



ROWING
CANADA
AVIRON

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

July 20, 2016

Attendance:

Michael Walker, President
Andrew Fitzgerald, Director
Brian Lamb, Director
Carol Purcer, Provincial Director
Jon Beare, Athlete Director
Rick Crooker, Director

Regrets:

Tom Hawker, Director (Treasurer)

Staff:

Donna Atkinson, CEO
Sid Murdoch, Secretary

1. Call to Order

The meeting was called to order by President Walker at 5:30 p.m. PDT.

2. Acceptance of Agenda

Item 4.4. FISA Correspondence, was added.

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, July 20, 2016, be approved as revised.

CARRIED

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes – June 13, 2016

MOTION #2: Board Meeting Minutes

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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

Moved: Rick Crooker Seconded,

That the Board Meeting Minutes, June 13, 2016, be approved.

CARRIED

4. **President**

4.1 CEO Job Posting

- The CEO job posting documents were reviewed by the Board.
- The position will be posted in early August on sport recruitment and other websites and will also be widely circulated in the sports community
- Closing date is September 18th.
- CEO Hiring Committee to include the RCA HR Committee, an external member to be appointed, and Donna Atkinson.
- Candidates will be shortlisted and interviewed by the hiring committee. The top one or two candidates will meet with the Board at the November face to face meeting with the Board making a final decision then.
- CEO compensation to be determined.
- Comments on the job posting from Directors can be sent to the President by Sunday July 24th.

4.2 Scrutineer – RCA Annual Meeting

MOTION #3: Scrutineer

Moved: Carol Purcer Seconded,

That Jeff Lay be appointed as Scrutineer for the 2016 RCA Annual Meeting.

CARRIED

4.3 CARA Bylaw Amendment

- Rationale for adding 2 Directors at Large to be reviewed by the Board in the fall with a proposed amendment to PAC in time for the Semi-Annual Meeting in January.

4.4. FISA Correspondence – Russian Participation

- FISA is leading an international sport federation discussion regarding the Russian doping scandal and a possible ban from the Olympic Games.
- The Canadian Centre for Ethics in Sport supports a complete ban of Russian athletes from the Games and has sent a letter to the IOC.
- Important for the COC to also take a stand on this matter.

MOTION #4: FISA SUPPORT

Moved: Brian Lamb Seconded,

That pending further review of the evidence provided by WADA, Rowing Canada Aviron supports FISA in taking strong action up to and including a ban on all rowers from the Russian Federation competing at the 2016 Olympic Games.

CARRIED

5. CEO

5.1 Row For Gold Event

- There was a change in the last paragraph of the report - actual revenue should be \$6,698.
- The format of the event was well received by the attendees and simpler to organize with an early evening start time and appetizers instead of a formal dinner.
- Athletes were provided with event training in advance by Denny Young.
- The event made a profit based on attendance fees from the public, family and friends and on major donations from the National Bank and Paul Little.

5.2 National Training Centre Update

MOTION #5: In Camera

Moved: Carol Purcer Seconded,

That the meeting be held *In Camera* to discuss the National Training Centre.

CARRIED

MOTION #6: Out of In Camera

Moved: Carol Purcer Seconded,

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

CARRIED

5.3 Awards Committee Report

- Major changes by the Awards Committee included moving away from the Centennial Medal and Award of Merit point system and dividing of awards between the National Rowing Championships and the Awards Banquet.
- It was noted the the Centennial Medal and Award of Merit have been discontinued but a final Award of Merit deferred from last year will be issued to Mike Bagshawe at the Award's Banquet in Vancouver.
- It was discussed that the bursary or *named* awards will be reviewed – important that there is a criteria for these awards with a time limit. Trustees of the funds may need to be consulted regarding any changes.

MOTION #7: Award's Policy

There was an amendment to the policy with the following sentence removed:

4.8 The President's Award:

The President's Award is awarded at the sole discretion of the President of RCA and will consider those who are deserving of special recognition for significant contributions or outstanding acts of bravery, sportsmanship, etc. ~~The President may seek the advice of the Awards Committee, but this is not required.~~

Moved: Jon Beare Seconded,

That the Award's Policy be approved as amended.

CARRIED

The Award's Committee was thanked for its excellent work on the policy.

6. Treasurer – Tom Hawker

In Tom Hawker's absence, Brian Lamb led the discussion.

6.1 CARA Financial Statements - March 31, 2016 (Attached)

- The Audit Committee met June 23rd and reviewed the financial statements with the Auditor.
- The Financial Statements, period ending March 31, 2016, is supported by the Audit Committee and recommended acceptance by the Board.

MOTION #8: CARA Financial Statements

Moved: Brian Lamb Seconded,

That the CARA Audited Financial Statements for the year ending March 31, 2016 be accepted as presented.

CARRIED

- It was noted that the CARA financial statements will also include an attached appendix to reflect audit requirements at Sport Canada using information from the statements displayed in a different format.

6.2 Appointment of Auditor at Annual Meeting

MOTION #9: Appointment of Auditors

Moved: Brian Lamb Seconded:

That the Board recommend to the members the appointment of Hayes, Stewart, Little & Co., Chartered Accountants, as auditors for the fiscal year ending March 31, 2017.

CARRIED

Seagram Trust Fund

It was noted that Treasurer Tom Hawker will be presenting a report on trust funds at the next Board meeting.

7. Secretary

7.1 New Probationary Member: Royal Military College of Canada (Attached)

MOTION #10: New Probationary Member

Moved: Carol Purcer Seconded:

That the Royal Military College of Canada be approved as a probationary member subject to payment of the annual dues.

CARRIED

8. Provincial Director – Carol Purcer

- The Responsible Coaching Movement was one of the major topics at the June 15th PAC Meeting. Criteria for the Rule of Two was discussed as being difficult to manage for clubs and coaches. A Webinar was held on July 13th with Lorraine Lafrenière, CAC CEO. Implementation timelines at the RCA, Provincial and club levels were discussed. The provinces were advised that Responsible Coaching will be important to provincial and federal government agencies. Important that provinces start their Responsible Coaching Movement Programs as soon as possible.
- PAC Roles and Responsibilities will be reviewed at the PAC face to face meeting, Oct. 21 – 23, 2016.
- It was noted that a candidate arranged for travel to a coaching education session in Nova Scotia but was given incorrect information as to certification levels that were offered at the session – most important that we provide accurate information to our coaching education candidates.

9. Athlete Director – Jon Beare

- Jon has received positive feedback from athletes prior to the Olympic send off to be held July 30th.

10. Director – Rick Crooker

- Rick Crooker stated that he has advised the RCA Nominating Committee that he will not put his name forward as a candidate for election at the 2016 Annual Meeting - his position as Director at Large will end September 15, 2016.
- Rick noted his support for the expansion of the Board from 7 to 9 members.
- At the pleasure of the Board, Rick will continue to assist RCA with its fundraising campaign going forward.
- President Walker thanked Rick for his service to RCA, in particular his leadership of the fundraising campaign.

10.1 Fundraising

- The RCA Campaign Cabinet was discussed.
- It is recommended that the cabinet recruitment be suspended until after the Rio Olympics.

11. Director – Andrew Fitzgerald

11.1 Nominating Committee Update

- After nominations are finalized by the Committee, the Secretary will send the list to the Board before the notice goes to the membership.

12. Director – Brian Lamb

12.1 Membership Category Review Update

- The Membership Category Review Working Group includes George Barkwell, Derek Ventnor, Brian Lamb, Marla Weston, Jennifer Fitzpatrick, Donna Atkinson and Jennifer Parfitt.
- The Group has been working on a proposal for a membership model based on one fee with additional fees charged for regatta event participation. This would replace the current 2 fee system that includes Sport and Competitive categories.
- A final report will go to the Board, PAC and the membership. Webinars are being considered.

13. Other Business

- A communication will be distributed to the Board regarding the resignation of staff member Jen Parfitt. Jen has made valuable contributions on a number of complex projects during her time with RCA and will be missed.

14. Next Meeting

14.1 Conference Calls

- There were no scheduled conference calls before the Annual Meeting, but a technical briefing will be held in August to update the Board with details on the Membership Category Working Group proposal.

15. Adjournment

- The meeting was adjourned at 530 p.m. PDT.