



ROWING
CANADA
AVIRON

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**Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
MINUTES**

February 18, 2016
4:30 PM (PST)

Attendance:

Michael Walker, President
Brian Lamb, Director (Treasurer)
Carol Purcer, Provincial Director
Rick Crooker, Director
Jon Beare, Athlete Director

Regrets:

Andrew Fitzgerald, Director

Staff:

Donna Atkinson, CEO
Sid Murdoch, Secretary

1. Call to Order

The meeting was called to order by President Walker at 4:30 PM PST.

2. Acceptance of Agenda

[MOTION #1: Board Meeting Agenda](#)

Moved: Carol Purcer Seconded,

[That the Board Meeting Agenda, February 18, 2016, be approved.](#)

[CARRIED](#)

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes – December 9, 2015

[MOTION #2: Board Meeting Minutes](#)

Moved: Carol Purcer Seconded,

[That the Board Meeting Minutes, December 9, 2015, be approved.](#)

[CARRIED](#)

3.2 Board Meeting Minutes – January 29, 2016

MOTION #3: Board Meeting Minutes

Moved: Carol Purcer Seconded,

That the Board Meeting Minutes, January 29, 2016, be approved.

CARRIED

4. President

4.1 Joel Finlay Resignation

- Joel Finlay has officially resigned as Director at Large.

4.2 Succession Planning - Treasurer

- Brian Lamb has officially resigned as Treasurer effective immediately, but will continue his term as Director at Large.
- Discussion ensued regarding the appointment of Tom Hawker as Treasurer. It was noted that Tom Hawker has been a member of RCA's Audit Committee for the past 3 years.

MOTION #4: RCA Treasurer

Moved: Brian Lamb Seconded,

That Tom Hawker be appointed as Treasurer of the Canadian Amateur Rowing Association, effective immediately.

CARRIED

MOTION #5: Signing Authority

Moved: Brian Lamb Seconded,

That signing authority for the Canadian Amateur Rowing Association be revised to include Tom Hawker, Treasurer; Mike Walker, President; Brian Lamb, Director at Large; and Donna Atkinson, CEO.

CARRIED

- The Board discussed potential candidates to fill the vacant Director at Large position as a result of Joel Finlay's resignation.

5. CEO

5.1 RCA Budget

- The preliminary budget prepared for Sport Canada was reviewed by the Board.

MOTION #6: Budget

Moved: Brian Lamb Seconded,

That the preliminary budget prepared for the Sport Canada submission be approved.

CARRIED

5.2 Facility

- A riparian area assessment is being conducted at Quamichan Lake by Bruce Ford.
- The architect is modifying preliminary site plans for the proposed national team training centre at Quamichan Lake.

5.3 External Review

- The High Performance External Review consultant is being finalized and will be announced soon.

5.4 RFEI – Regatta Registration System

- Applications submitted for the Regatta Registration System will be reviewed by a working group that includes the CEO, Bill Schenck, Russell Lawrence, Ian Gordon and Marla Weston.

6. Treasurer – Brian Lamb

- No additional report.

7. Secretary

- The Governance Calendar has been updated and posted in Dropbox.

8. Provincial Director – Carol Purcer

- Working on roles and responsibilities between PAC and RCA.
- Date for the next conference call meeting has not been finalized.
- Rowing PEI is having difficulty as a result of a decrease in funding from its provincial government. The importance of assisting Rowing PEI was noted. The President and Provincial Director will follow up with the CEO.

9. Athlete Director – Jon Beare

- National Team members and coaches are busy preparing for selection in their respective training centres.
- Met with the National Team Lightweight rowers at their western training camp.

10. Director – Rick Crooker

- A donor development update will be provided soon on the progress made by Robyn Tremblay and Samantha Rogers.

11. Director – Andrew Fitzgerald

11.1 Strategic Plan Update

- During the National Conference an information gathering session was facilitated by Nora Sheffe. The session was attended by 19 of the 35 invitees representing a good cross-section of the rowing community. All those who attended participated and the session was worthwhile and productive.
- The information obtained at the Strategic Planning Session was subsequently utilized in preparing a survey sent to various members of Rowing Canada Aviron. The survey was sent out on February 15, 2016 and people have until February 22, 2016 to respond. Upon receipt of the completed survey the data will be reviewed by the Strategic Planning Working Group.
- The Working Group's next meeting is on March 19 & 20, 2016. Nora Sheffe has prepared

an agenda and we will be meeting all day Saturday and Sunday morning in Toronto. In addition to the WG members this group will also include Peter Cookson, Jennifer Parfitt, Mike Walker, and Robyn Tremblay. It is hoped that significant headway towards completing the Strategic Plan will be made during this session.

12. Other Business

13. Next Meeting

13.1 Conference Calls

- Next conference call is scheduled either April 5th or 6th – to be confirmed.

13.2 Location – Spring Meeting, May 7 – 8, 2016

- Calgary was noted as a good central location for the next face-to-face meeting - to be confirmed.

14. Adjournment

- The meeting was adjourned at 5:30 PM PST.