



Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
June 17, 2020

ZOOM VIDEO CONFERENCE

4:00 PM PDT

Minutes

Attendance:

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

Regrets:

Heather Holden, Director

Staff

Terry Dillon, CEO
Sid Murdoch, Secretary

1. Call to Order

President Purcer opened the meeting at 4:00 p.m. PDT.

2. President's Opening Remarks and Approval of Agenda

Terry Dillon, Jennifer Fitzpatrick and Dr. Mike Wilkinson were recognized for their excellent work on the Risk Assessment and Mitigation Checklist Tool recently provided to the membership.

Terry, Jennifer and RCA staff were also thanked for delivering a strong RCA Statement and Action Plan on Racism and Inequality.

An addition to the Agenda:

9.2 Independent Third-Party (ITP) Report - In Camera

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

Moved: Carol Hermansen Seconded,

That the Board Meeting Agenda, June 17, 2020, be approved as amended.

CARRIED

3. Review and Approval of Previous Minutes

3.1 May 8-10, 2020

It was noted that following the conclusion of Treasurer's report, Item 6.2.7, additional comments from the CEO and Board were included in the minutes.

MOTION #2: Board Meeting Minutes

Moved: Jennifer Walinga Seconded,

That the Board Meeting Minutes, May 8-10, 2020, be approved.

CARRIED

4. President's Report

- Attending weekly PAC calls. Discussions have included the return to rowing and risk assessment tool, annual declaration process, safe sport manual and emergency funding.
- Attending weekly Rowing BC Zoom calls along with bi-weekly RowOntario sessions. Good questions from clubs along with information sharing on the return to rowing tool, including clubs that are currently operating rowing programs.
- The RCA return to play webinar was well attended and informative. The risk assessment and mitigation checklist will be very helpful to our clubs.
- Attended the RCA staff meeting on June 9th. Updates to the safe sport manual were discussed along with high performance.
- Attended the Henley meeting on May 25th when the difficult decision was made to cancel the Royal Canadian Henley Regatta.
- Attended the RCA Human Resources Committee and Nominating Committee Meetings. Also a meeting with staff regarding the RCA statement on racism and equality.
- Visited Peterborough RC and St. Catharines RC on their opening days. Great that RCA posters were on display at both clubs – a reminder that we are all connected.
- Attended a *Making Waves* coastal rowing webinar led by Katie Edwards and John Armitage - 70 participants were in attendance as we try to grow coastal rowing.
- Completed the safe sport training module – excellent work by the CAC.

5. Treasurer's Report (In Camera)

MOTION #3: In Camera

Moved: Doug Vandor Seconded,

That the meeting be held In Camera to discuss financial reports.

CARRIED

MOTION #4: Out of In Camera

Moved: Jennifer Walinga Seconded,

That the meeting be held Out of In Camera.

CARRIED

6. CEO

6.1 Annual Declaration and Club Dues

- Members must sign the Annual Declaration to be in good standing and in addition to the registration of participants other requirements have been added around safe sport and sanction.
- 84 clubs have signed the declaration and of those 46 have paid annual dues. 31 clubs have requested a deferment of fees until the fall including 2 provincial rowing associations. 30 clubs approximately have not yet responded.

6.2 COVID 19 and Return to Rowing

- The work done by RCA around the return to rowing has been extraordinary.
- Weekly calls with our large clubs including St. Catharines, Ottawa and Victoria City.
- While working with Jennifer Fitzpatrick and Dr. Wilkinson, next steps include consideration of the differences in Covid-19 response among provinces and how we protect vulnerable areas.
- It was noted that some rowing clubs have made branded masks available. RCA has provided masks to national team members.

6.3 RCA Statement and Commitment on Racism and Inequality in Rowing

- RCA has released its *Statement on Racism and Inequality*. This was a challenging process but important as we consider our commitment to more diversity and inclusion within the rowing community going forward. Further details on that strategic process to be shared in July.

6.4 Salary Review

- Following receipt of a sport salary review done by Mercer, the RCA HR Committee met to consider current staff salaries.
- A COC HR professional will be contracted to put together a salary range framework. Career progression will also be considered along with a talent strategy following the salary review.
- There were a few salaries that were dealt with immediately, anomalies that needed to be addressed at the start of this fiscal year.
- Salaries in HP were compared with other areas such as National Development.
- This will be a key element in creating more uniformity and structure across the organization according to staff roles.
- Important that RCA salaries are competitive within the sport market.

6.5 Umpire Licensing Policy Review and Approval

- Originally, it was decided that umpires who had not completed all three evaluations in the 2017-19 block, would be given a one-time, one year's grace period until December 2020 to complete their three evaluations for the 2017-19 block.
- Due to the COVID-19 global pandemic, many regattas were cancelled in 2020, making it difficult or impossible to be evaluated during the time frame allotted in the Umpire Licensing Policy.

It was recommended that the grace period be extended to December 2021, and that the blocks be changed to January 2020 - December 2023, January 2024- December 2026, January 2027-December 2029, and January 2030 - onwards.

- Section 2.2 of the Umpire Evaluation Policy and Procedure needs to be revised to describe actions to be taken in the event that an umpire's evaluation is unsatisfactory. *It was recommended that the procedure be re-worded to require the RCA Clinician to provide the RCA Umpires Committee with a remediation plan.*

MOTION #5: Umpire Policy and Procedure

Moved: Marisha Roman Seconded,

That the amendments to the Umpire Policy and Procedure be accepted.

CARRIED

6.6 Annual Meeting Update

The Annual Meeting process was reviewed.

- This is a prescribed agenda as per the By-laws with an online voting process - members cast their ballots over a 20 day period leading up to the Annual Meeting.
- Motions for approval cannot be amended and include the Audited Financial Statement, Auditor for 2020-2021 fiscal year and election of directors.
- Normally held via webinar and conference call - Zoom might be a better option.

An astounding amount of work has been completed over the past 4 months and the CEO was recognized for his strong performance while leading RCA through this difficult period.

7. Athlete Director (Vandor)

7.1 HP Report

- Athletes have felt well supported by HP staff during the pandemic.
- The training centre opened this week and re-integration plans have been tailored to individual athletes.
- Athletes are following the return to rowing protocols and a sense of goodwill is developing between athletes and management.
- This is an important starting point for the team, Reservations, fears and anxiety have been dealt with.
- Minutes on the water are prescribed during re-integration, less than normal but may increase over the next few weeks..

7.2 Promoting Diversity in Rowing

- It was noted by the Athlete Director that the CEO provided an inspiring ending to a recent meeting in a chatroom with RCA national team athletes:

“Like everyone, we have been reflecting on recent events and because we care and because it's the right thing to do we will respond. We are taking some time to listen, learn and reflect on what is the right type of response – a statement in and of itself seems inadequate. We are predominately a white, privileged sport and rightly seen as

part of the problem. It will take time to reflect and understand how we can affect meaningful change. We have much work to do but we are committed to being better.”

- This will be an opportunity to connect with the clubs and provinces and provinces on this issue
- Important that every Canadian has an opportunity to be involved in rowing, start that in schools at the grass roots level. Work hard and be creative with respect to finding ways to promote our sport. Indoor rowing with ergs is a great option, in particular during the pandemic with one person per erg and a number of available competitions across the country.
- Important that cultural barriers are broken down.
- Need to be strategic in how we do this. Other NSOs are also having a similar conversation.

8. Provincial Director (Hermansen)

8.1 Provincial Advisory Council (PAC) Report

- Jennifer Fitzpatrick has done an exceptional work with respect to managing the PAC meetings.
- All provinces are back on the water.
- Running a club with fewer staff members has resulted in more work by volunteers.
- Dr. Wilkinson was thanked for his contribution.
- Derek Covington is the new president of AQA.

8.2 PEI/NB situation

- Four bridges has legal issues.
- Happy with the new lawyer.
- Rowing PEI has been advised the NB participants cannot register in those rowing programs.
- Trying to start a new club in NB but this is not supported by the provincial rowing association.
- Two rivers rowing club

9. Safe Sport Director (Roman)

9.1 Safe Sport Suite of Policies Update

- Following a rigorous and review and communication of the material, we are waiting for feedback from the provinces on the Safe Sport Manual.

9.2 ITP report

MOTION #6: In Camera

Moved: Tom Hawker Seconded,

That the meeting be held In Camera to discuss an Independent Third-Party report.

CARRIED

MOTION #8: Out of In Camera

Moved: Tom Hawker Seconded,

That the meeting be held Out of In Camera.

CARRIED

10. Director (Walinga)

10.1 Sustainability of Sport from an Environmental Perspective

- Climate change has a major the impact on our clubs - important that we have a plan around environmental issues.
- It is important that RCA considers these issues including the impact of rising water levels and more aggressive weather patterns under our strategies going forward.

11. Director (McClelland)

MOTION #9: In Camera

Moved: Jennifer Walinga Seconded,

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

CARRIED

11.1 NTC Project Update

MOTION #10: Out of In Camera

Moved: Tom Hawker Seconded,

That the meeting be held Out of In Camera.

CARRIED

11.2 Nominating Committee process/timelines

- The Nominating Committee met in May. The committee supported the board's skills matrix recommendations.
- Everything is proceeding on schedule.

12. Next Meeting

12.1 July 15, 2020

13. Adjournment

MOTION #11:

Moved: Marisha Roman Seconded,

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

CARRIED
