



**ROWING
CANADA
AVIRON**

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

December 15, 2016

Attendance:

Michael Walker, President
Brian Lamb, Director
Carol Purcer, Provincial Director
Ian Gordon, Director
Jon Beare, Athlete Director
Tom Hawker, Director (Treasurer)

Regrets:

Andrew Fitzgerald, Director

Staff:

Donna Atkinson, CEO
Sid Murdoch, Secretary

1. Call to Order

The meeting was called to order by President Walker at 4:00 p.m. PST.

2. Acceptance of Agenda

A CEO discussion was added under Other Business.

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, December 15, 2016, be approved as revised.

CARRIED

3. Review and Approval of Previous Minutes:

Revision to the Minutes:

The following statement was added to section 4.2 Debrief on HP External Review,
Recommendations:

RCA will set up a Project Panel to take on the broad role of planning, initiating and monitoring the implementation of the recommendations of the HP review. This panel will be led by the CEO and include (among others) a representative from OTP.

MOTION #2: Board Meeting Minutes

Moved: Carol Purcer Seconded,

That the Board Meeting Minutes, November 5-6, 2016, be approved as revised.

CARRIED

4. President

4.1 CEO Update

- An agreement has been signed between RCA and Terry Dillon as the new CEO, effective February 1, 2017. A communication to the membership will be sent on December 21st.

4.2 Semi-Annual Meeting Agenda

The Semi-Annual Meeting Agenda was reviewed.

- A revision to the agenda will be proposed at the beginning of the meeting, moving the Committee on Dues and Fees report to the Other Business section after the Membership Category Group proposal.
- There were no proposals from members received 60 days prior to the meeting.

MOTION #3: Semi-Annual Meeting Agenda

Moved: Ian Gordon Seconded,

That the Semi-Annual Meeting Agenda be approved.

CARRIED

5. CEO

5.1 Committee on Dues and Fees Final Report

- The Board reviewed the final report of the Committee on Dues and Fees. This will be included with the Semi-Annual Meeting agenda reports.

5.2 Membership Category Group Proposal - Final Report

- A survey summary matrix report prepared by Marla Weston and Donna Atkinson was reviewed. The majority of feedback on each of the key recommendations has been positive, 69 to 80 percent in favour.
- The Board reviewed the Membership Category Group final report.
- The importance of communicating the proposal to the membership and clarifying areas where there might be a lack of understanding, was noted.

MOTION #4: Recommendations of the Membership Category Working Group

Moved: Carol Purcer Seconded,

That the RCA Board of Directors approve the recommendation of the Membership Category Working Group and that the recommendation be presented to the membership for approval at the 2017 Semi-Annual Meeting.

CARRIED.

- The Board discussed the implications of amendments from the floor to the motion or Membership Category Working Group's recommendation at the Semi-Annual Meeting was discussed. It will be important that rules of procedure are followed and that RCA be ready to respond to any proposed amendments that have fundamental implications for the proposal, or which might have significant financial ramifications. Advance preparation for likely scenarios will be necessary. .

5.3 2017 Award's Report for Approval

MOTION #5: 2016 Award's Recipient List

Moved: Tom Hawker Seconded,

That the list of 2016 Award's Recipients recommended by the RCA Award's Committee be approved.

CARRIED.

- It was noted FISA is bringing its 2016 award's recipients to the RCA Award's Banquet, extending the length of the ceremony; as a result, RCA is considering announcing some of the coaching awards during lunch.

RCA Awards Policy

- The Board reviewed revisions to the RCA Award's Policy, including changes to Section 4, nominations for the Umpire of the Year Award and Appendix A, Section 3, Attendance at the Award's Banquet.

MOTION #6: RCA Award's Policy

Moved: Ian Gordon Seconded,

That the RCA Award's Policy be approved as revised.

CARRIED.

5.4 Canadian Rowing Hall of Fame Terms of Reference

- The Board has already approved, in principle, a report from the Canadian Rowing Hall of Fame (CRHF) Committee.
- Based on that preliminary report a draft Terms of Reference for the CRHF Committee was reviewed by the Board.

MOTION #7: Canadian Rowing Hall of Fame Terms of Reference

Moved: Ian Gordon Seconded,

That the Terms of Reference for the Canadian Rowing Hall of Fame Committee be approved.

CARRIED.

- Although a call for nominations to the CRHF Committee has been sent to the membership, there was little response and additional follow up will be required.

5.5 RCA Gift Policy

- A draft RCA Gift Policy developed by Denny Young according to CRA guidelines was reviewed by the Board.
- There was a question regarding the frequency of Policy review by the Board. It was noted that all policies should be reviewed at least every two years by the Board.
- It was noted that Section I may need to be revised and the document was tabled for consideration at the January Board Meeting following a review by the Treasurer.

5.6 High Performance Director Update

- Terry Dillon is starting to meet with HP staff and is scheduled to meet with Ron Wuotila (Review Consultant) to review the High Performance External Review document.
- To allow time for the new CEO to become familiar with the High Performance program, the External review and to assess the skills and competencies required of a new HPD, the HPD posting has been put on hold. During this period, it was decided to re-post the position to allow any new applicants to come forward. . This is not a statement on the current applicants - it is to allow additional candidates to come forward while Terry is reviewing the program and considering key competencies for the position.

5.7 Canadian Masters Championships

- The decision to postpone the Canadian Masters Championships and to undertake a review of this event was considered at the previous Board Meeting but was deferred based on an enquiry by the Calgary Rowing Club.
- Calgary was contacted and is not considering submitting a bid for this event in 2017..
- A review of the Canadian Masters Championships will be discussed with PAC at the joint meeting in January.

MOTION #8: Postponement of the Canadian Masters Championships

Moved: Carol Purcer Seconded,

That the Canadian Masters Championships not be held in 2017 and a review of this event be undertaken.

CARRIED.

6. Treasurer – Tom Hawker

- Nothing further to report.

7. Secretary

- Preparing and posting Semi-Annual Meeting documents and distributing the proxy form to the membership.
- Following up with award's recipients and award's orders.

8. Provincial Director – Carol Purcer

- Nothing to add.

9. Athlete Director – Jon Beare

- Nothing to add.

10. Director – Ian Gordon

10.1 Campaign Cabinet Terms of Reference

- The Campaign Cabinet Terms of Reference was reviewed by the Board.

Revision: xyz meetings was changed to *Cabinet meetings*.

MOTION #9: Campaign Cabinet Terms of Reference

Moved: Ian Gordon Seconded,

That the Campaign Cabinet Terms of Reference be approved as revised.

CARRIED.

- The Cabinet should review the terms of reference from time-to-time.
- Important that the Board completes a review of the terms of reference for all committees on a quadrennial basis.

Quamichan Lake:

- There are a few current unknowns with respect to the North Cowichan Municipality and steps being taken to deal with water quality and land. The CEO will provide further information on this in the new year.

Strategic Plan Meeting:

- Directors Fitzgerald and Gordon will meet with the Campaign Cabinet regarding the Strategic Plan. The meeting will be postponed until February, providing enough time for Terry Dillon to review the material and participate in the meeting.

11. Director – Brian Lamb

- Nothing further to report.

12. Other Business

Moved by Carol Purcer

CARRIED

That the Board of Director's move in Camera
- the CEO and Secretary left the meeting

13. Next Meeting

13.1 January 27, 2017, Vancouver

14. Adjournment

The meeting was adjourned at 6:00 p.m. PST.