



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

October 3, 2016

Attendance:

Michael Walker, President
Andrew Fitzgerald, Director
Brian Lamb, Director
Carol Purcer, Provincial Director
Ian Gordon, Director
Jon Beare, Athlete Director
Tom Hawker, Director (Treasurer)

Staff:

Donna Atkinson, CEO
Sid Murdoch, Secretary

1. Call to Order

The meeting was called to order by President Walker at 5:00 p.m. PDT.

2. Acceptance of Agenda

MOTION #1: Board Meeting Agenda

Moved: Carol Purcer Seconded,

That the Board Meeting Agenda, October 3, 2016, be approved.

CARRIED

3. Review and Approval of Previous Minutes:

3.1 Board Meeting Minutes – July 20, 2016

MOTION #2: Board Meeting Minutes

Moved: Carol Purcer Seconded,

That the Board Meeting Minutes, July 20, 2016, 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

4. President

4.1 CEO Recruitment

MOTION #3: In Camera

Moved: Brian Lamb Seconded,

That the meeting be held in Camera.

CARRIED

MOTION #4: Out of In Camera

Moved: Carol Purcer Seconded,

That the meeting be held Out of In Camera.

CARRIED

4.2 Proposal for Board Expansion

- Adding 2 Directors at Large was discussed. It was noted that with only 7 directors, lower representation and quorum are issues if more than one director cannot attend a meeting. RCA could also benefit from having additional directors with specific competencies.
- Equity and diversity should be considered along with competencies that improve the board's ability to govern the association.
- A report on board expansion for the November meeting will be prepared by Tom Hawker and Carol Purcer.

5. CEO

5.1 Membership Category Proposal

- The Membership Category Proposal has been circulated to the membership.
- The Feedback Survey deadline is December 2nd. Based on survey results, staff will prepare a final document for membership consideration and approval at the Semi-Annual Meeting January 29th, 2017.
- RowOntario distributed the proposal among its members and it has been supported by organizations such as the CSSRA.

5.2 In Camera – Org Structure and HR

- Discussion postponed to the end of the meeting.

5.3 In Camera – Update on HP Review

- Discussion postponed to the end of the meeting.

6. Treasurer – Tom Hawker

- A report on the Seagram's Trust Fund will be circulated to the Board. It was noted that the fund has grown sufficiently to support annual payments to the CSSRA and to reimburse RCA for an amount paid to the CSSRA out of RCA's general funds.
- A report and a motion on use of the Seagram's Fund will be included on the agenda of the November Board Meeting. Other trust funds will be considered in the report.
- It was noted that the Award's Committee is considering changes to trust fund awards and will be contacting some of the trustees.
- There is an ongoing banking issue between Peloton and RegattaCentral. RCA has not signed any agreements or guarantees - further discussion is required.
- RCA's auditors have merged with another accounting firm. Audit fees for next year are under review.
- Treasurer Hawker will be reviewing RCA's budget with the CEO.

7. Secretary

- A reminder regarding 2016 Award's Nominations will be sent out. Deadline is November 15, 2016.

8. Provincial Director – Carol Purcer

- The most recent PAC conference call was September 19th.
- The PAC Face to Face Meeting will be held Oct. 21 – 23rd in Toronto.
- Agenda to include Roles & Responsibilities, NRC and Canada Cup feedback including the impact on provinces and the membership review proposal.
- 3-2-1 survey was sent out to get feedback from PAC members. Important information as related to a review of the PAC Terms of Reference.
- President Walker will attend the PAC meeting.

9. Athlete Director – Jon Beare

- Jon has spoken with athletes and alumni following the Olympics. Changes to RCA's High Performance program were discussed.
- Athletes were not given a training plan post Olympics, whether they are transitioning out of the sport or continuing in the program. Important in the future that those plans are developed prior to the Olympics.

10. Director – Ian Gordon

10.1 Campaign Cabinet Committee Meeting – Sept. 30 to Oct. 2nd

- The Campaign Cabinet meeting report will be reviewed by the Board.
- It was discussed during the meeting that there was no terms of reference for the committee - important that this is developed soon.
- It was noted during the meeting that funds can be raised but the committee members need more information on the items to be supported.
- Important that the committee has the full support of the Board.

- Athlete and coaching development along with the National Training Centre were key issues discussed. A draft budget was prepared during the meeting.
- The Campaign Cabinet report, budget and terms of reference for the committee will be circulated to the Board. A meeting of the Board was scheduled for October 17, 2016 to review and approve these documents.

11. Director – Andrew Fitzgerald

- Meeting to be held with the CEO regarding graphic design for the Strategic Plan and Staff Operational Plan. To be included on the agenda of the November Board Meeting.

12. Director – Brian Lamb

- Nothing to add.

13. Other Business

- No other business.

14. Next Meeting

- October 17, 2016 via conference call at 5:00 p.m. PDT.
- November 5 – 6, 2016 in Victoria

Items 5.2 and 5.3:

MOTION #5: In Camera

Moved: Carol Purcer Seconded,

That the meeting be held in Camera.

CARRIED

MOTION #5: Out of In Camera

Moved: Carol Purcer Seconded,

That the meeting be held Out of In Camera.

CARRIED

15. Adjournment