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Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
Delta Ottawa City Centre Hotel
101 Lyon St N, Ottawa, ON K1R 5T9

MINUTES

January 29, 2016
7:00PM (EST)

Attendance:

Michael Walker, President
Andrew Fitzgerald, Director
Carol Purcer, Provincial Director
Jon Beare, Athlete Director
Rick Crooker, Director

Regrets:

Brian Lamb, Director (Treasurer)
Joel Finlay, Director

Staff:

Donna Atkinson, CEO
Sid Murdoch, Secretary

Observer:

Sue Scherer, Sport Canada Consultant

1. President

1.1 Welcome

President Walker opened the meeting at 7:00 p.m. and welcomed Sport Canada Consultant Sue Scherer.

1.2 Board Member Introductions

- It was noted that Board Members Joel Finlay and Brian Lamb were not able to attend the meeting.

1.3 Sue Scherer - Sport Canada Consultant

Sue Scherer provided the following Sport Canada update to the Board:

- Sue congratulated RCA on being a best practice organization. RCA's policies and management practices are often shared with other NSO's. This includes recent projects such as the Athlete Pathway.

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Member of: F.I.S.A./Membre de F.I.S.A., Canadian Olympic Committee/Comité Olympique Canadien

Canadian Paralympic Committee/Comité paralympique canadien

- Sport Canada partnerships are based on ethics, safety, accessibility and NSO's that can deliver programs in a technically sound manner. These will continue to be high priority requirements by Sport Canada.
- There will be a new assessment at the end of this year to optimize Canadian Performance at 3 levels: World Championships, Olympic Games and Paralympic Games. Some funding also goes to sport participation.
- It is important that RCA:
 1. Tracks its participants and the levels of participation;
 2. Develops and implements its athlete and coaching pathway;
 3. Achieves its podium results.
- The Sport Canada Funding and Accountability Framework step one forms were streamlined this year – requirements only included participant numbers and a certificate of continuance.
- A comparative assessment will cover the period of September 2012 to September 2016. NSO's will be ranked compared with other NSO's. A new ranking will be developed and core funding finalized for the next quadrennial beginning April 1, 2017.
- The streamlined SFAF is under review by Sport Canada - feedback from NSO's is important.
- The importance of good governance was discussed considering the recent harassment complaints within the COC.

1.4. Review of National Conference Schedule and Awards Banquet (attached)

- The national conference schedule was reviewed.
- There will be a Strategic Planning session at 1 pm Saturday with Nora Sheffe and the strategic planning focus group.
- There is a Plenary session at 4:00 p.m. Saturday including membership dues and fees and a discussion on the membership category review proposal. Important that the membership approves the proposal at the Semi-Annual Meeting in advance of any further work.
- The Award's Banquet program was reviewed.

1.5. Review of 2016 Semi-Annual Meeting Agenda

- The Semi-Annual Meeting Agenda was reviewed. Wes Kuran was appointed as Scrutineer.

1.6. Motion for date for 2016 Annual Meeting

MOTION #1: 2016 RCA Annual Meeting

Moved: Carol Purcer Seconded,

That the RCA Annual Meeting be held September 15, 2016 at 5:30 p.m. PDT.

CARRIED

1.7. Motion for date and location for 2017 Conference

MOTION #2: 2017 RCA National Conference

Moved: Carol Purcer Seconded,

That the RCA National Conference be held January 26 – 28, 2017 in Vancouver British Columbia.

CARRIED

1.8. Motion for date and location of 2017 Semi-Annual Meeting

MOTION #3: 2017 RCA Semi-Annual Meeting

Moved: Carol Purcer Seconded,

That the RCA Semi-Annual Meeting be held January 29, 2017 at 9:00 a.m. PST.

CARRIED

1.9. Rules of Racing Review Process

- The Rules of Racing quadrennial review will begin earlier than normal to consider the changes that FISA will be proposing. This will be brought forward at the Joint Board/PAC meeting.
- A working group will be formed that includes a cross section of participants.

1.10. Update on COC - Consultant Summary Report

- A summary report on harassment issues prepared for the COC was reviewed.

1.11. Quadrennial FISA Congress will be held in Tokyo in February 2017. At that time the proposals for governance and technical changes will be voted on.

1.12. Follow up on Nominating Committee Questions

- A number of observations on the nominating process prepared by Director Joel Finlay was reviewed by the Board.
- In 2015 The RCA Nominating Committee decided to put forward 2 qualified candidates for Director at Large positions.
- Also important to note that the RCA By-Laws say a Board member chairs the committee. Some discussion ensued about this not being the intent of the Governance Committee when the By-Laws were written, but that a Board member should sit on the Nominating Committee.
- It will be important for the Board to provide a clear mandate to the Nominating Committee, determine whether this should be a selection committee or a committee to field more candidates than positions available. This was tabled for further discussion.

1.13. Succession Planning (in camera)

2. CEO

2.1 Membership (in camera)

3. Secretary

3.1 2016 – 2017 Governance Calendar

- The Governance calendar was reviewed by the Board for 2016 – 2017.

4. Director - Andy Fitzgerald

4.1 Strategic Planning Update

- Andrew Fitzgerald noted that a Strategic Planning focus group will meet on Saturday led by consultant Nora Sheffe. A survey will be produced following the meeting and small working group will meet in person March 19 – 20, 2016.

5. Director - Rick Crooker

5.1 Fundraising Update

- It was noted that U23 and Junior program support has been included as an RCA fundraising initiative - this could remove some of the financial burden currently placed on young rowers that attend national team camps and international regattas.
- The campaign cabinet is being developed for Board review along with version one of the case fundraising support package. It was noted that the fundraising support package will be refined over the next year.
- Robyn Tremblay and Samantha Rogers have been hired as RCA Donor Development and Partner Relations staff members, a shared position.

6. Provincial Director

- At its meeting on Sunday, PAC members will review provincial roles and responsibilities.
- The agenda for the Joint Board/PAC meeting was reviewed.

7. Athlete Director

- There are environmental issues at one of the venues RCA uses for National Team Training, Shawnigan Lake, and noted that this is something that RCA should be monitoring.

8. Next Meetings

8.1. February/March Conference Call - date and time

- Board Meeting Conference Call - Thursday February 18th 2016, at 4:30 p.m. PST.

8.2. Spring in person meeting – date and location

- Meeting date – May 7th to May 8th, 2016. Calgary or Winnipeg were discussed as possible locations.

9. Adjournment