



ROWING
CANADA
AVIRON

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MINUTES
ROWING CANADA AVIRON
ANNUAL MEETING
September 15, 2016
at 5:30 p.m. PDT
Conducted Electronically, via Webinar

PRESENT:

Position	Name
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RCA Board of Directors:

President	Walker, Mike
Director, Treasurer	Hawker, Thomas
Director	Lamb, Brian
Athlete Director	Beare, Jon
Director	Fitzgerald, Andrew
Provincial Director	Purcer, Carol

RCA Staff & Scrutineer:

Chief Executive Officer	Atkinson, Donna
Secretary	Murdoch, Sid
Scrutineer	Lay, Jeff

Present via webinar:

Adams, Jenna
Dundas, Lynda
Fitzpatrick, Jennifer
Ford, Bruce
Gordon, Ian
Jackson, Peter
Kerr, Michelle
Kruschel, Courtney
Pelette, David
Rendall, Jordan
Ruzzante, Sacha
Stephen, Ross
Stephens, Janine
Tremblay, Robyn
Van Schothorst, Aalbert
Ventnor, Derek
Walsh, Peter
Zolinski, Doug

321 - 4371 Interurban Rd. • Victoria BC • V9E 2C5 • Canada

Tel: 1-877-722-4769 / (250) 220-2577 ~ Fax: (250) 220-2503 ~ E-mail: rca@rowingcanada.org
Member of: F.I.S.A./Membre de F.I.S.A., Canadian Olympic Committee/Comité Olympique Canadien
Canadian Paralympic Committee/Comité paralympique canadien

The following members in good standing participated in the online vote and cast their ballots by 12 Noon PDT, September 14, 2016:

<u>Member</u>	<u>Weighted Votes</u>
Alberta Rowing Association	1
Antigonish Rowing Club	3
Argonaut Rowing Club	5
Barrie Rowing Club	4
Brentwood College School	4
Brockville Rowing Club	2
Burnaby Lake Rowing Club	3
Calgary Rowing Club	6
Cambridge Rowing Club	3
Canadian Henley Regatta Joint Commission Corp.	1
Canadian Henley Rowing Corporation	1
Canadian Secondary Schools Rowing Association	1
Central Ontario Rowing Association	1
Claremont Sports Institute Rowing Academy	2
Club d'aviron d'Alma	2
Club d'aviron de Laval	2
Club d'aviron de Sherbrooke	2
Club d'aviron Terrebonne	2
Club d'•aviron de l'•Universite de Montreal	2
Cold Lake Rowing Club	1
Collingwood Rowing Club	2
Delta Deas Rowing Club	3
Dominion Day Regatta Association	1
Don Rowing Club	4
False Creek Rowing Club	2
Fort Langley Community Rowing Club	2
Fredericton Rowing Club	3
Gorge Narrows Rowing Club	4
Greater Victoria Youth Rowing Society (GVYRS)	4
Guelph Rowing Club	4
Halifax Rowing Club	4
Hanlan Boat Club	4
Havergal College	2
Inlet Rowing Club	3
Island Lake Rowing Club	3
John MS Lecky UBC Boathouse (Thunderbird Rowing)	3
Kamloops Rowing Club	1
Kennebecasis Rowing Club	4
Kingston Rowing Club	3
Labrador West Rowing Club	3
Lasalle Rowing Club	2
Lloydminster Rowing Club	1
London Rowing Club	4
Manitoba Rowing Association	1
Maple Bay Rowing Club	3

McGill University Rowing Club	3
Mic Mac Amateur Aquatic Club	3
Nanaimo Rowing Club	3
Niagara Falls Rowing Club	3
Nicomekl Rowing Club	3
North Star Rowing Club	2
Notre Dame Rowing Club	3
Ontario Adventure Rowing Association	2
Orillia Rowing Club	2
Ottawa New Edinburgh Club	3
Ottawa Rowing Club	6
Peterborough Rowing Club	5
Queen's University Rowing	2
Quinte Rowing Club	3
Ridley Graduate Boat Club	2
Rockies Rowing Club	1
Rowing British Columbia	1
Rowing New Brunswick Aviron	1
Rowing Newfoundland	1
Rowing PEI	2
Rowing Prince Edward Island	1
ROWONTARIO	1
Salt Spring Island Rowing Club	2
Saskatchewan Rowing Association	1
Saskatoon Rowing Club	3
Shuswap Association for Rowing & Paddling	1
Simon Fraser University Rowing Club	2
South Cariboo Rowing Club	1
St. Catharines Rowing Club	6
St. Catharines World Rowing	1
St. George's School	3
St. Lawrence Rowing Club	2
St. Michaels University School Rowing Club	3
Thunder Bay Rowing Club	2
Trenton Rowing & Paddling Club	1
University of Alberta Rowing Team	2
University of Calgary Rowing Club	2
University of Victoria Rowing	4
University of Western Ontario Boat Club	2
Vernon Rowing & Dragon Boat Club	3
Victoria City Rowing Club	6
Western Rowing Club	2
Whistler Rowing Club	1
Winnipeg Rowing Club	4

1. Call to Order

The 2016 Rowing Canada Aviron Annual Meeting was called to order by the Chair of the meeting, President Walker at 5:30 p.m. PDT, September 15, 2016.

Jeff Lay was previously appointed as Scrutineer for the Annual Meeting by the RCA Board of Directors.

2. Establishment of Quorum as read by the Scrutineer:

- There were 114 total members in good standing representing 279 votes - a quorum is 140 votes.
- 89 members cast a ballot, carrying 225 votes; therefore, a quorum was present in accordance with paragraph 5.2 of the By-Laws.
- It was also noted that there are a total of 150 RCA Members carrying 343 votes including members not in good standing.

3. Report of the Scrutineer

- notice of the Annual Meeting was sent to all members at least 21 days prior to the meeting;
- adequate explanation of the balloting procedure under the by-laws was provided to all members;
- all members in good standing had the opportunity to cast their ballot;
- each person sent a ballot was the duly authorized representative for that member;
- ballots were appropriately weighted according to each member's number of registered participants and coaches;
- Rowing Canada Aviron provided adequate information for members to make an informed decision;
- members only cast their ballot once; and
- only members in good standing, who had submitted their annual declaration, submitted a ballot;
- voting opened August 26th and closed at 12 Noon PDT, September 14, 2016.

4. Report of the President and Chief Executive Officer

4.1 President's Report:

- President Walker provided the following summary of activities for the period April 1, 2015 to March 31, 2016 and noted that a full report was included in the RCA Annual Report published in January 2016.

Main representational activities

- Attended FISA Congress in September 2015 and a special National Federations meeting in March 2016. The main topic of concern through these meetings and leading up to the Extraordinary Congress in 2017 is how FISA will support the IOC's Agenda 2020, particularly as it relates to universality (maximum participation by countries around the world) and equality of participation between men and women. Discussions and workshops at the March meeting were particularly influential in developing the proposals that will be circulated for final comment amongst the National Federations this fall before the final vote in Tokyo next February. RCA has provided detailed feedback on both the governance and technical proposals at each stage over the past 2 years, the latest of which was provided to the membership following the March 2016 meeting.
- Attended the Canadian Olympic Committee meetings in April and November 2015. As we all know, the former COC President resigned following a scandal in the fall of 2015 and at the November 2015 session, the organization started to turn away from that era with the election of Canadian Rowing's own Tricia Smith as President. Since then, Tricia has made significant headway in rebuilding staff, member and partner confidence in the organization.

Throughout the fiscal year RCA continued to benefit from COC's funding of an "enhancement" activity to support development of our fundraising strategy.

- Attended the COPARE (Pan American Rowing Association meeting) in 2015, committing Canada to becoming more involved in rowing in the western hemisphere

Board activities

- The Board met twice in person over the course of the fiscal year, in November and January, and by teleconference another seven times throughout the year. This is in line with the norm of the past few years of meeting ten times per year.
- The Board continued to support the five areas of Board strategic focus and progress was made in a number of areas:
 - progress on a vision for a world class training environment for our national teams – the Board approved taking steps to establish relationships with local government in the North Cowichan area as a first step in potentially establishing a new National Training Centre in that area
 - RCA made progress in our national events strategy, with approval of implementation of the revamp of the National Rowing Championships format and timing beginning in 2016 and the awarding of the NRCs to Burnaby for a four year period.
 - Approval of the main recommendations around membership development through the work of the Membership Category Review Working Group, which was subsequently supported by the membership at the Semi-Annual Meeting in January 2016
 - Continued progress on establishing our fundraising strategy, with large strides made in determining the strategy and methods
 - Canadian Rowers continue to exercise influence in sport both domestically and internationally, with the most notable election being that of Tricia Smith to the Presidency of the COC last year.
- Other policies and activities approved and overseen by the Board during the fiscal year
 - Oversight of the budget and finances of the association, with regular updates to the Board by the CEO and Treasurer, and approval of the annual budget and financial statements,
 - Launched the development of a RCA Strategic Plan for the 2017-2020 period, including establishment of a working group to develop the plan
 - Supported the establishment of the Canadian Rowing Hall of Fame, which saw its first induction ceremony this past summer
 - Approved the revamp of RCA's Awards program with a finalized Awards policy that significantly streamlined and updated the number and types of national awards
 - Approved the conduct of an external review of RCA's High Performance Program in partnership with Own the Podium, to identify program improvements for the next quadrennial and beyond

Governance

- The Board accepted the early resignation of Director Joel Finlay, who had to step down to attend to personal matters. We thank Joel for his service to RCA.
- The Board amended the CARA By-Laws to make it easier for member clubs and associations to register to vote at a Semi-Annual Meeting (ratified by the membership)

4.2 Chief Executive Officer

CEO Donna Atkinson provided the following highlights on domestic activities in addition to the Annual Report that was published in January 2016:

- RCA staff and volunteers were heavily engaged in the development of the National Rowing Championships (NRC) bid process. The NRC and newly formed Canada Cup were awarded to Rowing BC for 4 years. We look forward to the first of these events next week and to the growth of the Championships over the quadrennial.
- Coaching Development – staffing changes have led to positive progress with the approval of RCA Performance Coach and the elimination of the backlog of NCCP certification entries for our coaches. RCA has also partnered with provincial rowing associations to increase the number of certified evaluators across the country.
- The RCA Umpires Committee worked very hard on a new certification process.
- Regina Rowing Club won the bid to host the 2016 Canadian Masters Championship and worked tirelessly to promote and organize a successful event. The challenge to attract a full field of entries was noted and further review by RCA is needed.
- The Royal Canadian Henley Regatta had record breaking attendance – the many volunteers that contributed to that success were congratulated.
- A more streamlined RCA Strategic Plan for the next quadrennial will be presented to the members at the 2017 Semi-Annual Meeting.
- The next report from the Membership Category Review Working Group will be sent to the members soon with an option for further feedback. A final proposal and recommendation will be presented to the members for approval at the 2017 Semi-Annual Meeting. If approved, the changes would not be in place until April 2018, allowing enough time to develop and test a new event management system.
- RCA has improved its social media development with the hiring of new communications staff. This led to positive club engagement in advance of the Olympics.
- RCA has taken a more strategic approach this year with respect to donor development. It was noted that RCA's financial statements don't reflect some types of sponsorships.
- A consultant has been engaged to perform an external review of RCA's High Performance program. The final report will be reviewed by the Board of Directors later this year. Changes will also be made in the short term. RCA's National Team Alumni and volunteers were thanked for their constructive feedback to this process.
- RCA will be hosting the FISA World Coaching Conference in January 2017 in Vancouver BC. A great opportunity for coaches across Canada to participate in this international event.

5. Motions - RCA Annual Meeting

5.1 Annual Financial Statements and Report of the Auditor

Treasurer's Report:

The audited financial statements for the Canadian Amateur Rowing Association for the year ended March 31, 2016 were provided to the members.

The following summary was provided by the Treasurer:

1. A minor profit from operations of \$1,102 was reported. Several factors contributed to this result:

- Event profits were \$34,227 better than expected. This was a combination of the Royal Canadian Henley Regatta and the National Rowing Championships net contributions to the association;
 - We received a reimbursement of \$15,617 from Triathlon Canada for consulting services and a reimbursement of \$15,000 from the Coaching Association of Canada for cost incurred for past translation of resource materials;
 - We only partially filled two staff vacancies at the end of last year which reduced our salary cost by \$40,000 overall.
2. We incurred \$81,243 expensed to Communication, Marketing and Initiative costs that were reimbursed through our National Sport Federation Enhancement Contribution Agreement. The agreement is with the Canadian Olympic Committee and the reimbursement for 2015 – 2016 is included in COC revenue. The agreement provides us with a maximum of \$360,000 to assist in building our fundraising capacity and to develop a Hall of Fame program.
 3. 2015-16 is a pre-Olympic year and you will note our High Performance cost is higher, as are contributions in total received from Sport Canada and the Canadian Olympic Committee. On the domestic side costs are down from the prior year as in this fiscal year we did not have the Pan Am games and CanAmMex regatta.
 4. In 2016 our cash resources are again reduced. This is attributable to timing of receipt of funds from Canadian Olympic Committee which is reflected in the higher accounts receivable and the prepayment of boat leases and cost related to the Olympics which are shown in the higher prepaids.
- Our net loss after disposal of capital assets is \$6,781. This reflects the continued efforts by our staff and leadership to manage the operation financially particularly in a pre-Olympic year.

Online voting results were announced as follows:

Moved by: [Victoria City Rowing Club](#) Seconded by: [Ottawa Rowing Club](#):

[That RCA accept the audited financial statements for the year ending March 31, 2016 as reported on by Hayes, Stewart, Little & Co., Chartered Accountants.](#)

[Member Voting Results:](#)

[For: 212 Weighted Votes](#)
[Against 0](#)

[MOTION CARRIED.](#)

5.2 Appointment of the Auditor

Moved by: [Victoria City Rowing Club](#) Seconded by: [Ottawa Rowing Club](#):

[That RCA appoint Hayes, Stewart, Little & Co., Chartered Accountants, as auditors for the year ending March 31, 2017 at a fee to be decided by the Board of Directors.](#)

[Member Voting Results:](#)

For: 221 Weighted Votes
Against: 0

MOTION CARRIED.

The RCA Audit Committee were thanked for their contribution to the preparation of the Audited Financial Statements.

6 Results - Election of Directors

- Under the terms of Section 11 of the RCA By-Laws, the RCA Nominating Committee submitted to the Membership a slate of candidates for the Board of Directors to be elected at the 2016 RCA Annual Meeting. In accordance with paragraph 11.6, members in good standing were able to resubmit nominations or submit further nominations for election to the Board of Directors, provided such nominations meet the eligibility requirements set out in paragraph 9.3 and are received by the registered office of CARA in the form set out in paragraphs 11.7 and 11.8 no later than 30 days prior to the Annual Meeting (August 16, 2016). The final closing date for nominations passed (August 25, 2015) and no further nominations were received. Therefore,
 - to the position of Provincial Director for a term to end at the 2018 Annual Meeting, Carol Purcer is re-elected by acclamation;
 - to the position of Director-at-Large for a term to end at the 2018 Annual Meeting, Thomas Hawker is elected by acclamation; and
 - to the position of Director-at-Large for a term to end at the 2018 Annual Meeting, Ian Gordon is elected by acclamation.
- It was noted that Tom Hawker had been appointed to the Board in May 2016, to fill the remainder of the term of the Director-at-Large position previously held by Joel Finlay.
- President Walker congratulated the elected candidates and thanked the others that submitted an expression of interest to the RCA Nominating Committee.
- Outgoing Director-at-Large Rick Crooker was thanked for his service to RCA and in particular his contribution to RCA's fundraising campaign and strategy.

The meeting was adjourned at 6:10 p.m. PDT.