DotCloud Update</p>		
<p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>CS confirmed we were still on track for a 1 April start, but it will require work and input from Unions, so will need to start working on that.</p> <p>CA asked for a list of what information was required so this didn't happen at the last minute. JO to send out email of what information would be required. Unions can start organizing this information. This includes safety checks and sign offs on current proficiencies.</p> <p>SM asked about officials training? Even though the system will drive itself there needs to be some point of contact in the Union. BW proposed that we set up a day where Unions can send their administrators for training. BW also suggested that major race organizers need to be advised in advance and receive training of some kind too.</p> <p>CS to discuss WCCU anomaly with DotCloud to find a solution to their early registration problem.</p> <p>WU advised that Unions will have to plan for a year of financial 'adjustments' when DotCloud first comes into effect, especially with respect to the new "annual" registration, but that this would "normalize" in future years. Union accountants will have to assist their committees plan for change in registration term, especially when it comes to budgeting.</p>	<p>Unions</p> <p>JO – list Union Chair</p> <p>CS to coordinate</p> <p>CS</p> <p>Unions</p>	

10.	WCCU – short payment on last year’s affiliation due to failing to increase levies		
10.1	WCCU did not account for an increase in the registration fees for the new season. Their past Chairman was not present at the Board meeting where this was discussed. Despite the circulation of minutes the CSA increases were not applied in this Union. As a result there is an outstanding amount due to CSA.		
10.2	The proposal to the Board is that CSA and WCCU split the difference. Approx R2500 each. Board accepted this as a generous compromise based on the Union’s communication failure. WU to send an email to Rob Hart.	WU – email Rob Hart	
11	Development		
11.1	JS presented her Development Overview: October 2018 – January 2019, included a short iMovie of all the latest pictures to date.		
11.2	SM pointed out that at Pete Marlin 2 KZN paddlers from Marine achieved our first National Medal at SA Surfski Champs (for development), this in the U23 category.		
11.3	JS reiterated that the swim test and swimming programme had been a great success and was an ongoing essential step in the development structure, even though the official registration numbers of 247 were down from last season, this did not take into account the number of kids waiting to be registered. There are an additional 114. Going forward the DotCloud system will allow for them to be added into the database but blocked from racing.	JS + DotCloud	
11.4	Branding throughout the Unions and recognizing the sponsors, mainly Lotto and Sport and Rec had significantly improved. This was evident in the pictures coming through		
11.5	Next aim for the development programme is focusing on Education. With the help of coordinators and coaches this new season will have a focus on the importance of school work and <i>passing</i> over racing. We will look to support through mentors and tutors sourced locally. ‘Education is Key’ and we need to shift the mindset.	JS + Coaches	
11.6	JS urged Unions to apply for whatever funds they can provincially. This coming season was going to be very difficult with the reduced SRSA grant and small Lotto allocation. We just need to survive this next season, and try and keep the coaching going.		
11.7	Changes to Development Bylaws: The amendments already passed in March 2018 needed to be officially approved at this AGM. There were three additional proposed changes. <ul style="list-style-type: none"> • Will no longer list the fees in the bylaws, rather to refer to a <u>separate fee structure document</u>. • Needed to add in that the coordination of clubs could either run <u>centrally</u> or through a Union appointed person. • The development fee will now be <u>retained by CSA</u>, no longer Union – the registration is handled centrally and money will stay with CSA. All changes were ratified by the Board. KP thanked JS for the changes to the programme.	Unions	
12	Constitution and Bylaw amendments		
12.1	TC advised that we needed to change the Constitution to allow for the additional co-opted member the Board voted on earlier. Will now allow an extra (from 2 to 3 co-	CS to make all changes.	

12.2	opted member) to be reflected. Racing colours (where reflected) - no longer green and gold - will now simply state any design and colours as approved by the Board.		
12.3	<u>Page 6-7:</u> Honorary member change – No longer different awards for different years of service. Board agreed to leave the years as 10 and rename the award “Honorary Life Membership”. WCCU to now provide written motivation for their Nominee – John Oliver.	WCCU	
12.4			
12.5	<u>Page 7-8:</u> TC added in U23 age category and the fact that they need to participate in the event.		
12.6	<u>Page 37:</u> name change “ladies” to now read “woman”. Board agreed to this Elite A-batch seeding as a National Ladder index rating of 120% or better.		
12.7	<u>Page 42:</u> Paragraph is sufficient, but requires its own number and heading – will be item 6. Must also read that the water release ruling is applicable to “on the days of the race”.		
12.8	<u>Page 50\51:</u> “Day”License - change heading license to <i>event</i> license. Take out major-can enter <i>any one race</i> . CA would like it minuted that GCU did not support this, even though it was unanimously approved at previous meeting.		
12.9	<u>Page 63:</u> – Definition of club safety officer. Must include <i>Club and Union</i> safety officer in the definition.		
12.10			
12.11	<u>Page 67:</u> –this definition should also include <i>club and union officer</i> .		
12.12	<u>Page 69:</u> – CSA Board debated at length and decided they were not in agreement with the surfski committee’s proposed changes. CS to ask the new surfski committee to review and resubmit to the Board for final approval.	CS	
12.13	<u>Page 106:</u> - CSA Surfski Safety Document - going back to committee for review.	CS	
12.14	<u>Page 134:</u> - no changes to outstanding tour funds. Immediate suspension until paid in full.		
12.15	Board approved all listed actions above as well as the minor wording and\or editing changes as circulated prior to the meeting. CA proposed and seconded JT. CS to reorganize and renumber this rather large document into simplified stand-alone sections for ease of reference.		
13	ICF Congress 2018		
13.1	KP reminded the Board about her in depth report sent shortly after her return. Today informed the Board of the numerous rule changes ahead– showed the Board the file she received from the congress, should anyone require any further information.		
13.2	Outlined the major changes applicable: <ul style="list-style-type: none"> • 2020 next ICF congress – mock vote indicates there is likely to be a change from U23 to U21. Slalom has already made the change. • Masters is now included as World Championships event. SASCOC will not give colours to Masters but the ICF will have a different Championship medal. TC stated there was more planning required before anything finalised by the ICF. • Short Course World Championships Event - Seniors only – will have to consider a selection process. Suggestion to leave for Marathon committee to decide. • Sprint event change – weed deflector on rudder legal in any event now. No official size. • Sprint Pre-boat control is for athlete responsibility now. KP has pointed this out to SA Schools. • Mario is being considered for an ICF position, this could mean a change to the Ocean Racing committee. • 2028 – ICF are pushing for Ocean Racing and Short Course Marathon in Los 	Marathon Committee	
		TC	

13.3	<p>Angeles Olympics. Very IOC number allocation dependent. TC to circulate the marathon information.</p> <ul style="list-style-type: none"> 2028 Olympics have a planned rowing and canoeing\kayak course that is presently very far out of town. ICF may consider doing just 500m events at a course that is conveniently situated within town. ICF complimented CSA and 2017 WMC organisers – the event had the highest YouTube viewership out of all their events in that year. <p>KP suggested that if budget allows, CSA sends two delegates to next Congress in 2020. The schedule is hectic and full-time. Need a second person to cover all meetings and evening functions.</p>		
14	Sit on tops – ECCU objection		
14.1	Sit-on tops, if length and weight conforms to ICF standards, will then be permitted. CSA will ignore the ICF bailers ruling – these will be allowed. Board agreed to make these constitutional changes.	CS to make these changes	
14.2	Converted surfski's are allowed to compete but may not eligible for prize categories.		
15	Funds for U23 and Junior Champs		
	No objection from the Board with regards to the current budgeted allocation of the tour funds. This Tour will be self-funded, and CSA has funds to partially assist a team manager.		
16	Presidents Report		
	CS circulated to the Board. KP placed on record her thanks to everyone for their input. KP thanked WU, CS and JS.		
17	Proposal to identify strong races – give them first choice of dates.		
17.1	Proposal to draw up the list of strong races – allocate a set date for those events. National events take priority. No clashes permitted over these Championships.		
17.2	Need to decide on an application process for these major races. Send this topic back to Unions for discussion. Major – could be considered on certain points – depending on prizemoney, sponsors, numbers, media plan, submission date etc. Process should include race acknowledgment document with regards to bylaws. Board will ultimately decide on any major Union clashes.	Union Chairs to report back on the suggested process.	
18	CSA Calendar		
18.1	JO had circulated calendar to Board prior to the meeting.	Unions to take note.	
18.2	Two clashes that needed intervention, but SA Sprints has now moved their date. All sorted.		
18.3	Vaal 22\23 June and Pink Lady – both Unions happy to leave these two races.		
18.4	Mauritius Ski Race: 24 – 30 June		
18.5	9 th , 10 th , 11 th August - SA Schools K1 Tugela 20s, Push and Paddle on same weekend. SM to go back to race organisers to sort out the clash. Liebenbergs – SA Schools K2	SM	
18.6	CDCU looking to host a sprint and marathon short course event. Looking for a date.	CDCU	
18.7	WMC - No longer a clash with Fish and Ocean Racing. Masters Marathon = 14 & 15 th WMC = 17 th – 20 th October. WMC Short Course on the 17 th . Juniors writing matric need to be mindful of this event and their exam dates.	Marathon Committee.	
19	Sale of CSA Nelo's		
	Of the CSA Nelo's only 1 K1 & 1 K2 (on loan) and 5 C1's left over. Money has been invested. Interest from the money to be used for boat hire overseas. Have about R500k at present. WU will break down the sale into sprints and marathon allocation.		
20	Barry Dingle – CSA museum		
	At this current time, no location. Has merit, will look into it.	CS to inform Barry.	
21	CSA Special Awards		
	Changes to constitution have been ratified. WCCU to submit their nomination	WCCU	

22	CAC situation		
22.1	Seif has been indefinitely suspended from ICF. Nothing is happening with CAC at present.		
22.2	African Continental Champs\Olympic Qualifier. Sprinters would potentially have to travel straight from Szeged to Morocco if this date stands. ICF are busy negotiating with CAC regarding the date. ICF trying to change it to April 2020. Simon Toulson dealing with CAC.		
22.3	WU queried our CAC membership as CSA haven't paid anything. KP – nothing to pay as CAC still dysfunctional. In the upcoming CAC elections 2020 – ICF dictating that CAC members have to now host a National Championships, have to have registered paddlers and be paid up members in good standing with CAC and ICF.		
23	Asset register		
	JS busy tracking down old Slalom assets.	JS	
24	SASCOC report back from AGM		
	No AGM took place following the ministerial report in the press prior to their scheduled Saturday meeting. Special General Meeting planned for 2 nd February to discuss with general council, what sporting federations are going to do.	CS to attend 2\2	
25	Confirmation of authorized person for SRSA		
	The Board ratified that CS is the authorized SRSA person.		
26	General		
26.1	<u>DotCloud</u> – CA complimented the company on their conduct thus far. Asked about fee structure – as things stand could investigate an app activation fee per paddler – proposed R30. They will also look to collect a % of the race entry fees on sliding scale of entry amount. Will wait for online activation and then reassess and agree on fees going forward. As a Federation WU expecting some cost saving once the system has settled down.	CS - Dotcloud	
26.2	<u>SafeTRX</u> – BW looking at getting own license, queried how this would work with DotCloud unit. CS to investigate purchase of the flotilla license as an offering to our Unions and members. The vital role of NSRI was noted during this year's Cape Point and the number of rescues they carried out.	CS	
26.3	<u>Sport to school kids</u> - WvL struggling to attract school going kids into the sport. Competing with other mainstream sports. Have the best water but only a few kids. Board suggested finding a reliable and passionate school master or parent to drive from within. AS – <u>access to numbers</u> , KP pointed out that the ICF focus was taking sport to the people. Not people to the sport. Making it accessible and exciting is key. Consider the Youth Olympic games format – sprint\slalom figure of 8.	CDCU	
26.4	<u>Drug test procedure</u> – SM queried the protocol\process around drug testing. CS clarified that SAIDS has access to our calendar and they decide when to turn up and who to test. The Federation is then informed once results are in and if a sanction (determined by SAIDS) is necessary. Not in our constitution that CSA needs to make anything public.		
26.5	<u>Sea Dog Series</u> – SM noted that this series does not currently comply with CSA indemnity regulations, neither do their other series. SM concerned about how to go about changing this, under strict time constraints? Have to change - comply with CSA and Event and Safety Act of 2010. It was also pointed out that LSA (Fishhoek SLC) do not hold a SAMSA dispensation.	WCCU\CS	

	Board agreed to similar grace period as KNCU race was given – 3 weeks to sort out. CS happy to attend any meeting with race organizers should it be necessary.		
26.6	<u>Junior Membership</u> –AS asked about the schools kids and varsity students registering now, for 3 months only?CA queried whether his School’s League juniors could register now in January and allow for the membership to carry through into the new season after 1 April. Board agreed to this. CA and WU to manage this cross over, and look into last season’s double payments.	GCU\WU	
26.7	<u>Marine Series</u> – CS reported that Marine Surf Lifesaving own the race series and are busy managing this implementation change with the race organizer.	CS\KNCU	
26.8	<u>Sprint and Slalom course</u> - KP reported back to Board. Cameron only suggested plans for a course in a metropol. SRSA only offering the funds for a location outside of a metropol. Still looking and would like other suggestions. Have to have something in by 31 st March. KP still in talks with developers on North Coast.	ALL Unions	
26.9	<u>Lifejacket Ruling</u> – CA asked when this was coming into effect. CS confirmed - January 2020. CS has informed StarskyLifejackets.	CS to re-advertise	
27	Closing		
	KP thanked everyone and closed meeting at 16.07		