



**ROWING**  
**CANADA**  
**AVIRON**

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

Sunday January 26th, 2014  
11:00 a.m. (EST)  
London, Ontario

**Attendance:**

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

Staff: Donna Atkinson, CEO  
Sid Murdoch, Secretary

**AGENDA**

**1. Call to Order**

The meeting was called to order by President Walker at 11:00 a.m.

**2. Additions/Acceptance of Agenda**

MOTION 1: Agenda

Moved: Joel Finlay,                      Seconded,

That the Agenda for the Board Meeting, January 26, 2014, be approved.

CARRIED.

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**3. Board Meeting Minutes**

- No minutes were available.

**4. President**

4.1 Overview

- The Board's duties regarding governance, stewardship, strategic planning and revenue generation were highlighted along with staff involvement in those areas.

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Canadian Paralympic Committee/Comité paralympique canadien

## 4.2 Appointments to the Board

The appointment of officers and directors was reviewed.

- It was discussed that officers should be appointed if there is a particular skill or expertise required on the Board. A Director can be appointed by the Board but this should only be considered under special circumstances. Directors should be elected through a democratic process at the Annual Meeting.

## 5. 2014 Board Planning

The following items regarding Board planning for 2014 were highlighted:

- Stewardship, Budget and Audits;
- Risk Management;
- Ensuring the AGM governance changes are effectively implemented, including monitoring and providing guidance on roles of PAC and Board approved committees;
- Key staff and volunteer engagement;
- Strategic planning, monitoring, and “Board Work” on the items from the October 2013 meeting:
  - Facilities and infrastructure
  - North American, FISA and Event strategies
  - Revenue generation, and
  - National and international representation and succession
- Joint meeting with PAC;
- Dry run of an annual meeting under the new governance in Sept or Oct;
- Meetings with the COC, Sport Canada, OTP and perhaps a joint session with a similar NSO.

Items for consideration at the March 2014 Board Meeting in Victoria:

- Budgets;
- Risk Management Approach;
- Follow up to the October strategic piece to gauge progress and see where we may have to change our approach;
- Formal Board orientation;
- Finalize governance policy;
- Finalize outstanding committees structure, ToR and membership;
- Stand up Nominating Committee for 2014;
- Stand up Human Resources Committee (HRC) including in person meeting;
- Approve Revenue Committee ToR.

Items for a possible May/June Meeting:

- Further sport hierarchy orientation;
- Formally close out governance transition;
- Approve Rowing For All Committee ToR;
- Detailed review of strategic objectives over the previous year;
- HRC review of CEO performance.

Items to be considered at a Sep/Oct Joint Board/PAC meeting in Mississauga:

- Approve audited statements;
- Joint meeting with PAC;
- Dry run of a remote Annual Meeting - ensure technology and procedures work before we do it for real in 2015;
- Review strategic planning for coming year(s)

Items to be considered by the Board at the January 2015 National Conference meeting in Vancouver:

- Annual/semi annual meeting including elections;
  - In person work with groups formed to move strategic objectives;
  - Board Committee meetings where it makes sense (e.g. not Audit or Nominating, who will be in their “down” phase);
  - Board self assessment.
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- Board members attending meetings should consider connecting with the local rowing community.

## **6. Governance**

- Based on the mandate given by the membership, the Board should consider Governance changes that will be required in 2014.

## **7. Other Business**

### **7.1 Board Committees**

Committees managed by the Board were stated:

- Human Resources – Chaired by the President
  - Audit Committee
  - Nominating Committee – Consider a succession plan.
  - Revenue Committee – Terms of reference need to be drafted.
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- The issue of Board members sitting on Domestic Committees was discussed.

## **8. Round Table**

- Charitable foundations were discussed.
- The importance of Board self-assessment was stated.
- PAC is reviewing its Terms of Reference.
- Meetings have been held with Peter Cookson and Glen Merry regarding the report on the national training centre facilities.

## **9. Date of Next Meeting**

Based on Sport Canada reporting requirements there is a need for a Board meeting in February.

- Board Meeting - Conference Call: February 18, 2014
- Board Meeting - Victoria BC: March 22-23, 2014

Motion 2:

Moved: Rick Crooker

That the meeting be adjourned at 12 noon. EST.