



ROWING
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AVIRON

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**Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
Monday July 24, 2017**

MINUTES

Attendance:

Michael Walker, President
Carol Purcer, Provincial Director
Ian Gordon, Director
Roger Jackson, Director
Tom Hawker, Director (Treasurer)

Regrets:

Andrew Fitzgerald, Director
Jon Beare, Athlete Director

Staff:

Terry Dillon, CEO
Sid Murdoch, Secretary

1. Call to Order

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

2. Acceptance of Agenda

- Item 6.2 Appointment of the Auditor, was added.

MOTION #1: Board Meeting Agenda

Moved: Ian Gordon Seconded,

That the Board Meeting Agenda, July 24, 2017, be approved as revised.

CARRIED

3. Review and Approval of Previous Minutes:

MOTION #2: Board Meeting Minutes

Moved: Roger Jackson Seconded,

That the Board Meeting Minutes, May 13 – 14, 2017, be approved.

CARRIED

Strategic Planning:

- RCA Staff held a strategic planning meeting in June and this is moving forward under the direction of the CEO. Further development is required and groups will be brought together to review specific sections of the plan.

4. President

4.1 2017 RCA Annual Meeting

- The agenda for the RCA Annual Meeting was reviewed.
- There were no additional proposals received from the membership.
- A scrutineer will be appointed. Jeff Lay, who was the scrutineer for the last Annual Meeting will be asked to once again fill the role.
- 2 member clubs will be approached to move and second the motions to accept the Financial Statements and appoint the Auditors.

- It was noted that the RCA Dues and Fees Committee will meet in October 2017 to review fees for the next fiscal year.

5. CEO

5.1 Event System Update – Regatta Central

- Risk Management regarding the Event System was discussed.
- Meetings have been held with RegattaCentral. This consultation process provided good initial information for the development of a system requirements document.
- The system will be linked to sanctioning and participant registration. Produce a more user friendly payment system.
- Membership registration policies will updated in the Fall.
- RegattaCentral is doing a system upgrade that is expected to be released in December 2017. RCA's Event System will be developed during the upgrade process. Delays with respect to the system upgrade were discussed including a risk management assessment.
- Beta testing will be done during the fall but organizing committees will not be able to do live testing.
- A web based user manual will be developed to include webinar based training sessions and in person video sessions that will be recorded and available to users.

- The Royal Canada Henley Regatta has removed the roster requirement from the entry process for the 2018 event. This would not have been included under RCA's system requirements.
- The RCA Registration year, April 1 to March 31 was discussed. Currently only 1 club uses a different year.

5.2 RCA Waiver Forms

- The first draft of a waiver form for the RCA web registration system was reviewed by the Board.
- This will be an online waiver form with a required agreement for all participants in the 2018-2019 registration year.
- Important to highlight the forms for minors.
- Further review by a lawyer is required regarding Section 5 on the form for minors.

5.3 Canadian Rowing Hall of Fame Update

- Chair Marnie McBean is leading the CRHF Committee under the guidelines previously approved by the Board.
- Committee will be independent with respect to the nominations. There will normally be 2 inductions – in the fall at the NRC and again at the National Rowing Conference in January.
- Selection reports prepared by the Committee will be provided for the Board's information.

5.4 High Performance External Review Panel Update

- High Performance Review Panel includes the CEO, HP Director, OTP representative, Athlete Representative on the Board and Silken Laumann.
- Met on multiple occasions ensuring that the recommendations of the HP Review have been adhered to.
- The Executive Summary of the HP Review will also be published soon for membership review.

National Team Results:

- Good performances by the National Team at the World Cup in Lucerne, considering it was their first international event this year.
- Excellent performances at the World U23 Championships including 2 gold medals. Men's sweep events need further development.
- National Team selection process will occur over the next few weeks prior to the World Championships.

NextGen Program:

- Changes to the NextGen Program were discussed by the Board.

Human Resources:

- Three new RCA positions were discussed: National Director of Sport Development, PARA Rowing Development Lead, High Performance Operations Manager.

5.5 Canadian Rowing Foundation

- Correspondence received from the Canadian Rowing Foundation (CRF) was reviewed by

the Board.

- The RCA Board is generally supportive of developing a funding agreement with the Canadian Rowing Foundation and this will be tabled for consideration by the new RCA Board. In the meantime, RCA staff and the CEO will consider possible options for an agreement with the CRF.

RCA Website:

- It was noted that the fundraising campaign is not visible on the front page of the RCA Website. Changes to the RCA website are currently under review.

National Conference:

- Important that Board, PAC and Staff meetings are held outside of the normal conference meetings. Need to be able to meet and connect with the membership at the conference.

Communications:

Important that results such as the gold medals achieved by RCA rowers at the U23 World Championships are communicated to news groups.

6. Treasurer – Tom Hawker

6.1 Audited Financial Statements

- The RCA Audit Committee held a meeting and reviewed the draft Financial Statements and report of the Auditors.
- The Board reviewed the report prepared by the Audit Committee and the Audited Financial Statements.

MOTION #3: Audited Financial Statements

Moved: Tom Hawker Seconded,

That the Audited Financial Statements, period ending March 31, 2017, be accepted.

CARRIED

Canadian Amateur Rowing Association – Rowing Canada Aviron:

- It was noted in the Audit report that Rowing Canada Aviron is incorporated as the Canadian Amateur Rowing Association and this may cause confusion on the financial statement. Changing the incorporated name was discussed by the Board. The Treasurer will review and report back to the Board.

6.2 Appointment of the Auditor

MOTION #4: Appointment of the Auditor

Moved: Tom Hawker Seconded,

That Grant Thornton LLP, Chartered Accountants, be recommend to the membership as auditors for the year ending March 31, 2018.

CARRIED

7. **Secretary**

- Nothing to add.

8. **Provincial Director – Carol Purcer**

- PAC established a terms of reference for the Masters Review Sub-Committee. The sub-committee developed a masters survey that has been submitted to the membership for their input. There has been a good response - results to be reviewed at the PAC in-person meeting in September.
- All ten provinces will be participating in the Canada Summer Games regatta.
- Under the Provincial Issues agenda item at the most recent PAC meeting, Manitoba has had some good feedback on the hiring of a provincial coach. This agenda item has provided some valuable information to be shared among Council members.
- Representation at PAC meetings was discussed by the Board, with Board members favouring PRA Presidents being the PAC member for their respective provinces, and not a delegate as is becoming more common.
- Next meeting is August 16, 2017.

9. **Athlete Director – Jon Beare**

- Not present.

10. **Director – Ian Gordon**

10.1 Nominating Committee Update

- There were 3 expressions of interest for position of President - 1 female and 2 male; and 13 for director - 5 female and 8 male.
- The Committee has conducted interviews and a full analysis of the candidates. Based on this research, the Committee is considering whether to provide a list of preferred candidates and at least one more qualified candidate.
- It was determined that the Nominating Committee should provide a list of candidates it endorses. The Board will support the Nominating Committee's decision on whether to provide additional qualified candidates.

11. **Director – Andy Fitzgerald**

- Not present.

12. **Director – Roger Jackson**

- Nothing to add.

13. Other Business

14. Next Meeting

- RCA Annual Meeting, September 21, 2017

15. Adjournment

- The meeting was adjourned at 6 pm PDT.