



**ROWING
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AVIRON**

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**Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
January 27-28, 2017**

RCA National Conference
Pinnacle Hotel Harbourfront
1133 W Hastings St,
Vancouver, BC V6E 3T3

MINUTES

Attendance:

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

Staff:

Donna Atkinson, CEO
Adam Parfitt, Acting High Performance Director
Sid Murdoch, Secretary

Terry Dillon, RCA CEO (February 1, 2017)

1. Call to Order

The meeting was called to order by President Walker at 2:00 p.m.

Donna Atkinson is retiring and attending her final meeting as CEO. Donna was thanked by the Board for her many years of service to RCA.

2. Acceptance of Agenda

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, January 27, 2017, be approved.

CARRIED

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes – December 15, 2016

MOTION #2: Board Meeting Minutes

Moved: Ian Gordon Seconded,

That the Board Meeting Minutes, December 15, 2016, be approved.

CARRIED

4. President

4.1 HP Update (Adam Parfitt)

The following presentation on the High Performance Program was provided by Acting High Performance Director Adam Parfitt:

Three themes for the High Performance Program were noted:

1. Athlete Competency
2. Athlete Autonomy
3. Team and Community

Success Factors:

- On water speed will be stressed
- Accountability – We all take responsibility for the performance of the Team
- Engagement – Weekly meetings among staff and athletes, face to face debriefs
- Integration of Teams – Senior, U23, Para and Junior
- Competitive training environment – Performance under pressure from the start of the race
- Culture – Confirm an identity
- Leadership – High Performance Director on site frequently

High Performance Program Objectives:

- Establish High Performance Culture (competitive, performance based)
- Operationalize the feedback loops (performance monitoring framework)
- Currently underway by coaches and staff - solidify returning athlete pool. Important to reach out to current, past and potential national team athletes.
- Aggressive integration with U23/development athletes
- Fully integrate Para into the Senior daily training environment
- Strategically select crews where there is opportunity for success to set a standard within the program
- Important to achieve medal success in the first year to set a standard

4.2 Succession Planning – Board Vacancies

- Due to illness, Director Brian Lamb will soon no longer be able continue his position on the Board. A replacement for the Director at Large position was discussed.

- Key skillsets for the position were considered including communications, fundraising – other aspects such as diversity were discussed. This will be reviewed with the RCA Nominating Committee.

4.3 CEO Handover

4.3.1 Motion to appoint Signing Officers effective February 1, 2017

MOTION #3: Signing Officers

Moved: Ian Gordon Seconded,

That the CARA signing officers are Mike Walker, Tom Hawker and Terry Dillon as of February 1, 2017.

CARRIED

4.3.2 CEO Dillon

CEO Dillon highlighted 3 important items when he takes over the position on February 1st:

1. High Performance - the importance of stabilizing the High Performance program and the High Performance Director position.
2. Funding - at every level of the sport.
3. Sport Development - in conjunction with the RCA Strategic Plan.

It was noted that additional funding support will be provided to RCA through the Commonwealth Legacy Fund.

4.4 RCA Risk Registry – next steps for review

- The original risk registry meeting was held in Victoria in 2014, and the registry document was presented to the Board in 2015. An internal update was performed in November 2016.
- This will be reviewed by the CEO and brought back to the Board once the Strategic Plan is finalized.

4.5 Review of National Conference Schedule and Awards Banquet

- The conference schedule was reviewed.

4.6 Semi-Annual Meeting Agenda

- The Semi-Annual Meeting agenda was reviewed.

4.6.1 Motion to appoint Scrutineer – Simon Litherland

MOTION #4: Scrutineer

Moved: Carol Purcer Seconded,

That Simon Litherland be appointed as Scrutineer for the 2017 RCA Semi-Annual Meeting.

CARRIED

4.7 Motion - 2017 Annual Meeting

MOTION #5: 2017 Annual Meeting

Moved: Carol Purcer Seconded,

That the 2017 RCA Annual Meeting be held September 21, 2017 at 5:30 p.m. PDT.

CARRIED

4.8 Motion - 2018 National Conference

MOTION #6: 2018 National Conference

Moved: Carol Purcer Seconded,

That the 2018 RCA National Conference be held in Toronto from January 25 – 27, 2018.

CARRIED

4.9 Motion - 2018 Semi-Annual Meeting

MOTION #7: 2018 Semi-Annual Meeting

Moved: Ian Gordon Seconded,

That the 2018 RCA Semi-Annual Meeting be held in Toronto on January 28, 2018.

CARRIED

5 CEO

5.1 Membership Category Proposal

MOTION #8: In Camera

Moved: Andy Fitzgerald Seconded,

That the meeting be held *In Camera*.

CARRIED

MOTION #9: Out of In Camera

Moved: Carol Purcer Seconded,

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

CARRIED

5.2 RCA Gift Policy

- Board review of the RCA Gift Policy was deferred to a future meeting.

5.3 HP Director Hiring Update

- The High Performance Director hiring process was reviewed.

Joint RCA Board – FISA Executive Meeting:

Saturday's agenda concluded with a meeting between the RCA Board and the FISA Executive Committee

The meeting reconvened at 10 am. Saturday January 28th, 2017

6 Treasurer – Tom Hawker

- Terms of reference for the RCA Finance Committee will be finalized soon.
- An agreement needs to be finalized with Regatta Central considering operational costs and other key business items to protect RCA from additional costs.
- RCA is negotiating a settlement with Blueclu Tax Solutions due to lack of performance. A foundation was set up in Holland through this company regarding ownership of RCA's high performance equipment. VAT charges were an issue.

Committee on Dues and Fees Report:

- It is recommended to the members by the Committee that the Sport Category fee be increased from \$10 to \$15.
- The Committee on Dues and Fees Chair is not in attendance so the Acting Chair will speak to the recommendation at the Semi Annual Meeting.
- The Treasurer and CEO could assist in answering any financial questions.

7 Secretary

- The Governance Calendar for 2017-2018 was reviewed by the Board. Important dates related to the duties of the Nominating Committee, Annual and Semi-Annual meetings.

8 Provincial Director – Carol Purcer

- Nothing to add.

9 Athlete Director – Jon Beare

- The role of the Athlete Director will be reviewed.
 - The athlete representative policy is changing with one female and one male rather than one athlete from each training centre. The reference to two centres could also be reviewed. Changes can be brought forward by the Athlete Director for Board approval.
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- The Athlete Director position on the Board is up for election at the next Annual Meeting – a nomination must be put forward to the Nominating Committee by current National Team Athletes.

10 Director – Ian Gordon

10.1 Fundraising Cabinet Update

- The Fundraising Cabinet will hold a meeting with new CEO Terry Dillon.
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- Important to ensure the continuing momentum of the Cabinet. A smaller steering group within the Cabinet should be considered.
- The conference call will be set up soon.

11 Director – Andy Fitzgerald

11.1 Strategic Plan Update

- Next step is a debrief with CEO Terry Dillon.
- RCA Staff need to be involved in the operational side of the plan.
- Important to recognize that the Strategic Plan is focussed on all aspects of rowing, not just high performance rowing.

MOTION #10: Strategic Plan Extension

Moved: Andy Fitzgerald Seconded,

That the RCA Strategic Plan 2013-2016 be extended into 2017 for the purposes of the Sport Canada Submission.

CARRIED

12 Next Meeting

12.1 February 16, 2017 at 5:00 p.m. PST.

- Agenda to include the preliminary budget for Sport Canada. Tom Hawker will chair the meeting if Mike Walker is travelling back from the FISA Extraordinary Congress.

12.2 Spring in-person meeting date and location

- May 13 – 14, 2017 in Toronto

13 Other Business

13.1 HR Committee

MOTION #11: Human Resources Committee

Moved: Jon Beare Seconded,

That Andy Fitzgerald be appointed to the RCA Human Resources Committee

CARRIED.

13.2 Endowment Fund in Memory of Brian Lamb

- RCA Director Brian Lamb passed away on January 27, 2017. Brian will be greatly missed and in his memory, Treasurer Hawker will follow up on an Endowment Fund through KPMG and an article in the CPA magazine.

14 Adjournment

- The meeting was adjourned at 11:00 a.m. PST.