



ROWING
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Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
June 13, 2016

MINUTES

Attendance:

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

Staff:

Sid Murdoch, Secretary

Regrets:

Donna Atkinson, CEO

1. Call to Order

- The meeting was called to order by President Walker at 3:30 p.m. PDT.

2. Acceptance of Agenda

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, June 13, 2016, be approved.

CARRIED

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes – May 7-8, 2016

- Correction to the meeting date: May 7 – 8, ~~2015~~ 2016.

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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

MOTION #2: Board Meeting Minutes

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, May 7 – 8, 2016, be approved as amended.

CARRIED

4. President

4.1 CEO Key Competencies

- Key competencies for the CEO position were reviewed along with the following timeline for hiring a new CEO:
 1. CEO Job Posting ready for Board review at the July meeting.
 2. CEO position to be posted in late July prior to the RIO Olympics.
 3. Candidate applications to be reviewed in September
 4. 1 or 2 Candidates will be short listed for final interview by the Board at the November 2016 meeting.
- Competencies in fundraising areas will be an important requirement and included in the job posting.
- Directors to provide summary feedback on the job posting to the President by June 27th.
- Position to be broadly advertised on LinkedIn, SIRC and other professional websites including non profit.

5. CEO

5.1 Organization Structure

- RCA's Organization structure was reviewed by the Board. Further documentation to be prepared by the CEO for a future meeting.
- The HP review and recommendations could impact the organizational structure - this will not be finalized until after RIO.

5.2 Olympic Send-Off Event

- CEO to provide a written update to the Board on the Olympic send-off event held on June 28th.

5.3 Canadian Rowing Hall of Fame

- A report to the Board from the Canadian Rowing Hall of Fame (CRHF) was reviewed.

MOTION #3: Canadian Rowing Hall of Fame Report

Moved: Rick Crooker Seconded,

That the report to the Board from the Canadian Rowing Hall of Fame be approved in principle.

CARRIED

- The Board acknowledged the excellent work done by the CHRF Committee in preparing the report.

- Funding for the Canadian Rowing Hall of Fame was discussed.
- The Canadian Henley Rowing Corporation's role in the project was noted.

List of Inductees:

- The draft list of inductees for the CHRF was reviewed.
- Regional and historical representation was recognized by the Board as an important aspect for initial inductees.
- Rowing members of the Canada's Sports Hall of Fame could be considered.
- The list of inductees was tabled until the next Board meeting subject to further review by the CHRF Committee.
- It was noted that a call for nominations to the CHRF will go out to the membership.

5.4 Training Centre Update

- A written update from the CEO will be provided at the next Board meeting.

6. Treasurer – Tom Hawker

6.1 RCA Audit

- The RCA Audit Committee met in May.
- Director Brian Lamb has accepted an appointment to the RCA Audit Committee.
- The 2nd draft of the Audit is under review and the draft audit should be finalized by the end of June.
- The Audited Financial Statement will be included on the agenda of the July Board Meeting.

6.2 Seagram's Trust Fund

- A board decision on a Seagram's Trust Fund in 1985 set up an original invested amount of \$10,000 with income earned going to the Canadian Secondary Schools Rowing Association. \$700 payments were made to CSSRA each year until the income earned by the fund was not sufficient to cover the payment.
- As a result of recent market growth, the fund currently sits at \$14,500. Treasurer Hawker will provide a summary to the Board including a history of the trust fund and a proposal for the current income earned including disbursements.
- Other Trust Funds in the RCA accounts will be reviewed.

6.3 Peloton – Merchant Agreement

- A merchant agreement has been signed regarding banking arrangements for Peloton Technologies, a company that provides financial services in the RCA web registration system.
- Indemnification waivers protecting RCA have been requested from Peloton and from Regatta Central.
- There will be a waiver agreement requirement for clubs using Peloton in the web registration system.
- All of the banking documents reference that funds are held through RCA "In Trust."
- An agreement will be formalized with Peloton by the end of June including restrictions on level of funds that can be transferred without approval from RCA.

7. Secretary

7.1 Application for Membership – North Bay Rowing Club

MOTION #4: Application for Membership – North Bay Rowing Club

Moved: Jon Beare Seconded,

That the North Bay Rowing Club be approved as a probationary member of Rowing Canada Aviron.

CARRIED

8. Provincial Director – Carol Purcer

Update from the May 18th PAC meeting:

- Important discussion items included coach and umpire development across the country.
- PAC Roles and Responsibilities and Responsible Coaching Movement items were deferred until the June 15th meeting to allow more time for discussion.

9. Athlete Director – Jon Beare

- Nothing further to report.

10. Director – Rick Crooker

10.1 Fundraising

- Successful fundraising meetings were held in Toronto and Vancouver. Potential campaign members were supportive.
- It will be important to keep these supporters updated and informed on RCA developments. Robyn Tremblay will follow up with them on items such as the Canadian Rowing Hall of Fame.

11. Director – Andrew Fitzgerald

11.1 Nominating Committee Update

- One meeting has been held with the RCA Nominating Committee, another meeting to be held next week.
- There have been no expressions of interest received as of June 13th.
- RCA will send out another reminder to the membership contact list and also post the expression of interest notice on the SIRC website.

12. Director – Brian Lamb

- Nothing further to report.

13. Other Business

14. Next Meeting

14.1 Conference Call:

- Next Board Meeting conference call will be held July 20th.

15. Adjournment

- The meeting was adjourned at 5:00 p.m. PDT.