



Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
March 25, 2020
4:00 p.m. PDT / 5:00 p.m. MDT / 7:00 p.m. EDT

VIA ZOOM VIDEO CONFERENCE

MINUTES

Attendance:

Carol Purcer, President
Tom Hawker, Treasurer, Director
Carol Hermansen, Provincial Director
Peter McClelland, Director
Marish Roman, Safe Sport Director
Jennifer Walinga, Director
Douglas Vandor, Athlete Director

Regrets:

Heather Holden, Director

Staff

Terry Dillon, CEO
Iain Brambell, High Performance Director
Jennifer Fitzpatrick, Director of Partnerships and Sport Development
Sid Murdoch, Secretary

1. Call to Order

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

2. President's Opening Remarks

It was noted that the Board was meeting during a national COVID-19 Pandemic.

3. Review of Agenda and Motion for Approval

- Iain Brambell and Jennifer Fitzpatrick were invited to attend to update the Board on the impact of COVID-19 as related to RCA operations.
- Their reports will be included under Section 7. CEO and moved forward on the agenda to Item 5.

[MOTION #1: Board Meeting Agenda](#)

Moved: Marisha Roman Seconded,

That the Board Meeting Agenda, March 25, 2020, be approved as amended.

CARRIED

4. Review and Approval of Previous Minutes:

4.1 February 26, 2020

MOTION #2: Board Meeting Minutes

Moved: Peter McClelland Seconded,

That the Board Meeting Minutes, January 24, 2020, be approved.

CARRIED

5. CEO

5.1 HP Update

An update was provided by HP Director Iain Brambell:

- In response to the COVID - 19 Pandemic, the National Team Training Centre has closed - health and safety of athletes and coaches are primary objectives during this period.
- Athletes had the option to remain in Victoria or travel back to their home cities.
- Athletes have been provided with strength training equipment such as exercise bikes and ergs. Grocery cards and Native shoes were also handed out.
- Still waiting to hear back from FISA and the IOC on qualification for the Olympics and if there is a revised date for Tokyo.
- Dr. Mike Wilkinson has been very helpful - providing RCA with up-to-date information on the pandemic.

5.2 COVID 19 - Operational and Community Response

The integrity of the organization has been a high priority:

- Work has been done around business continuity including system access while the office is closed, redundancy if staff get sick, updated work plans, bi-weekly Zoom staff meetings and accelerated electronic processes as related to banking etc. Important to ensure there is strong support around the new remote working environment.
- Mental health and well being support has been provided to athletes and staff through the RCA benefits package.

There was a question regarding COVID-19 risks as related to key staff members.

- It was noted that there is a staff lead for each key area and there is some flexibility as related to their duties.
- IT / Cyber risks also need to be considered, in particular credit cards and travel.
- RCA information is backed up and stored in a cloud based environment.

Jennifer Fitzpatrick provided the following update:

- A communique was sent 10 days ago.
- Limit all rowing activity to the middle of June.
- Members have had questions around insurance and in particular for private boats.
- Events can be cancelled now or delayed – not many event forms have been filled out.
- Holding weekly calls with provincial leadership including staff and presidents. Provinces have appreciated the updates provided by Dr. Mike Wilkinson in particular.
- Attended provincial webinars held by BC and Ontario. RCA will assist smaller provinces that may not have the same capacity.
- Gathering insight on events from clubs and regatta OCs.
- Clubs have been advised to limit local rowing programs but this will be dependent upon how the virus evolves.
- There are RCA initiatives that have been put on hold or delayed because of the uncertainty around health authority directives.
- RCA is delaying the Annual Declaration process as we consider a revised annual dues process for the membership.
- RCA staff are working to understand how we can keep the rowing community engaged and connected. Identifying challenging areas and modifying protocols.
- For insurance liability reasons. RCA cannot mandate that clubs stop all rowing activities although many regions across Canada have implemented laws that impact sport and gatherings during the COVID-19 crises.

There was a question around RCA liability for participants contracting COVID-19 as a result of attending an event or program.

- It was noted that no recent events have been held but if an event was scheduled for April RCA would follow up immediately and recommend the event be cancelled or not sanctioned.
- RCA is gathering information on medium size clubs that will be greatly impacted by the loss of revenue associated with rowing programs.
- It was noted that there are COVID-19 updates posted on the RCA website for our membership.

5.3 RCA Strategic Plan - Provincial Consultation

- The in person cross-country strategic planning consultations have been cancelled as a result of restrictions around gatherings and travel. Others methods to engage the rowing community will be considered including surveys etc.
- Information gathered from the National Conference meeting will be provided.

Jen and Iain were thanked for their contribution to the meeting.

6. President's Report

- Attended a Henley budget meeting.

- Attended the recent RCA - provincial conference call. A very helpful discussion around provincial issues.
- Attended a Rowing BC webinar with about 35 clubs participating. Important that our clubs feel connected as they share issues and solve problems during these events. A RowOntario webinar will also be held on Friday.

6.1 Nominating Committee

- There will be an election in the fall with the Provincial Director chosen by PAC and 2 other Directors at Large. Terms for Tom Hawker and Heather Holden end at the Annual Meeting on September 24th.
- Peter McClelland will be the Board representative on the Nominating Committee.
- Andrew Lamont will be contacted regarding the position of Nominating Committee Chair.

7. Treasurer's Report (Hawker)

MOTION #3: In Camera

Moved: Marisha Roman Seconded,

That the meeting be held In Camera to discuss a financial report.

CARRIED

MOTION #4: Out of In Camera

Moved: Carol Hermansen Seconded,

That the meeting be held Out of In Camera.

CARRIED

8. Athlete Director (Vandor)

- It was noted by the Athlete Director that the HP management team have been professional and empathetic to the needs of our National Team athletes during this difficult period.

9. Provincial Director (Hermansen)

9.1 Provincial Advisory Council (PAC) Report

- Weekly meetings have been held with the provinces instead of monthly meetings.

10. Safe Sport Director (Roman)

10.1 Safe Sport Update

- A path forward has been developed as related to policy objectives.

- The RCA Code of Conduct has been updated to reflect Safe Sport.
- Incorporated new terminology with respect to maltreatment. As a point of principle, it is important that RCA accepts the universal code to address and prevent maltreatment in the sport of rowing. We hope to review this further at the May Board Meeting.

11. Director (Walinga)

- Nothing to add.

12. Director (Holden)

- Not in attendance.

13. Director (McClelland)

13.1 NTC Project Update

MOTION #5: In Camera

Moved: Tom Hawker Seconded,

That the meeting be held In Camera to discuss the NTC Project.

CARRIED

MOTION #6: Out of In Camera

Moved: Carol Hermansen Seconded,

That the meeting be held Out of In Camera.

CARRIED

14. Secretary

14.1 Governance Calendar

- A number of key dates on the calendar leading up to the Annual Meeting and Semi-Annual Meeting were reviewed.
- A meeting will be held by the Nominating Committee in mid-May and the Expression of Interest will be sent to the membership on May 27th. The Board can provide guidance to the Committee - the desired attributes, experience and skills of a high-performing National Board member.
- Online voting for the Annual Meeting begins September 4th and concludes September 23rd with the meeting held on the 24th.
- A key date will be September 3rd, the date members need to be in good standing prior to the voting process.

15. Next Meeting Review: May 9 - 10 in Victoria

- President Purcer noted that the Board will not be meeting in person as a result of the COVID-19 pandemic.
- The May meeting will be held via video conference – dates and times to be confirmed.

The CEO was thanked for his leadership of RCA through these difficult times

16. Adjournment

MOTION #7: Adjournment

Moved: Jennifer Walinga Seconded,

That the meeting be adjourned at 5:50 p.m. PDT.

CARRIED
