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

August 12, 2015  
5:30PM (PDT) / 8:30PM (EDT)

**Attendance:**

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

**Regrets:**

Rick Crooker, Director

**Staff:**

Donna Atkinson, CEO  
Sid Murdoch, Secretary  
Peter Cookson, High Performance Director (for HP Update)  
Dave Derry, DDO Sport Technical (for CMC discussion)

1. **Call to Order**
2. **Acceptance of Agenda**

**MOTION #1: Board Meeting Agenda**

Moved: Carol Purcer      Seconded,

That the Board Meeting Agenda, August 12, 2015, be approved.

**CARRIED**

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

- 3.1 Board Meeting Minutes – June 25, 2015

**MOTION #2: Board Meeting Minutes**

Moved: Brian Lamb      Seconded,

That the Board Meeting Minutes, June 25, 2015, be approved.

**CARRIED**

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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

#### **4. President**

##### **4.1 Annual Meeting Process – September 24, 2015**

- The Annual Meeting process was reviewed including the agenda. There were no additional member proposals received by the 90 day deadline.

Important dates were discussed:

- September 3rd – Formal Notice of Meeting and voting registration deadline
- September 4th – Online Voting begins
- September 23rd – Online Voting concludes at 12 noon PDT
- September 24th – RCA Annual Meeting at 5:30 pm PDT
- It was noted that the RCA Annual Report will be prepared for the Semi Annual Meeting in January so it can be reflective of the full rowing season. The President and CEO will make brief verbal presentations at the Annual Meeting and provide a published update and report on the results of the Annual Meeting to the members following the Annual Meeting.
- The availability of webinar assistance from Momentum Conferencing will be confirmed.

##### **4.2 Pan Am Games Debrief**

- The Pan Am Games regatta had a large and vocal crowd attending the racing events with strong support of the RCA National Team. This was very much appreciated by team members.
- Congratulations to all of the Volunteers and thank you in particular to Bill Schenck and Tim Rigby for the excellent jobs they did.

##### **4.2.1 COPARE**

- President Walker attended a COPARE meeting with representatives from National Rowing Federations from across the Americas in attendance.
- FISA President Jean Christophe Rolland attended the meeting and he noted the importance of building strong federations in the Americas.
- RCA's High Performance Director, Peter Cookson, was selected Technical Director of COPARE.
- The President of COPARE, Juan Oberti Pesce, passed away a few weeks ago. As a result, an election was held and the representative from Uruguay was voted in as the new President.

##### **4.2.2 Red Tie (CEO)**

- Financial results of the Red Tie Event are being finalized.
- It was a first class event and was extremely well received with 210 in attendance. The date on a Wednesday in the middle of summer may have impacted the final attendance number. There will be further reviewed at an upcoming Board meeting.
- The President of the Canadian Olympic Committee, Marcel Aubut, attended the event as well as the Executive Director of the Canada Olympic Foundation and Director General of Sport Canada. A picture was taken of Marcel with the athletes which he appreciated. Staff will see about getting this picture enlarged and signed by the athletes to send to Marcel.

##### **5.2.3 Marketing and Communications**

- With the departure of Annabel Kehoe, a new position will be posted for a Communications and Media Relations Coordinator.
- Doug Vandor will focus primarily on the national team and the World Championships during

the hiring period.

#### 4.3 Toronto Olympic Bid

- President Walker advised the Board that Director Joel Finlay will not be participating in any Board discussions on the subject of the Toronto Olympic Bid as a result of a potential conflict of interest through his position with KPMG.

#### 4.4 FISA Congress

- The FISA Congress package is available for viewing on the FISA website. The awarding of the 2018 World Championships will be on the agenda. Other topics for discussion will include working sessions on universality and equality.

### 5. CEO

#### 5.1 Canadian Masters Championships

##### 5.1.1 2015 Event Cancellation

- The 2015 Canadian Masters Championships planned for the Kenora Rowing Club was reluctantly cancelled as a result of the very low number of entries. It was recognized that the Kenora RC Organizing Committee (OC) did its best to promote the regatta and the cancellation was unfortunate given the great work done by that local group. On review there were a number of factors that seemed to tie into the low attendance. It was noted that travel to Kenora is more difficult than other more centralized venues and with the Ontario Provincial Championships the same weekend a number of Masters from Ontario clubs were unable to access their Clubs boats/trailers for boat transport as they were already in use. Another possible factor was the late bid and selection process, perhaps not giving the OC sufficient lead time to aggressively market the event.

##### 5.1.2 2016 CMC Event Bid

- The RCA Safety & Events Committee reviewed the 2016 Canadian Masters Championships bids and provided a report and recommendation that supported the awarding of the 2016 Canadian Masters Championships to Regina Rowing Club.
- It was an excellent bid package - detailed and professional, with good information regarding all aspects of hosting the event.
- The Board discussed the possible awarding of the event to Regina given the recent cancellation in Kenora. Details were provided that demonstrated that the associated risks had been considered by the OC and the Safety and Events Committee and sufficiently addressed in terms of mitigation.
- Financial details and an agreement still need to be finalized.
- The importance of promoting the event well in advance was discussed by the Board.

#### MOTION #3: Canadian Masters Championships

Moved: Joel Finlay    Seconded:

That the 2016 Canadian Masters Championships be awarded to the Regina Rowing Club subject to an Agreement being finalized to the satisfaction of the CEO.

CARRIED

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#### 5.2 Club “Achievement of the Year” Award

- The name of the award was adjusted based on feedback from PAC.

- Pearson Dunn will sponsor the award and there is an incentive provided for clubs to submit nominations.
- The Outstanding Achievement of the Year award should identify that the award may not be given out every year, depending on the quality of submissions. This is stated in the RCA Awards Policy.
- The Board noted some small editorial changes still required, including:
  - Removal of references to “Club of the Year”
  - The following sentence to be added to Item 5: *These may be, but are not limited to any of the following areas:*

**MOTION #4: Club “Outstanding Achievement of the Year” Award**

Moved: Carol Purcer      Seconded:

That the 2016 Club Outstanding Achievement of the Year Award be approved with editorial changes as noted.

**CARRIED**

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**5.3 National Training Centre Update**

There was a press release regarding a proposed training centre at Quamichan Lake sent out by the Municipality of North Cowichan. The purpose of the release was to advise residents that an assessment of the feasibility of Quamichan Lake and Art Mann Park as a location for an RCA National Training Centre was going to be initiated and that there would be a corresponding public consultation process.

An architect has been engaged to do a preliminary report and this should be completed within the next 30 days.

**5.4 Canadian Rowing Hall of Fame**

A report with 9 recommendations from the Hall of Fame Working Group was reviewed by the Board. The Board recognized the amount of work that went into the report and expressed appreciation for the efforts and commitment of the Rowing Hall of Fame Working Group. The Board discussed the far reaching implications of the 9 recommendations and would like to be able to further consider how to support such a venture. In the meantime the Board decided to publicly announce the intention to establish a Hall.

**MOTION #5: Rowing Hall of Fame Announcement**

Moved: Joel Finlay      Seconded:

That RCA announces the intent to establish a Canadian Rowing Hall of Fame at the 2015 National Rowing Championships.

**CARRIED**

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**5.5 National Team Update**

HP Director Peter Cookson provided a National Team update:

#### 5.5.1 Pan Am Results

- The Senior Team was highly motivated by their participation in the Toronto 2015 Pan Am Games and finished on top of the rowing medal standings with a total of 11 medals (8 gold, 1 silver, 2 bronze) out of 14 events. This is a great prelude for the World Championships.

#### 5.5.2 U23 and U19 Results

- The development program and the system changes that have taken place under the direction of Peter Shakespear has shown some success in its first 3 years with medals won by the U23 and Junior national teams. While these are early results, the real payoff should begin to be released through sustainable success in the Junior and U23 programs in another 2 to 3 years.
- In 2015 there were 3 medals won at the U23 World Championships (1-gold, 1-silver and 1-bronze). At the Junior Worlds, there were 2 A finalists.

#### 5.5.3 Senior Worlds forecast

- Olympic qualifying will take place at the 2015 World Rowing Championships. RCA is expecting to qualify at least 5 boats for the Olympics, with a possibility for up to 3 additional boats.

#### 5.5.4 National Para Team

- There were recent classification issues in the lead up to World Championships and some changes have had to be made to the team, but a PARA Four will be sent to the World Rowing Championships with the intention to qualify for the Para-Olympics.
- Amanda Schweinbenz has taken over the program during Paul Hawksworth's temporary leave of absence.

### 6. Treasurer – Brian Lamb

#### 6.1 Review of Audited Financial Statements 2014-2015

The Treasurer provided a report on the Audited Financial Statements, March 31, 2015.

- The statement of Cash Flows indicates cash is down. The main reason is because of paying down our accounts payable (\$210,397) and leasing more equipment. The leases overlapped our March 31, 2015 year end and prepaid expenses were up.
- Deferred revenue is up, amounts received were not brought into income for the period ending March 31, 2015 and will be brought into the new fiscal year.
- Revenue and expenses are up. Received funds for the Pan Am Games and CANAMEX and expensed those funds.
- Henley profit was up based on higher revenue and very tight management of expenses last year given the previous years experience where lower attendance had a significant impact. Attendance in 2014 was the highest to date for the Henley Regatta.
- A written report from the Treasurer will be available to the members in advance of the Annual Meeting in September.

#### MOTION #6: Audited Financial Statements, April 1, 2014 – March 31, 2015

Moved: Brian Lamb                  Seconded:

That the RCA Audited Financial Statement for the year ending March 31, 2015 be approved.

**CARRIED**

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**6.2 Approval of 2015-2016 Final Budget**

- The Treasurer noted that adjustments to RCA's budget were made following the receipt of final information from Sport Canada, the CAC and the Red Tie Event.
- The 2015 – 2016 Final Budget was reviewed by the Board.

**MOTION #7: Approval of 2015-2016 Final RCA Budget**

Moved: Brian Lamb      Seconded:

That the 2015-2016 Final RCA Budget be approved as revised.

**CARRIED**

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**7. Director – Joel Finlay**

**7.1 Audit Committee Report**

- The members of the Audit Committee held meetings in July to review the Audit.
- The Audited Statement was reviewed in detail along with the management letter.

**7.2 Recommendation of Appointment of Auditors**

**MOTION #8: Appointment of Auditors**

Moved: Joel Finlay      Seconded:

That the Board recommend to the members the appointment of Hayes, Stewart, Little & Co., Chartered Accountants, as auditors for the year ending March 31, 2016.

**CARRIED**

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**7.3 Nominations Process**

- The nominations process was discussed by the Board with a view to how this might be improved in future.
- This will be discussed in detail at the November Board Meeting to provide the opportunity to engage the Nominating Committee Chair, Carol Hermansen.

**8. Secretary**

**8.1 Membership Approval**

The list of clubs that have completed the one year probationary period was reviewed by the Board. The Clubs are as follows:

- Cascadia Regatta Association (Special Association);
- Upper Ottawa Valley Boat Club;
- Vernon Rowing and Dragon Boating;
- Club d'aviron de l'Université de Montréal;
- Club Locarno;
- LYC Rowing;

- Lloydminster Rowing Club.

The Secretary noted that all of these clubs are in good standing and have paid the Annual Dues except Lloydminster RC – a message was received stating the annual dues would be paid by the Saskatchewan Rowing Association.

**MOTION #9: Membership Approval**

Moved: Joel Finlay      Seconded:

That the following probationary members, after completing a one year probationary period, are in good standing and approved as members of Rowing Canada Aviron: Cascadia Regatta Association (Special Association), Upper Ottawa Valley Boat Club, Vernon Rowing and Dragon Boating, Club d'aviron de l'Université de Montréal, Club Locarno and, LYC Rowing and Lloydminster Rowing Club, subject to the payment of its annual dues.

**CARRIED**

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**9. Provincial Director – Carol Purcer**

- Next PAC meeting is Wednesday August 18<sup>th</sup>.

**10. Athlete Director – Jon Beare**

- Nothing to report.

**11. Director – Rick Crooker**

- Nothing to report.

**12. Director – Debbie Sage**

- Nothing to report.

Debbie Sage's term as Director at Large will be finished following the RCA Annual Meeting on September 24, 2015. President Walker thanked Debbie Sage for 3 years of committed service on the RCA Executive Committee as VP National Development and subsequently as a Director at Large.

**13. Other Business**

- None.

**14. Next Meeting**

14.1 October 2015

- Conference Call - October 6, 2016

14.2 Location of the meeting - November 7-8, 2015

- Ottawa is approved as the location of the November in person Board meeting.

**15. Adjournment**

- The meeting was adjourned at 730 pm PDT.