



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

June 25, 2015

5:30PM (PDT) / 8:30PM (EDT)

**Attendance:**

Michael Walker, President  
Brian Lamb, Director (Treasurer)  
Carol Purcer, Provincial Director  
Joel Finlay, Director  
Jon Beare, Athlete Director  
Rick Crooker, Director

**Regrets:**

Debbie Sage, Director

**Staff:**

Donna Atkinson, CEO  
Sid Murdoch, Secretary  
Dave Derry, DDO Sport Technical (for part of the meeting)

**1. Call to Order**

- The Meeting was called to order by President Walker at 530 PM PDT.

**2. Acceptance of Agenda**

- Item 13.1 Red Tie Update, was added
- Item 5.2 was moved to be start of the meeting for a staff presentation.

**MOTION #1: Board Meeting Agenda**

Moved: Carol Purcer                      Seconded,

That the Board Meeting Agenda, June 25, 2015, be approved as revised.

**CARRIED**

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**3. Review and Approval of Previous Minutes:**

**MOTION #2: Board Meeting Minutes**

Moved: Joel Finlay                      Seconded,

That the Board Meeting Minutes, May 20, 2015, be approved.

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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

## CARRIED

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### 4. President

#### 4.1 Pan Am Games Protocol and Access

- Pan Am Games Webinar was held with NSO Presidents.
- RCA Protocol:
  - Accreditation was provided from the COC for the RCA President and CEO, full access.
  - Rules regarding athlete contact were discussed - in general, there is no access to athlete areas.
  - Access to the grandstand will include security screening to Olympic standards.
  - A Passport is required for accreditation

#### Special Events During Pan Am Games:

- An invitation will be sent out for the July 8<sup>th</sup> Pen Centre event with the National Team. The Mayor of St. Catharines will officially welcome the team and there will be live interviews with athletes.
- 9 RCA clubs have signed up for the event at Pen Centre - *try rowing* ergs will be available.
- Rowing Hall of Fame Meeting – July 12<sup>th</sup> . Board members are invited to attend a meeting with the Rowing Hall of Fame working group.
- On Tuesday July 14<sup>th</sup> RCA will partner with the City of St. Catharines on a reception for COPARE Presidents at the Aqua Restaurant in Port Dalhousie. The quadrennial meeting of COPARE will be held prior to the reception.
- Red Tie Event July 15<sup>th</sup> – going ahead as planned, subscription increasing. There was some discussion on ticket pricing and challenges. This is an important activation event in terms of RCA Donor Development strategy.

#### 4.2 By-Law Amendment – Article 6.1

The voting registration procedures for the January 2015 Semi-Annual meeting, having been held in a transition year to our new meeting processes were confusing, as the two meetings are being held at the same time.

Our new Bylaws currently state that to be eligible to vote, members must have registered by the deadline and be in good standing (and therefore have paid all dues and submitted declaration) before the notice of meeting. This notice must go out at least 21 days before the Semi-Annual Meeting and this provision prevents members from registering to vote closer to the time of the meeting.

At the January 2015 Semi-Annual Meeting, the RCA Board of Directors made a ruling on the By-Laws in accordance with Article 1.2 to allow Members to register to vote up to the time of the meeting. The Board also committed to review the By-Law with a view to making a change in time for next year's meeting that would allow Members to register closer up to the date of the meeting. The proposed motion changes article 6.1 of the By-Law to allow for registration up to noon the day before the meeting, which will allow members to submit their declaration on arrival at the annual conference, also giving the Secretary time to record their declarations in preparation for the next mornings meeting.

#### MOTION #3: By-Law Amendment

Moved by Carol Purcer      Seconded,

That Members in Good Standing recorded in the books of CARA at the close of business on the

day immediately preceding the day of the Semi Annual Meeting be eligible to cast their allocated votes and that the By-Law article 6.1 be changed as follows:

**From:**

### **6.1 Members' Votes**

Members in Good Standing recorded in the books of CARA at the close of business on the day immediately preceding the day on which the notice of the meeting is given shall have one vote plus additional votes in relation to the number of their rowers and coaches registered as Registered Participants with CARA in accordance with Section 7 as at the end of the preceding financial year, based on the following formula:

1-25 – no additional vote  
26-75 – 1 additional vote  
76-150 – 2 additional votes  
151-300 – 3 additional votes  
301-500 – 4 additional votes  
501+ – 5 additional votes

**To:**

### **6.1 Members' Votes**

Members recorded in the books of CARA at the close of business on the day immediately preceding the day on which the notice of the meeting is given shall have one vote plus additional votes in relation to the number of their rowers and coaches registered as Registered Participants with CARA in accordance with Section 7 as at the end of the preceding financial year, based on the following formula:

1-25 – no additional vote  
26-75 – 1 additional vote  
76-150 – 2 additional votes  
151-300 – 3 additional votes  
301-500 – 4 additional votes  
501+ – 5 additional votes

Provided that they have submitted their annual declaration required under paragraph 7.5 and are in Good Standing:

- a. In the case of the Annual Meeting, by no later than 21 days prior to the date of the Annual Meeting; and
- b. In the case of the Semi-Annual Meeting, by no later than 12 noon local time at the location of the meeting, on the day before the Semi-Annual Meeting.

**CARRIED.**

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## **5. CEO**

### **5.1 National Training Centre Update – Quamichan Lake**

Two properties are under preliminary consideration for a new National Training Centre of Excellence at Quamichan Lake:

1. Moose Lodge - It was noted that the property is not solely owned by the local Moose Lodge Society. It was not clear if a transfer of ownership could be negotiated - an obstacle to the future development of a training centre on this location.
2. Art Mann Park, Municipality of North Cowichan - RCA met with the Municipality of North Cowichan Municipality regarding a preliminary proposal for a centre of excellence at its Art Mann Park location. The Municipality was supportive of the proposal for a centre.

The Board discussed both options and determined that RCA will move forward with feasibility plans for a training centre at Art Mann Park.

#### MOTION #4: National Training Centre of Excellence at Quamichan Lake

Moved: Joel Finlay    Seconded,

That the CEO, on behalf RCA, be authorized to:

- Move forward with the Municipality of North Cowichan to assess through a broader consultation process the feasibility of a new National Training Centre of Excellence at Quamichan Lake in accordance with RCA's vision.
- Proceed with RCA internal stakeholder engagement, and;
- Engage an Architect to prepare a preliminary concept plan to confirm scale/massing and site feasibility and for presentation purposes.

#### CARRIED

A letter indicating RCA's support will be provided to the Municipality of North Cowichan.

### 5.2 National Rowing Championships Bid Package

- Key recommendations for the NRC for 2016 and beyond were approved by the Board at its March 2015 meeting with changes sent back to the National Event Strategy Working Group. Further changes, mainly to infrastructure sections, were presented by Dave Derry:
  - PAC reviewed the 2016 – 2018 NRC Technical Package at its June meeting.
  - Racing distance: A *preferred* distance of 2000 M was changed to a minimum distance of 2000 M - the event cannot be held at a venue of less than 2000 M.
  - Event seat fees charged by Rowing BC at the 2014 NRC were discussed. Given the investment by RCA in the supported Jury program, the Board supported the insertion of a requirement that PRA fees be waived for the hosting of National Events and a letter of support from the PRA of the host organization acknowledging this, be required.
  - There was a question regarding the inclusion of Media Access Points – this could be included in the bid hosting guidelines.

### 5.3 Coaching Education / Staff Update

- Feedback regarding recent changes to RCA's coaching education program has been positive. Jen Parfitt has led a complete review of the coaching program - it was determined that conditional approval of Performance Coach project in early July is key to moving forward with the program in 2015 and beyond. It was also noted that Colleen Miller and Lauren Nutt have been solid contributors to the project.

### 5.4 National Team Results Update

- A report on National Team regatta results from the High Performance Director was discussed.

### 6. Treasurer – Brian Lamb

## 6.1 RCA Audit Committee

Jeff Lay has agreed to be considered for a vacant position on RCA's Audit Committee. Jeff's background as an accountant, auditor and former national team rower will be a benefit the committee.

Motion #5: Appointment to the RCA Audit Committee

Moved: Brian Lamb                      Seconded,

That Jeff Lay be appointed as a member of the RCA Audit Committee.

CARRIED.

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## 6.2 RCA Audited Financial Statement

A draft of the RCA Audited Statement will be reviewed by the RCA Audit Committee at its meeting next week.

The Board will consider approval of the Audited statement at its next meeting.

## 7. Secretary

7.1 Application for Probationary Membership – Ayle of Quinte Skiff Club

Motion #6: Ayle of Quinte Skiff Club

Moved: Carol Purcer                      Seconded,

That the Ayle of Quinte Skiff Club be approved as a probationary member of RCA.

CARRIED.

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## 8. Provincial Director – Carol Purcer

- PAC held its most recent meeting on June 18<sup>th</sup>.
  - The NRC Technical Package was reviewed.
  - The PAC face to face meeting will be held Oct 3 to 4, 2015. Mike Walker will attend part of the meeting on October 3<sup>rd</sup>.
  - August 19<sup>th</sup> is the date of the next conference call.

## 9. Athlete Director – Jon Beare

- Attending the Henley Royal Regatta on Friday.
- All of the Canadian Pan Am boats are attending Holland Beker Regatta in Amsterdam.
- Attended an Awards Committee meeting.

## 10. Director – Rick Crooker

- Denny Young was hired as a consultant to assist with RCA's donor development strategies.
- Rick Crooker will chair RCA's fundraising campaign.

Motion #7: Campaign Leadership Team

Moved: Joel Finlay                      Seconded,

That Rick Crooker be appointed as Chair of RCA's Campaign Leadership Team.

CARRIED.

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**10.1 Campaign Cabinet**

- In order to support a strong RCA fundraising program, a list of potential campaign cabinet members needs to be developed. Board members were requested to send in potential candidates to Rick Crooker as soon as possible. Names of potential donors, including National Team Alumni, were also requested.
- The importance of developing a communication plan for the fundraising program was noted.

**11. Director – Joel Finlay**

- Nothing to report.

**12. Director – Debbie Sage**

- Nothing to report.

**13. Next Meeting**

- Thursday August 6, 2015 – Conference Call (Note: date of meeting subsequently changed to Wednesday August 12, 2015)

**14. Adjournment**

- The meeting adjourned at 7:40 pm PDT.