



ROWING  
CANADA  
AVIRON

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

May 20, 2015

5:30PM (PDT) / 8:30PM (EDT)

**Attendance:**

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

**Staff:**

Donna Atkinson, CEO  
Sid Murdoch, Secretary

**1. Call to Order**

- The meeting was called to order by President Walker at 5:30 p.m. PDT.

**2. Acceptance of Agenda**

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer                      Seconded,

That the Board Meeting Agenda, May 20, 2015, be approved.

CARRIED

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**3. Review and Approval of Previous Minutes:**

MOTION #2: Board Meeting Minutes

Moved: Carol Purcer                      Seconded,

That the Board Meeting Minutes, April 22, 2015, be approved.

CARRIED

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**4. President**

**4.1 Nominating Committee Update and Committee Appointment**

### MOTION #3: Appointment – RCA Nominating Committee

Moved: Rick Crooker                      Seconded,

That Ian Gordon be approved as a member of the RCA Nominating Committee for a 2 year term.

### CARRIED

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- The qualifications/desired knowledge expertise of potential Director at Large candidates was discussed. Key points raised were:
  - The importance of board members with strong financial and legal backgrounds.
  - Gender equity and regional representation on the Board should be considered.
  - Candidate competency is a number one priority.
  - The Athlete Director nominee will be selected by national team athletes and endorsed by the Nominating Committee.
  - The Board discussed the need for follow up discussions with Director at Large candidates that are not elected.

## 5. CEO

### 5.1 National Training Centre Update

- The CEO updated the Board on a recent meeting held with the Board of Directors of a Not for Profit Society that could be a potential partner in a new National Training Centre Facility. Further review is required regarding communications and partnership.

### 5.2 Canadian Olympic Foundation MOU Review

Support for RCA's fundraising proposal has been officially confirmed by the COC. This Agreement means that RCA will receive \$360,000 over the next two years to hold key donor activation events and launch a significant donor campaign:

- An agreement between RCA and the Canadian Olympic Foundation was reviewed by the Board:
- Important to ensure that RCA has the authority to manage its own donation program including donor contact information and disbursement of funds.
- The agreement refers to Canadian Athletes – needs to be changed to Canadian *Rowing* Athletes.
- Compare the agreement with similar NSO / COF agreements if available.

### 5.3 Rowing Hall of Fame Update

- CEO is meeting by Conference Call with HOF Chair Greg Rokosh on May23rd.

### 5.4 Pan Am Reception Update

- Details regarding RCA's Red Tie Event at the Pan Am's were reviewed:
  - Corporate packages are available and assistance from the Board needed to raise interest amongst respective contacts..
  - Tickets go on sale Friday May 22nd with a goal of 250 sold.
  - With Celebration Club's assistance, entertainment includes a celebrity chef, cooking stations, a wine tour and the auctioneer from Storage Wars.
  - Alumni and local clubs will be contacted.
  - RCA National Team Athletes will be in attendance.
  - Friends and family of athletes have also been contacted.

## 5.5 Clothing Sponsorship Update

- An agreement with a new RCA Apparel Supplier has been signed. Announcement will take place within the next 2 weeks.

## 5.6 NRC Bid Package

- The NRC working group is reviewing the NRC bid package. Working Group representatives will present this to PAC members for feedback at the next PAC Meeting. Pending input from PAC, the package will then be approved by the Board and sent out by June 30th.
- Members will have until September 30th to submit a bid. The bids will be reviewed by the Safety & Events Committee, followed by an internal review by RCA Staff (Director of Business Development, High Performance Director, CEO), and one Board member. A final recommendation will go to the Board for approval.

## 6. Treasurer – Brian Lamb

### 6.1 Audit Update

- The auditors will complete their work at the RCA office in the second week of June.
- The Audit Committee will meet June 29<sup>th</sup> .

### MOTION #4: Waive Notice of Meeting

Moved: Brian Lamb                      Seconded,

That the Notice of Meeting be waived for the purpose of appointing an Audit Committee Member and approval of a new probationary member.

CARRIED

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## 7. Secretary

### MOTION #5: Appointment of Scrutineer

Moved: Brian Lamb                      Seconded,

That Thomas Hawker be appointed as Scrutineer for the 2015 RCA Annual Meeting.

CARRIED

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## 8. Provincial Director – Carol Purcer

- The PAC meeting date has been adjusted from June 10<sup>th</sup> to June 18<sup>th</sup> .

## 9. Athlete Director – Jon Beare

- National Team Results: The Men's Four and Men's Quad won their races at the 2015 Essen Regatta.

## 10. Director – Rick Crooker

- Nothing to report.

## 11. Director – Joel Finlay

- Nothing to report.

**12. Director – Debbie Sage**

- Nothing to report.

**13. Other Business**

13.1 A National Team Schedule of activities was provided to the Board.

**14. Next Meeting**

- Board of Directors Conference Call – Thursday, June 25<sup>th</sup>

**15. Adjournment**

The meeting was adjourned at 6:50 p.m. PDT.