



**Rowing Canada Aviron  
BOARD OF DIRECTORS MEETING  
July 24, 2019**

**4:00 p.m. PDT / 5:00 p.m. MDT / 7:00 p.m. EDT**

**Conference Call:**

**MINUTES**

**Attendance**

Carol Purcer, President  
Tom Hawker, Director  
Jennifer Wallinga, Director  
Peter McClelland, Athlete Director  
Carol Hermansen, Provincial Director  
Heather Holden, Director  
Marisha Roman, Director

**Staff**

Sid Murdoch, Secretary  
Terry Dillon, CEO

**1. Call to Order**

- The meeting was called to order at 4 pm PDT.

**2. President's Opening Remarks**

- Remarks deferred to Item 6, President's Report.

**3. Agenda - Motion to Approve**

MOTION #1: Board Meeting Agenda

Moved: Carol Hermansen                      Seconded,

That the Board Meeting Agenda July 24, 2019, be approved.

CARRIED

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**4. Board Meeting Minutes - Motions to Approve**

4.1 April 27-28, 2019

MOTION #2:

Moved: Tom Hawker                      Seconded,

That the Board Meeting Minutes, April 27-28, 2019, be approved.

CARRIED

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4.2 May 22, 2019

MOTION #3:

Moved: Peter McClelland                      Seconded,

That the Board Meeting Minutes, May 22, 2019, be approved.

CARRIED

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## **5. Business Arising**

### **Sale of Equipment Policy:**

- A new policy will be required regarding the sale of RCA equipment and merchandise. The Treasurer and CEO will follow up.

### **Henley Committee - RCA Representation:**

- RCA will need to review its representation on the Royal Canadian Henley Committee.

## **6. President's Report**

- Attended the CSSRA regatta and presented medals on Sunday morning.
- Attended recent Canadian Henley meetings. The event begins August 5<sup>th</sup> with the opening ceremonies followed by Rowing Hall of Fame inductions and a presentation to the family of Neil Campbell. The Canada Summer Games has partnered and contributed to the ceremony.
- Attended the Tony B regatta on June 22nd, not as well attended as in the past.
- It has been noted that many clubs are managing with high water levels and rowing programs have been impacted along with regatta attendance numbers.
- Attended the opening of the new Hanlan Boat Club boathouse.
- Visited the Georgian Bay Rowing Club - programs include masters, youth and high school. They also work with other local clubs in an effort to increase rowing program attendance.
- Visited Barrie Rowing Club - beautiful venue. Met with the membership regarding issues at the club.
- Served as coxswain at a corporate rowing event at St. Catharines RC.
- Serving on the OC for the Canadian Beach Sprints, an effort to grow rowing in St. Catharines.
- Of note, the St Catharines Rec League is in the 30th year, 300 participants during the summer and 200 approximately in the fall.
- Attended the RCA Audit Committee Meeting.

## **7. Treasurer's Report**

7.1 Motion to accept the RCA Audit Committee Report

- The RCA Audit Committee reviewed the Financial Statements with the Auditor and a report was provided to the Board for their review.

**MOTION #4:**

Moved: Thomas Hawker                      Seconded,

To accept the RCA Audit Committee Report, July 19, 2019.

**CARRIED**

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7.2 Motion to accept the Audit Financial Statements, period ending March 31, 2019  
Marisha moved, Pete

**MOTION #5:**

Moved: Marisha Roman                      Seconded,

To accept the RCA Audited Financial Statements, period ending March 31, 2019.

**CARRIED**

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7.3 Motion to recommend the Auditor, period ending March 31, 2020

**MOTION #6:**

Moved: Heather Holden                      Seconded,

To recommend Grant Thornton LLP, Chartered Accountants, as RCA Auditor, period ending March 31, 2020.

**CARRIED**

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- We will be working on a financial report including a summary of the prior year and current budgets. This will be posted on the RCA website for membership review. A first quarter financial report for this year will also be provided to the Board in advance of the next meeting.

**8. Athlete Director (McClelland)**

**8.1 NTC Project Update**

- Meetings have been held regarding water quality strategies at Quamichan Lake including a report from an environmental expert. The North Cowichan Municipality Council has the information although costs and funding have not been finalized.
- Project Governance Committee held a meeting attended by Project Manager Bob Johnson.
- An additional meeting will be held with the Council regarding documents that will be needed by the Project Manager.
- Critical issues that will be required to start the Project are being addressed by the PGC.
- It was determined that an independent environmentalist will be hired to review the report submitted to North Cowichan.

## **9. Provincial Director (Hermansen)**

### 9.1 PAC Report

- Doug Zolinski is stepping down as PAC rep. for the Saskatchewan Rowing Association and Bryan Hillis will be taking over that role.
- The Association Québécoise d'Aviron is going through some changes on its Board including the position of President.
- PAC's indoor rowing event for 2020 is proceeding as planned.

### 9.2 Committee on Dues and Fees – Response from PAC

- PAC reviewed the Committee on Dues and Fees representation at its previous meeting and all members have been appointed except for Quebec.

## **10. Director (Walinga)**

- Nothing to add.

## **11. Director (Roman)**

### 11.1 Update - RCA Safe Sport Policy & Procedure

- Marisha received confirmation that she was appointed to the Board of the Sport Dispute Resolution Centre of Canada. Also appointed to the position of Chair of the Safe Sport Working Group along with a position on the Complaints Committee.
- Should be able to provide more direct and relevant information to RCA.
- Participating in the next webinar on the Universal Code of Conduct.

## **12. Director (Holden)**

### 12.1 Nominating Committee Update

- Next Nominating Committee Meeting is on Monday.

### 12.2 NTC Project Capital Campaign Update

- A report on the NTC Capital Campaign was reviewed by the Board.
- 4 fundraising campaign providers have been interviewed including the Canadian Olympic Foundation. Important to have a professional managing this aspect of the project.
- With respect to discussing contributions with potential donors, offers of Capital Campaign donations were compared with operational donations. Important to keep track of all donors.
- Before finalizing a contract with a fundraising company, consider the financial impact of the contract if the campaign is not successful.

### **NTC Project Fundraising - Next Steps:**

- A working group including Jennifer and Pete along with the CEO were selected to conduct preliminary fundraising calls with potential donors.

## **13. CEO**

### 13.1 Update - Fredericton Rowing Club / Four Bridges Rowing Club Inc.

- Ongoing issues within the Fredericton Rowing Club have resulted in the formation of a new club, Four Bridges Rowing Club. This was based on legal advice from Sport New Brunswick and the Sport Law Strategy Group. Fredericton will gift its assets to the new club.

### 13.2 Vancouver Rowing Club – Issues and Concerns

- There is an issue with a local marina extending its footprint into harbour space currently used as an access route by Vancouver Rowing Club.
- Rowing BC and Rowing Canada have offered technical assistance in support of VRC's use of harbour waters for their rowing programs.

### 13.3 National Conference Feedback

- The Board reviewed a report on the National Conference including data and feedback from a survey sent to attendees.
- It was noted that the Conference does not create a profit.
- Recommendations include adjustments to coaching streams, more rowing admin / club development sessions and a reduction in the length of the conference. Policy and procedure training could be featured in future streams including safe sport sessions.

### 13.4 Women in Sport

#### Gender Diversity:

- From a demographic perspective rowing participants are 60 percent female but a majority of leadership positions are male dominated.
- Important that RCA is involved and supports the development of more female leaders and coaches.
- Female High Performance coaches hired in the past will be considered for future positions as we approach the Tokyo Olympics.
- RCA supported a 2-day leadership conference in Vancouver last year and this will be supported again in 2019. 12 female coaches participated.
- Based on expressions of interest, 5 female coaches were considered for positions as seasonal high performance coaches although none were available to accept a position.
- RCA is working with the Senior National Team to determine if any of our female athletes would be interested in coaching.

#### Additional Funding:

- RCA has been notified that based on current reference level funding we can apply for additional funding based on specific programs including concussion protocols; abuse, harassment and bullying alleviation strategies; inclusion and gender equity.
- The strategies to use these funds need to be in place by March 31, 2020.
- It was also noted that RCA's reference level funding will be reassessed over the next 6 months.

## **14. Secretary**

### 14.1 Annual Meeting Scrutineer – Motion to Approve

#### MOTION #7:

Moved: Peter McClelland                      Seconded,

That Jeff Lay be appointed as Scrutineer for the 2019 RCA Annual Meeting.

**CARRIED**

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14.2 Probationary Membership: Four Bridges Rowing Club – Motion to Approve

MOTION #8:

Moved: Peter McClelland                      Seconded,

That the Four Bridges Rowing Club be approved as a probationary member of RCA.

CARRIED

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## **15. Next Meeting**

- **November 9 – 10, 2019 in Toronto**

MOTION #9:

Moved: Marisha                      Seconded,

That the meeting be adjourned at 6:00 p.m. PDT.

CARRIED

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