



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

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**Rowing Canada Aviron**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday July 8, 2014**  
**5:30PM (PDT) / 8:30PM (EDT)**

**In Attendance:**

Michael Walker, President  
Brian Lamb, Director (Treasurer)  
Matteo Cendamo, Provincial Director  
Rick Crooker, Director  
Debbie Sage, Director

**Awards Review Committee:**

Carolyn Taylor Smith  
Lynda Dundas

**Staff:**

Donna Atkinson, CEO  
Sid Murdoch, Secretary

**Regrets:**

Joel Finlay, Director  
Jon Beare, Athlete Director

**1. Call to Order**

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

**2. Additions/Acceptance of Agenda**

- Item 5.3 was moved to the beginning of the meeting.

The following items were added:

- 4.2.3 FISA Nominations
- 13.1 Appointment of a Scrutineer

**3. Board Meeting Minutes**

**MOTION #1: Minutes – May 20, 2014**

**Moved: Matteo Cendamo      Seconded**

**That the minutes of the May 20, 2014 meeting be approved.**

**CARRIED**

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Canadian Paralympic Committee/Comité paralympique canadien

### 5.3 Awards Committee Report

The Awards Committee provided a preliminary report to PAC and the Board at the 2014 National Conference regarding the need to revise the award's policy. Following that, the committee gathered feedback through an award's survey sent to the membership.

An updated award's report was provided to the Board, including comprehensive changes proposed to the Award's Policy: Changes included:

- From 4 to 2 coaching awards at the national banquet and other awards developed for presentation at a coaches luncheon.
- A decrease in the number athlete awards with higher profile given to each.
- An athlete of the year award for each of the major categories – involve athletes in the selection.
- An Athlete Awards Banquet at the NRC's with awards given out that are not included in the current awards program.
- Small change to the Long Service awards – 30 year's plus recognized at RCA Awards Banquet.
- 1 annual Umpire of the Year Award based on provincial nominations. Top nominees selected – winner announced at the Award's Banquet.
- *Trust* awards to be reviewed – goal is to expand the athlete bursary program.
- New criteria for an award of merit (to be renamed), the pinnacle of achievement with high qualification standards.
- A Lifetime Achievement Award could be given in any category as these come up from time to time.
- Objective and subjective criteria will be considered. Online application/nomination process
- 1 new award has been added – Club of the Year.
- The corporate award would remain but criteria reviewed – John Anderson Sport Partner Award.

Going Forward:

- Quite a bit of work to do to finish the draft policy. Further discussion required with athletes and coaches regarding athlete awards. Henley will provide opportunity for some consultation
- Report to be reviewed with PAC at their next meeting.
- The changes can be phased in over a few years rather than all at once.

#### MOTION #2: Awards Committee Report

Moved: Debbie Sage                      Seconded

That the Award's Committee proposal be approved in principal.

CARRIED

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The Awards Committee was thanked for their work on this project.

4.        President – Mike Walker

4.1      Correspondence – Burnaby Lake RC: 2018 FISA Masters Championship

### MOTION #3: 2018 FISA Masters Championships

Moved: Brian Lamb                      Seconded

That the Board support the Burnaby Lake Rowing Club preparing a declaration of interest for the 2018 World Rowing Masters Regatta.

CARRIED

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- It was noted that FISA expects these bids to be submitted/backed by RCA, not the organizing committee. RCA is held responsible by FISA for the event. As a result, the final bid submission will be subject to an MOU between RCA and the Burnaby Lake organizing committee.

#### 4.2 Nominating Committee

##### 4.2.1 Approval of Amended Terms of Reference

- The Nominating Committee Terms of Reference was adjusted based on the requirements for notification according to the RCA By-Laws.

### MOTION #4: Nominating Committee Terms of Reference

Moved: Rick Crooker                      Seconded

That the revisions to the Nominating Committee Terms of Reference be approved.

CARRIED

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#### 4.2.2 Nominating Committee - Appointment of Members

### MOTION #5: Nominating Committee Appointments

Moved: Brian Lamb                      Seconded

That Mike Walker, Chair, Carol Hermansen, Debbie Sage and Stephen Murray be appointed to the Nominating Committee.

CARRIED

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#### 4.2.3 FISA Commission

- The opportunity for an appointment to the FISA Events Commission was discussed along with other FISA Commission opportunities.
- The RCA Nominating Committee will be asked to review the appointment of a RCA representative on the FISA Events Commission at its next meeting.

#### 4.3 Canadian Rowing Hall of Fame

- Mike attended a meeting with Bruce MacDonald, CHRC President, regarding the proposed Canadian Rowing Hall of Fame in St. Catharines.
- RCA's role in the development of the Hall of Fame was discussed. It will be important to have representation on the Hall of Fame organizing committee. Greg Rokosh has agreed to represent RCA. Other RCA representatives may be considered.

#### 4.4 COC Awards and Recognition Committee Correspondence

- A letter from the COC regarding awards and recognition was reviewed by the Board.

#### Action 1

M. Walker will reply thanking the COC for its offer of support.

### 5. CEO – Donna Atkinson

#### 5.1 2015 National Championships Date

- The proposed date for the National Rowing Championships, 2015 only, was reviewed by the Board.

#### MOTION #6: Nominating Committee Appointments

Moved: Matteo Cendamo      Seconded

That the 2015 National Rowing Championships be held on the Thanksgiving weekend, and that RCA Staff initiate a bid process.

CARRIED

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#### 5.2 Anti-Spam Legislation

RCA has researched and reviewed various legal opinions regarding the new anti-spam legislation:

- Implied or explicit consent is required to send a commercial electronic message (CEM).
- Needs to be clear to the recipient where the message is coming from.
- The option to unsubscribe is required in the message (if a CEM).
- RCA has made the decision not to allow commercial electronic messages from the web registration system and a warning from the web registration system will be issued during the email process.
- A draft anti-spam policy has been prepared by Annabel. This will be reviewed by our lawyer.

#### 5.3 2014 Canadian Masters Championships Update

- The Canadian Masters Championships in Burnaby Lake was discussed. They have a record number of participants, 600 plus.
- The Burnaby Lake OC is hoping to move forward and bid on other regattas – the Canadian Masters will be a good test for the facility's infrastructure.

### 6. Director (Treasurer) – Brian Lamb

#### 6.1 Information: Pre-Audit Year end Report – 2013-14

- The RCA financial statement to be provided to the auditors was reviewed by the Board. Includes the year end projection pre-audit before the removal of fixed asset additions. A small profit is reflected after the capital items are removed.

#### 6.2 Approval: 2014 – 2015 RCA Final Budget

- The Final RCA Budget was reviewed by the Board with adjustments based on approved Sport Canada (core) funding.
- Other adjustments include the removal of revenue from the sale of the Web Registration

- System and lower insurance costs as a result of a bid process.
- Sport Canada Special Funding areas have not yet been finalized.
- Sponsorship and fundraising revenue - a conservative projection is included.
- PAC's budget of \$14,000 may require an adjustment based on actual expenses.

#### MOTION #7: RCA Budget 2014 - 2015

Moved: Brian Lamb                      Seconded

That the 2014 – 2015 RCA Budget be approved.

CARRIED

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#### 6.3 RCA Audit Committee

#### MOTION #8: Audit Committee Appointments

Moved: Brian Lamb                      Seconded

That Joel Finlay, Chair, and Tom Hawker, Member, be appointed to the RCA Audit Committee.

CARRIED

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#### 7. Director – Joel Finlay

- No report.

#### 8. Provincial Director – Matteo Cendamo

- The PAC face-to-face meeting is confirmed for September 20-21, 2014.
- PAC were requested to appoint a representative to the National Event Strategy Working Group. Two members let their names stand and as a result of a tie vote between Tom Blacquiere and Peter Jackson, both PAC members were appointed to the Group.
- Mike Walker will meet with PAC regarding Director nominations and other matters at their meeting in September.

#### 9. Athlete Director – Jon Beare

- No report.

#### 10. Director – Rick Crooker

An update was requested regarding the performance of the National Team in 2014:

- High Performance results from the 2014 World Cup events were discussed. The improvement in the Men's team performance was noted. The women had a predicted season start and results are expected to improve for Lucerne and continue to progress as they head into World Championships.
- There are also a number of development team events this year including CanAmMex, Commonwealth, FISU, the Pam Am Festival in Mexico and the World Championship U23 and Junior events.
- RCA Communications will be provided.

#### 11. Director – Debbie Sage

- No report.

12. In Camera – Human Resources

MOTION # 9: In Camera

Moved: Brian Lamb                      Seconded

That the Board move in camera to discuss human resources matters.

CARRIED.

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MOTION # 10: Out of In Camera

Moved: Brian Lamb                      Seconded

That the Board move out of the in camera session.

CARRIED.

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13. Other Business

13.1 Appointment of a Scrutineer

MOTION #11: Appointment of Scrutineer

Moved: Rick Crooker                      Seconded

That Justin Fryer be appointed as RCA Scrutineer.

CARRIED

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14. Date of Next Meeting

- September 23, 2014 was confirmed as the next Board Meeting conference call date.

15. Adjournment

- The meeting was adjourned at 7:15 p.m.