



**Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
Monday March 27, 2017**

MINUTES

Attendance:

Mike Walker, President
Tom Hawker, Director (Treasurer)
Carol Purcer, Provincial Director
Ian Gordon, Director
Jon Beare, Athlete Director

Regrets:

Andrew Fitzgerald, Director

Staff:

Terry Dillon, CEO
Sid Murdoch, Secretary

1. Call to Order

2. Acceptance of Agenda

Item 4.2 was moved to the end of the meeting.

MOTION #1: Board Meeting Agenda

Moved: Ian Gordon Seconded,

That the Board Meeting Agenda, March 27, 2017, be approved as amended.

CARRIED

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes: January 27, 2017

MOTION #2: Board Meeting Minutes

Typo under Provincial Director: Nothing to add.

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, January 27, 2017 be approved as amended.

CARRIED

3.2 Board Meeting Minutes – February 16, 2017

MOTION #2: Board Meeting Minutes

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, February 16, 2017, be approved.

CARRIED

4. President

4.1 FISA Extraordinary Congress

- The Olympic program Council recommendation was approved after extensive debate, with Canada's support.
- Further discussion will begin this fall on future Olympic rowing programs.
- There was extensive discussion around a proposal for lightweight averaging. Based on the issues brought up around that discussion and other issues brought up around lightweight rowing, a strategic review of lightweight rowing will be conducted by FISA.
- Attendees toured the 2020 Olympic rowing venue near the Tokyo city centre.

4.2 Chair - RCA Nominating Committee

- Deferred to the end of the meeting.

4.3 Appointment of Director

- The need for an additional Director to compliment the current Board was discussed.
- Roger Jackson has extensive Board and sport experience and has been involved in large funding projects along with strategic planning.
- An appointed Director will fill the position until the next RCA Annual Meeting.

MOTION #3: Appointment of Director

Moved: Tom Hawker Seconded,

That Roger Jackson be appointed as a Director of Rowing Canada Aviron.

CARRIED

- With the recent passing of Brian Lamb, discussion ensued regarding replacing the position for the end of the term.
- Marketing and communications experience would be an asset but that role could also be operational rather than on the Board. Consider more of a strategic position on the Board with brand rights experience.
- Diversity on the Board should be considered.

- Important that direction on competencies is provided to the 2017 Nominating Committee. Important to have a targeted search for the right candidates.
- The Call for Nominations on the Board must be sent out at least 120 days prior to the Annual Meeting, May 21, 2017.

5. CEO

5.1 Event System Agreement – Regatta Central

- A draft agreement with Regatta Central for the new event system was reviewed by the Board.
- RCA agrees that the annual fee for services provided by Regatta Central is in US dollars.
- RCA is requesting a 12 month notice period with Regatta Central rather than the 6 months shown in the draft reviewed.
- The minimum number of regattas included in the agreement is 90.
- An additional credit card transaction fee implemented by Regatta Central was discussed. This will be reviewed by the CEO and Treasurer in discussion with Regatta Central
- Important that RCA has access and rights to data collected by Regatta Central and that the data fits with requirements for athlete and event tracking. Data is kept for 10 years. Reporting requirements were discussed.
- Training support is provided by Regatta Central Monday to Friday between 9 a.m. and 5 p.m. EST and after 5 p.m. upon request. Clarification is needed on extra training cost and the need for volunteer training after work hours and on weekends.

5.2 NRC and Canada Cup Technical Packages

- The Board reviewed the NRC Technical Package and the Canada Cup Technical Package.

Revisions:

- Section 1, Vision, should be removed from both packages.
- It was also noted that the Umpires Committee is building the capacity for fixed location umpires and this procedure could be piloted at the NRCs.

MOTION #4: NRC and Canada Cup Technical Packages

Moved: Tom Hawker Seconded,

That the Draft NRC and Canada Cup Technical Packages be approved with revisions as discussed.

CARRIED

5.3 Canadian Rowing Hall of Fame (CRHF) – Terms of Reference and Criteria

- The inaugural committee has gone through a process of selecting candidates for the CRHF for the first 2 years. There is a need for the committee to transition to a standing committee.
- A revised draft of the CRHF Terms of Reference was provided to the Board. Some further revisions are necessary and the Board will consider approval of a final ToR in May.

- Independence of the CRHF Committee was noted with respect to the selection of nominees.
- The Board agreed that nominees would ideally be inducted during the National Conference or at another time of year and location such as the National Rowing Championships.
- To properly honour the nominees, the Board recommends the number of inductions per ceremony should be limited to a manageable number .

5.4 Come & Try Events

- RCA's insurance agent has provided a quote for single day Come & Try Events which will be implemented by RCA for the 2017 season.
- Provides the ability for our clubs to host first time rowers with RCA insurance for \$50 total fee. This covers all participants.

5.5 High Performance (HP) External Review Panel – Terms of Reference

- The Terms of Reference for a HP External Review Panel was approved.
- The Panel, referenced in the HP External Review report will monitor the implementation of recommended changes.
- Members of the Panel will be Terry Dillon RCA CEO, Peter ErikssonOTP, Iain Bramble RCA HPD, Jon Beare RCA Board and Silken Laumann. Jon Beare will remain on the Panel following the election of the new Athlete Director in September.

MOTION #5: High Performance External Review Panel

Moved: Ian Gordon Seconded,

That the High Performance External Review Panel Terms of Reference be approved.

CARRIED

- A summary of the HP External Review will be provided to the membership soon following a discussion with the HP Director.

6. Treasurer – Tom Hawker

- Have not yet had a response from Blu Clu on a settlement - additional follow up is required. Looking at other options this year for VAT refund services.
- Meeting to be held with RCA's insurance provider next week.
- Met with KPMG on an endowment or other type of fund in the name of Brian Lamb. Robyn Tremblay will follow up with KPMG.
- A confirmation letter from Sport Canada was received regarding RCA's Core Funding.
- Audit Committee – Treasurer to follow up with Jeff Lay, past member of the committee. Another Board Member needs to be appointed.
- RCA Budget – consider an Executive Budget Summary that can be reconciled against RCA operations.

6.1 RCA Gift Policy

- RCA Gift Policy to be completed soon and circulated.

7. Secretary

7.1 May Board Meeting Travel & Location

- Meeting to be held May 13 – 14, 2017 at the Toronto Airport Hilton Hotel.

8. Provincial Director – Carol Purcer

- Meeting held March 15th.
- PAC Goals were reviewed including growing masters rowing and the Canadian Masters Championships. Next steps include gathering and analysing data from the RCA web registration system.
- NRC Technical Packages were discussed.
- Online Sanction and the Event Management System were reviewed.
- Next meeting is Wed. April 19th.
- An Executive Director, Andrew Backer, has been hired in RowOntario for the next 18 months.

9. Athlete Director – Jon Beare

- Colin McCabe, Lisa Roman, Andrew Todd and Larissa Werbicki were appointed as Athlete Reps.
- Process for the selection of the Athlete Director by National Team athletes to be discussed.

10. Director – Ian Gordon

10.1 Fundraising Cabinet Update

Funding Cabinet Report – March 27, 2017

- Sent letter to the Funding Cabinet (“FC”) March 13, 2017
- Informed them of a number of meetings between Terry Dillon, Roger Jackson and myself. There was one meeting, which also included Rick Crooker, John Carmichael and Robyn Trembles.
- Through a number of meetings, the Cabinet was advised on progress for the development of a National Training Center (NTC) as part of an overall facilities strategy, including next steps for the Cabinet.
- Also noted, the need for additional coach and athlete development funding in the context of a strategic plan for high performance.
- An RFP driven approach was discussed.
- The RFP will outline all of the requirements RCA will have for the Center. The CEO will work with others to develop an outline of the approach and the associated RFP.
- Concurrent with developing the RFP, a High Performance Strategic Plan will be developed. Once completed this document will be used to frame the fundraising plan for support beyond the NTC.
- The NTC RFP and the high level High Performance Strategic Plan are expected to be completed by the end of April and will be brought back to the Board for approval.

11. Director – Andy Fitzgerald

11.1 Strategic Plan Update

- A High Performance Strategic Plan is being developed.

12. Other Business

- None.

13. Next Meeting

- May 13 – 14, 2017 in Toronto.

President Walker left the meeting and Item 4.2 was chaired by the Treasurer.

4.2 Nominating Committee

- 2017 RCA Nominating Committee appointments were discussed including the Chair. Information regarding the appointments will be gathered and sent via e-mail.
- RCA Nominating Committee process was reviewed according to the By-Laws.

14. Adjournment

The meeting was adjourned at 8 pm PDT.