



**ROWING  
CANADA  
AVIRON**

www.rowingcanada.org

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

**Wed. March 14, 2018  
4:00 p.m. PDT**

**MINUTES**

**Attendance:**

Carol Purcer, President  
Ian Gordon, Director  
Tom Hawker, Director (Treasurer)  
Peter McClelland, Athlete Director  
Carol Hermansen, Provincial Director  
Jennifer Walinga, Director

**Regrets:**

Marisha Roman, Director

**Staff:**

Terry Dillon, CEO  
Sid Murdoch, Secretary

**1. Call to Order**

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

**2. Acceptance of Agenda**

**MOTION #1: Board Meeting Agenda**

Moved: Carol Hermansen                      Seconded,

That the Board Meeting Agenda, March 14, 2018, be approved.

**CARRIED**

---

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

3.1 January 25, 2018

Amendment: Section 7. Treasurer:

**321 - 4371 Interurban Rd. • Victoria BC • V9E 2C5 • Canada**  
Tel: 1-877-722-4769 / (250) 220-2577 ~ Fax: (250) 220-2503 ~ E-mail: rca@rowingcanada.org  
Member of: F.I.S.A./Membre de F.I.S.A., Canadian Olympic Committee/Comité Olympique Canadien  
Canadian Paralympic Committee/ Comité paralympique canadien

A financial update was provided by the Treasurer including RCA's quarterly financial statements to December 31, 2017 and a preliminary budget for 2018 - 2019.

## MOTION #2: Board Meeting Minutes

Moved: Ian Gordon                      Seconded,

That the Board Meeting Minutes, January 25, 2018, be approved as amended.

## CARRIED

---

### **Business Arising:**

Update on Item 4.1 Gender Inclusion Policy - waiting for further information from an organization that will provide a template.

Update on Item 6.2 World Coastal Championships - signing an agreement with FISA this weekend. An agreement between RCA and OARCA will also be finalized.

OARCA needs to apply for RCA membership as a special association. It was noted that the membership is time sensitive due to sanction requirements. The Board approved waiving the notice of meeting for this membership in order to consider the documentation via e-mail.

## **4. President**

- It was stated that our 2018 meeting's calendar has been set and it is most important that directors make room in their lives and schedules to fully engage and commit to participate. We are a small number with a spectrum of skills and talents so each voice is very important when we meet as the work we do has a major impact on the rowing community.

### 4.1 Questions from the Semi-Annual Meeting

- There were a number of questions for the Board at the Semi-Annual Meeting. These were documented and reviewed.
- The questions were answered at the meeting and there should be no confusion regarding timelines for further communication.
- In the Semi-Annual Minutes, a sub-heading will be added after each question – "RCA Response" and a spelling error "spirit" will be corrected.

The completed draft Semi-Annual Minutes will be provided for the Board's review.

## **5. CEO**

### 5.1 RCA Strategic Plan Update and Operational Plan Next Steps

- The Strategic Plan and Operational Plan were provided to the Board.
- A Strategic /Operational planning meeting was held March 1<sup>st</sup> with core staff. The Operational Plan will be updated and provided to the Board in April, tracking progress against strategic and operational priorities.
- Adjacent to the Tactics column another column could be added to provide communication details. Embed the communication strategy in the column. Visual aspects of the

communication are important, in particular when certain areas have more prominence.

- Focus on high priority / high level items for the Board.

## 5.2 Feedback from the National Conference

- A conference report is being prepared that captures all of the sessions and information from the conference along with learning and insight from the conference survey.
- The design of the conference is under review with consideration of changes to the scheduling format, with the major coaching education sessions on the Thursday and Friday and more focus on clubs and administration on Saturday.

## 5.3 Amendments to the RCA By-Laws – Declaration Form, Rules of Racing

The Board reviewed the following draft amendments to the By-laws.

Based on approved changes to section 1.10 of the RCA Rules of Racing, the following amendment to the By-laws was considered, an alteration of the Rules of Racing for reasons of “safety or fairness.”

## 20.2 Rules of Racing

**Section 20.1** ~~The above paragraph~~ shall not apply to the RCA Rules of Racing, **including the Rules of Racing Appendices**, which shall only be amended **once during the quadrennial following the Summer Olympic Games** by Ordinary Resolution of the members at a Semi-Annual meeting of the members following a comprehensive review. The Board of Directors shall appoint a working group to conduct such a review every four years to take account of any changes made by FISA to its Rules of Racing in the year following the Summer Olympic Games. In cases of force majeure, **reasons of safety or fairness**, the Board of Directors may make an alteration to the Rules of Racing to take **immediate full force and** effect until the next Meeting of members at which the alteration will be **repealed**, confirmed or ~~changed~~ amended.

The RCA Declaration Form has been converted into an online / automated form rather than a pdf document. This will make it easier for members to fill out and complete this required form. Based on that change, the following amendments to the RCA By-laws were considered by the Board:

### **RCA By-Law Amendments: 1.1 Definitions: Good Standing**

#### **7.5 Submission of Participation Fees and Annual Declaration**

**“Good Standing”** – shall mean a member of CARA:

- a. whose membership dues and any debts to CARA are not overdue;
- b. who is not subject to a disciplinary investigation or action by the Corporation;
- c. who has fulfilled all terms and conditions of any disciplinary action to the satisfaction of the Board of Directors; and
- d. who has signed **executed** an annual declaration **form confirming** that it has collected and remitted the required Participation Fees for all its participants in accordance with paragraph 7.5.

## 7.5 Submission of Participation Fees and Annual Declaration

Members are responsible for the collection and submission of Fees payable by their Registered Participants as established under Section 8. Members shall be required to ~~sign~~ **execute** an annual declaration **form confirming** that they have collected and remitted the required Participation Fees for all their participants.

These amendments will be included for Board consideration at the April meeting in Victoria.

### 5.4 RCA Rules of Racing Update

- Events that were sanctioned before the rules of racing amendments were approved are being run under the old rules. Events after approval will be sanctioned under the amended rules of racing.
- An Equipment change to foot stretchers with a one strap release will be an advisory rule this year. Non-conforming crews will be made aware in 2018 with compliance in 2019. Further information including photos etc. will be provided.
- The amended Rule of Racing are currently available on the RCA website.

### 5.5 RCA Expense Policy Revision for Approval (section 1.2 b)

- Mileage rate in the RCA Expense Policy was lower than the CRA rate. As a result, the policy was amended to reflect an increase from .45 to .55 per kilometre.
- The policy will require additional review and edits to bring it up to date.

## MOTION #3: Expense Policy

Moved: Tom Hawker                      Seconded,

That the RCA Expense Policy be approved as amended.

**CARRIED**

---

## World Indoor Rowing Championships

- Discussions are being held between Concept2 and the Canadian Indoor Rowing Association regarding hosting the World Indoor Rowing Championships in Toronto, March 2019.

## 6. Treasurer – Tom Hawker

### 6.1 Budget Update

- The Preliminary Sport Canada Budget, April 2018 to March 2019, was provided to the Board.
- Budget includes a Net Deficit of -\$11,017, subject to verification of an amendment to the Total in Item 43, Canadian Olympic Committee.

## MOTION #4: Preliminary Sport Canada Budget

Moved: Tom Hawker                      Seconded,

That the RCA Preliminary Sport Canada Budget, April 2018 to March 2019, be approved.

## **7. Secretary**

### 7.1 April Board Meeting Travel

- Travel options to the Board Meeting in Victoria, April 20 – 22, 2018, were reviewed. The meeting will be held at the Hotel Grand Pacific.

## **8. Provincial Director – Carol Hermansen**

- Dates for the fall PAC face to face have not yet been determined. The date for the Fall Board Meeting needs to be finalized before the PAC date can be confirmed.

## **9. Athlete Director – Peter McClelland**

### 9.1 National Training Centre and Facilities

- Sport Law is progressing with its work on the Facilities Strategy report that will be shared with the Board on April 4<sup>th</sup>. Agenda to be considered with input from Jason Robinson.
- A longer term discussion will be held after the initial report with input from athletes and coaches.

#### National Team:

- Spent time on the water with National Team athletes and coaches during training sessions in Victoria.
- Also met with the team and updated them on the Athlete Director Board Role.

## **10. Director – Ian Gordon**

### 10.1 Nominating Committee Update

- The next Nominating Committee Meeting was deferred to March 20<sup>th</sup>. Report for the Board's review to be prepared following the next meeting.

## **11. Director – Jennifer Walinga**

- Nothing to add.

## **12. Other Business**

### **Event System:**

- Launch of the new event system appears to be on track.
- Online sanctioning has been developed and administrators are being trained.
- 2 early regattas are live and set up in RegattaCentral: Duelling Over a Grand and the Brentwood Regatta. Other regattas will be set up in the system following the live tests.
- An event system webinar training session has already been held with RegattaCentral and another one will be held in April.

**Semi-Annual Meeting Minutes**

- A draft of the Semi-Annual Meeting Minutes will be provided to the Board.

**13. Next Meeting**

- Fall Face to Face Meeting: December 8<sup>th</sup> and 9<sup>th</sup>. Location to be determined.

**14. Adjournment**

The meeting was adjourned at 5:30 p.m. PDT.