



**ROWING
CANADA
AVIRON**

www.rowingcanada.org

**Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
Thursday, February 16, 2017
5:00PM (PST) / 8:00PM (EST) / 9:30PM NL
Conference Call**

MINUTES

Attendance:

Tom Hawker, Director (Treasurer)
Andrew Fitzgerald, Director
Carol Purcer, Provincial Director
Ian Gordon, Director
Jon Beare, Athlete Director

Regrets:

Mike Walker, President

Staff:

Terry Dillon, CEO
Sid Murdoch, Secretary

1. Call to Order

With Mike Walker unable to attend, Treasurer Hawker chaired the meeting. The meeting was called to order at 5:00 p.m. PST.

2. Acceptance of Agenda

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, February 16, 2017, be approved.

CARRIED

3. Review and Approval of Previous Minutes:

MOTION #2: Board Meeting Minutes

Moved: Ian Gordon Seconded,

That the Board Meeting Minutes, January 27, 2017 be tabled until the next meeting.

CARRIED

4. CEO

4.1 Preliminary Budget for Sport Canada

The Preliminary Budget Prepared for Sport Canada was reviewed by the Board with an overview provided by the CEO and Treasurer:

- The Preliminary Budget is required to be approved and included with the Sport Canada funding submission.
- Important to understand how and when items are expensed.
- The budget is subject to revisions by Sport Canada and the final budget will be approved in July.
- Page 5 was reviewed, projection for the next fiscal year reflects a deficit of (\$7,530).
- The budget will be monitored closely on a quarterly basis.
- Sport Canada funding among other NSOs was discussed.
- It was noted that Adam Parfitt provided assistance with the High Performance section of the budget.

Budget Risks:

- Membership database numbers
- Changes in funding
- CANAMEX expenses
- High Performance foreign exchange costs
- High Performance medal results

MOTION #3: Preliminary Budget for Sport Canada

Moved: Ian Seconded,

That the preliminary budget for Sport Canada, 2017-2018, be approved.

CARRIED

4.2 RCA Registration Policy 2017-2018 (for approval)

- The proposed RCA Registration Policy was discussed.
- The increase in the Sport Fee approved by the members at the Semi-Annual Meeting was included.
- The Insurance and Risk Management document referenced in the registration policy was discussed.
- It was noted that the Come and Try section in the registration policy is under review. This

could provide clubs with an option to sanction such events, promote the sport and register the participants in the RCA web registration system. Further approval from the Board is required.

MOTION #4: RCA Registration Policy

Moved: Carol Purcer Seconded,

That the 2017-2018 RCA Registration Policy be approved.

CARRIED

5. Treasurer – Tom Hawker

- RCA is seeking a legal review or opinion regarding the Blue Clu settlement – meeting to be held February 22nd.
- Treasurer followed up with KPMG regarding the establishment of an endowment fund in memory of Brian Lamb. Important that RCA's fundraising coordinator is involved. A celebration of life for Brian will be held March 25th and an article will be submitted to the CPA magazine with the assistance of RCA's communication's coordinator.
- Membership Category Proposal – following approval by the members at the 2017 Semi-Annual Meeting, business terms for an agreement on an event management system with RegattaCentral are in negotiations.
- General wording of the Gift policy will be finalized soon.

6. Secretary

- Nothing to add.

7. Provincial Director – Carol Purcer

- The Terms of Reference and Roles and Responsibilities documents were approved at the January 29th PAC meeting.
- At the PAC meeting February 15th:
 - PAC reviewed a recommendation from the Umpire's Committee. This included a guideline for clinician honorariums related to the delivery of umpire education seminars. RCA Umpire Chair Tom Blacquiere provided background on the documents and PAC was generally supportive of the guidelines, depending on individual provincial committee approval.
 - PAC discussed its goals for 2017.
 - Education on the Membership Category Proposal.
 - Piloting the new Membership Category event system over the next year including the selection of LOCs that could be involved in that process.
 - Masters Rowing Strategy.

8. Athlete Director – Jon Beare

- Feedback has been received regarding the men's lightweight four and RCA's communication of these decisions. Important that athletes are kept apprised. It was also noted that Al Morrow's new role with RCA has not been communicated.
- Important that RCA has a communication policy and this is brought back to the board for

review and approval. An organizational chart will also be developed.

9. Director – Ian Gordon

- Fundraising Cabinet Update
 - There was a meeting with a group from the Campaign Cabinet including John Carmichael, Rick Crooker, Robyn Tremblay, Ian Gordon and Terry Dillon. The meeting focussed on a single funding strategy - the *National Training Centre*. This strategy will be taken back to the full Cabinet for approval - Roger Jackson will be involved based on his past experience with such projects.
 - Possible meeting to be held with BC Fundraising Cabinet members. Date not yet confirmed.
 - The Cabinet has requested an update on the RCA Strategic Plan, in particular the High Performance section. This will assist the Cabinet in moving forward with its fundraising strategy.

10. Director – Andy Fitzgerald

- Reviewed an issue as a member of the RCA Human Resource Committee.
- A Strategic Planning Meeting will be held soon based on the requirements of the Fundraising Cabinet.
- A member club contacted RCA regarding the use of club information on a public computer – this included an article on breach of privacy written by an Ontario newspaper. As it only referenced internal club documents, it will be dealt with by the club and RCA will not be involved.

11. Other Business

11.1, 11.2 In Camera

MOTION #5: In Camera

Moved: Carol Purcer Seconded,

That the meeting be held *In Camera* to discuss Human Resources and committee issues.

CARRIED

MOTION #6: Out of In Camera

Moved: Carol Purcer Seconded,

That the meeting be held *Out of In Camera*.

CARRIED

11.3 Board of Directors

- There is a vacancy on the Board following the passing of Director Brian Lamb. The Board

discussed expressions of interest received by the nominating committee in 2016 and candidate competencies. The need to finalize an appointment as soon as possible was noted - the Treasurer will review this with President Walker next week.

12. Next Meeting

12.1 Monday March 27, 2017 at 5:00 p.m PDT via Conference Call.

13. Adjournment

The meeting was adjourned at 6:15 p.m. PST.