



ROWING CANADA AVIRON  
ANNUAL MEETING  
September 24, 2020  
at 5:30 p.m. PDT  
Conducted Electronically, via Zoom Webinar

MINUTES

**RCA Board of Directors:**

|                   |                      |
|-------------------|----------------------|
| Carol Purcer      | President            |
| Tom Hawker        | Director (Treasurer) |
| Jennifer Wallinga | Director             |
| Peter McClelland  | Athlete Director     |
| Carol Hermansen   | Provincial Director  |
| Marisha Roman     | Director             |
| Heather Holden    | Director             |

**RCA Staff & Scrutineer:**

|              |                         |
|--------------|-------------------------|
| Terry Dillon | Chief Executive Officer |
| Sid Murdoch  | Secretary               |
| Jeff Lay     | Scrutineer              |

The following members in good standing participated in the online voting process and cast their ballots by 12 Noon PDT, September 23, 2020:

| <b>Member Club / Association</b>       | <b># of Votes</b> |
|--|-------------------|
| Alberta Rowing Association 2020        | 1                 |
| Argonaut Rowing Club 2020              | 5                 |
| Association quebecoise d'aviron 2020   | 1                 |
| Aviron Knowlton / Knowlton Rowing 2020 | 3                 |
| Barrie Rowing Club 2020                | 4                 |
| Branksome Hall Rowing 2020             | 2                 |
| Brentwood College School 2020          | 3                 |
| Brockville Rowing Club 2020            | 1                 |
| Burnaby Lake Rowing Club 2020          | 3                 |
| Burnstown Rowing Club 2020             | 2                 |
| Calgary Rowing Club 2020               | 5                 |

|   |   |
|---|---|
| Canadian Henley Regatta Joint Commission 2020     | 1 |
| Canadian Henley Rowing Corporation 2020           | 1 |
| Canadian Indoor Rowing Association 2020           | 1 |
| Canadian Secondary School Rowing Association 2020 | 1 |
| Canadian University Rowing Association 2020       | 1 |
| Central Ontario Rowing Association 2020           | 1 |
| Club d'Aviron d'Alma 2020                         | 2 |
| Club d'aviron de Boucherville 2020                | 3 |
| Club d'Aviron de l'Universite de Montreal 2020    | 1 |
| Club d'aviron Lachine 2020                        | 3 |
| Club d'aviron Terrebonne-GPAT 2020                | 3 |
| Cold Lake Rowing Club 2020                        | 1 |
| Cornwall Rowing Club 2020                         | 1 |
| Deep Cove Rowing Club 2020                        | 3 |
| Delta Deas Rowing Club 2020                       | 4 |
| Dominion Day Regatta Association 2020             | 1 |
| Don Rowing Club 2020                              | 5 |
| Durham Rowing Club 2020                           | 3 |
| Edmonton Rowing Club 2020                         | 5 |
| False Creek Rowing Club 2020                      | 3 |
| Fort Langley Youth Rowing Society 2020            | 2 |
| Four Bridges Rowing Club 2020                     | 1 |
| Georgian Bay Rowing Club 2020                     | 2 |
| Guelph Rowing Club 2020                           | 4 |
| Haldimand Grand River Rowing Club 2020            | 2 |
| Halifax Rowing Club 2020                          | 4 |
| Hanlan Boat Club 2020                             | 4 |
| Havergal College 2020                             | 2 |
| Inlet Rowing Club 2020                            | 3 |
| Kamloops Rowing Club 2020                         | 1 |
| Kelowna Rowing Club 2020                          | 2 |
| Kennebecasis Rowing Club 2020                     | 3 |
| Kenora Rowing Club 2020                           | 2 |
| Lake Windermere Rowing Club 2020                  | 1 |
| Lakeland Rowing Club 2020                         | 2 |
| LaSalle Rowing Club 2020                          | 3 |
| Leander Boat Club 2020                            | 4 |
| Leduc Boat Club 2020                              | 1 |
| Lillooet rowing club 2020                         | 2 |
| Lloydminster Rowing Club 2020                     | 1 |

|  |   |
|--|---|
| Manitoba Rowing Association 2020             | 1 |
| Maple Bay Rowing Club 2020                   | 3 |
| McGill Rowing 2020                           | 2 |
| Montreal Rowing Club 2020                    | 5 |
| Nanaimo Rowing Club 2020                     | 3 |
| Niagara Falls Rowing Club 2020               | 3 |
| Nicomekl Rowing Club 2020                    | 3 |
| Notre Dame Rowing Club 2020                  | 3 |
| Ontario Adventure Rowing Association 2020    | 1 |
| Ontario Rowing Association 2020              | 1 |
| Orillia Rowing Club 2020                     | 2 |
| Peterborough Rowing Club 2020                | 4 |
| Prairie Fire Rowing Club Inc. 2020           | 1 |
| Quinte Rowing Club 2020                      | 2 |
| Regina Rowing Club 2020                      | 4 |
| Ridley College Rowing Club 2020              | 2 |
| Ridley Graduate Boat Club 2020               | 2 |
| Row Nova Scotia 2020                         | 1 |
| Rowing British Columbia 2020                 | 1 |
| Rowing Newfoundland 2020                     | 1 |
| Rowing PEI 2020                              | 3 |
| Rowing Prince Edward Island 2020             | 1 |
| Salish Sea Coastal Rowing Club 2020          | 1 |
| Salt Spring Island Rowing Club 2020          | 2 |
| Shuswap Rowing and Paddling Club 2020        | 1 |
| South Cariboo Rowing Club 2020               | 1 |
| South Niagara Rowing Club 2020               | 3 |
| St. Catharines Rowing Club 2020              | 6 |
| St. Catharines World Rowing 2020             | 1 |
| St. John's Rowing Club 2020                  | 3 |
| St. Lawrence Rowing Club 2020                | 2 |
| St. Michaels University School 2020          | 2 |
| St.Georges School 2020                       | 2 |
| Thunder Bay Rowing Club 2020                 | 3 |
| Thunder Rowing Crew 2020                     | 3 |
| Toronto Sculling Club 2020                   | 1 |
| University of Toronto 2020                   | 2 |
| University of Victoria RC 2020               | 3 |
| University of Western Ontario Boat Club 2020 | 2 |
| Upper Canada College 2020                    | 2 |

|                                       |   |
|---------------------------------------|---|
| Vancouver Rowing Club 2020            | 5 |
| Vernon Rowing & Dragon Boat Club 2020 | 3 |
| Victoria City Rowing Club 2020        | 5 |
| Victoria Rowing Society 2020          | 1 |
| Wellington Sculling Club 2020         | 1 |
| Western Rowing Club 2020              | 2 |
| Winnipeg Rowing Club 2020             | 3 |

**a. Call to Order**

President Purcer called the meeting to order at 5:30 p.m. PDT.

**b. Establishment of a quorum.**

- The RCA Board of Directors appointed Jeff Lay as Scrutineer for the Annual Meeting.
- The Scrutineer stated that there were 131 total member clubs and associations in good standing recorded as of the voting registration deadline 21 days prior to the Annual Meeting – September 3rd. Those members carried 299 weighted votes - a quorum is 150 votes. 98 members cast a ballot, carrying 229 weighted votes; therefore, a quorum was present in accordance with paragraph 5.2 of the CARA By-Laws..

**c. Report of the Scrutineer**

- notice of the Annual Meeting was sent to all members at least 21 days prior to the meeting;
- adequate explanation of the balloting procedure under the by-laws was provided to all members;
- all members in good standing had the opportunity to cast their ballot;
- each person sent a ballot was the duly authorized representative for that member;
- ballots were appropriately weighted according to each member’s number of registered participants and coaches;
- Rowing Canada Aviron provided adequate information for members to make an informed decision;
- members only cast their ballot once;
- only members in good standing who had submitted their annual declaration submitted a ballot; and
- voting opened September 4th and closed at 12 Noon PDT, September 23, 2020.

**d. Report of the President and Chief Executive Officer**

**Report - President Carol Purcer:**

- Reporting at this Annual Meeting covered the affairs of the corporation for the period April 1, 2019 to March 31, 2020
- Rowing season highlights and reporting were covered, for the most part, in the Annual Report published in January 2020 for the 2019 calendar year

The following is a summary of activities from February 2020 to present:  
 A full report on annual activities will be included in the RCA Annual Report published in January 2021 in both French and English.

As I sat down to create this report, I realized that our world is still full of questions around the Covid-19 pandemic and what the future holds. I hope all is well with your family and friends and you have been able to manage this crisis.

We kicked off our winter season with a slate full of Indoor Rowing events across the country. Included this year was the first Indoor Rowing Day in Canada – Coast to Coast! Initiated by the Provincial Advisory Council (PAC), this event was a great success, engaging athletes of all ages across our country. As we continue to grow rowing, our events are changing to engage more diverse groups and we welcome new and creative ideas.

As we moved into spring, our rowing opportunities were curtailed by the corona virus. As the leaders of our country grappled with what to do, so did we all but we did it together. Peter Drucker once said “The greatest danger in times of turbulence is not the turbulence – it is to act with yesterday’s logic.” Some very difficult decisions had to be made and some very new practices had to be put in place but we managed to move forward based on the most up to date scientific information.

We, the rowing community of Canada, worked together to bring our sport through these difficult times. There are many people whom I am thankful for in their leadership and I would like to highlight a few.

I will begin with the RCA Board of Directors for their support throughout the Covid-19 crisis that affected our spring and summer rowing season in 2020. The Board played an important part in supporting and endorsing the tough decisions that had to be made in the interest of the safety of our community in navigating these unprecedented times.

I am particularly thankful to Jennifer Fitzpatrick and Dr. Michael Wilkinson.

Dr. Mike, our Chief Medical Officer’s tireless work for and on behalf of our community and Rowing Canada. It cannot be overstated the role he continues to play for Rowing Canada, alongside his work for the Olympic Medical Committee and the FISA Medical Commission, as Canadian Olympic Committee’s Chief Medical Officer and as a member of the Canadian Sport Science, Sport Medicine Advisory Committee and the COVID-19 Taskforce providing advice to Sport Canada and Own the Podium. His expertise and guidance have been critical over the last few months.

I would also like to recognize the many, many hours spent by Jennifer Fitzpatrick working with Dr. Mike to make sure guidance fit with the needs of our community. Her facilitation of a nationwide dialogue with Provincial leadership – through the many ZOOM meetings - the work with our community in support of their risk assessment and development of return to water strategies was world class. What we have seen is a thorough and pragmatic response that perfectly met the rowing specific related risks created by the pandemic. It was pleasing but not surprising to see RCA’s Return to Sport Plan highlighted as one of the top ten international COVID-19 initiatives by the World Health Organization in a media release.

Also, I thank Terry Dillon, CEO of RCA and his team for their professionalism and perseverance through this difficult year. Working nationally and internationally to ensure the best for this organization required many hours of time and skill to maneuver the ever changing landscape in the early months of the pandemic and as we move forward.

Particular thanks should go to Tom Hawker, RCA Treasurer, working with Kim Bell, RCA Finance Lead managing RCA’s financial position, developing numerous budgets as the financial picture changed, investigating federal funding opportunities and thinking

creatively of ways to support club needs throughout the quiet spring and summer seasons in rowing communities across the country.

Also, I would like to note the work done by our High Performance Director, Iain Brambell; Director of Operations Adam Parfitt with Michelle Boss; our High Performance Staff and coaches – all contributed in keeping our National Team athletes safe during the pandemic. Progressive consultation and thoughtful decision making created a metered transition back into the daily training environment in a respectful yet purposeful way. Our athletes are now back training in two quadrennials: the pathway to Tokyo Olympics and Paralympics and the pathway to the Paris 2024 event.

To the many volunteers across the country who worked together to implement protocols and get athletes back on the water, I thank you. Your local decision making processes are where the rubber hits the road and you made the difference to ensure success.

Throughout this difficult time, there were many activities of note. Although our regatta season was cancelled, clubs, PRAs and RCA created opportunities for athletes to challenge themselves with competitions and participation activities connecting, via online, with our friends from across town, across the province or across the country! From coast to coast virtual events were held within provinces, creating incentives for our rowing community. Once we returned to rowing, athletes across the country shared stunning photos reminding us of the beauty of being on the water! Virtual international competitions like the “One Minute Challenge” and “Row to the Moon” engaged us even though we stayed in our homes. On-line education for coach development and the weekly RCA webinar series with a range of topics for clubs, coaches and para and able bodied athletes of all ages kept people connected and were well received. Also, a number of committees were able to lean in and complete important work on moving forward our Safe Sport policies and procedures and a successful bid for the 2023 World Rowing Indoor Championships to be held in Toronto! We also took a hard look at ourselves and created the RCA Statement and Action Plan on Racism and Inequality informing our practice going forward. And through it all, we learned how to participate in ZOOM meetings! A lot happened these past few months, just differently.

We still do not know what the next few months will bring, but I do know that I am proud to be part of a rowing community that is working together to keep the sport of rowing moving forward.

### **Report - CEO Terry Dillon:**

I would like to start by also acknowledging the extraordinary times in which we find ourselves. In the time I have worked for Rowing Canada this has easily been the biggest challenge for our community. It has been made manageable because RCA Board, staff, and community have faced this together – one might even say this has brought us together. It has been an exceptional response in extraordinary times. As Carol mentioned, the work we did together was recognized by the World Health Organization – it also became the template for Return to Play across Canada for all sport, and we should all feel proud of our leadership and contribution in this.

Not to be overshadowed is the work we have done on Safe Sport. The appointment to the Board of a Safe Sport Director – thank you Marisha Roman – and the introduction last year of an Independent Third Party complaints process should give us all more confidence that we have a robust way of surfacing and handling instances of Abuse, Harassment or Bullying in our sport. This is something we take very seriously. Our Every Coach Certified priority – ensuring every rowing coach has a minimum level of certification – now seems somewhat visionary (thank you Colleen Miller and Jennifer Fitzpatrick) as we see this become a

standard expectation for all sport across Canada. By April next year we will be able to publish a list recognizing all registered rowing coaches of good standing in Canada. We continue to make significant, positive steps forward as we work in partnership with Provincial Rowing Associations to navigate the jurisdictional complexities of a National approach. We have more work to do, but we are committed to providing a robust framework for safeguarding everyone in our sport.

I would like to give a big shout out to Jen Fitzpatrick's team – especially Colleen Coderre and Liz Montroy – who have been the driving force behind our hugely improved membership communications and all of the additional demands imposed by the pandemic. It started with a website, but it has become so much more, with a regular rhythm of news, features and announcements delivered as targeted circulars, general newsletters, webinars and feature articles. It has been great to see so much hard work pay off and bring this to life, and this enhanced communications capacity has proved invaluable in the current conditions created by COVID-19.

I have to say one of the most pleasing examples of engagement and communication was the Dues and Fees Consultation process prior to the Semi-Annual Meeting earlier this year. RCA Treasurer Tom Hawker and I were able to provide an unprecedented amount of information to membership drawn from the Web Registration System (thank you Stephen McMurray) and Regatta Central (thank you) and our Finance Team (thank you Kim Bell and Sukhraj Saraow). Both the membership webinar and the pre-meeting at the Conference created the conditions for overwhelming support for the recommendations of the Committee on Dues and Fees. We hope to see this as a model for future consultation.

And as we look forward to the remainder of this year...

The World Championships in Linz seem like an eternity ago now, but as we know we qualified six boats for Tokyo, and it is still our intention to look to qualify more boats in the New Year. That leaves us in the position of running a Year 5 campaign for Tokyo and starting up Year 1 of a Paris campaign. I cannot say enough about the work that has been done by Iain Brambell, Adam Parfitt, Michelle Boss and the HP Staff and Coaches to create the additional capacity across three sites – Elk Lake, Shawnigan Lake and Quamichan Lake – while navigating the pandemic.

It is also that time in the four year cycle when we review our Rules of Racing. You can expect to see an announcement about how we will form a Review Committee and a framework for consultation to be published shortly after. We may expect to see some of the more routine updates as well as further enhancements to reflect the growth of our sport, particularly the discipline of coastal rowing.

Finally, but most importantly, we will be reaching out to the membership to consult on our Strategic Priorities for the next four years. We are pleased to be working with Nora Sheffe, who will help facilitate a broad dialogue that builds on the consultation we began at the Conference in January 2020 as well as some more targeted consultation with interested parties to better understand the risks and opportunities as we consider the growth of coastal rowing, indoor rowing and a national event strategy. This work will set the priorities for our sport for the next four years and beyond. Where our previous strategy was focused on consolidation and foundation, we expect the next Strategic Plan to present a plan for diversification and growth.

I speak to you today as your CEO proud to be able to say that despite everything we have had to deal with this year, we are in good shape financially and operationally and ready to give you, the membership, the support needed as we emerge from the pandemic.



I would like to thank once more the RCA Staff for their energy and hard work, acknowledge the support of the RCA Board, and recognize you, the membership, who continue to volunteer countless hours of your time, without which none of this would be possible.

### **Voting at the 2020 RCA Annual Meeting:**

There were 3 questions considered by the membership:

- Audited Financial Statement
- Appointment of the Auditor
- Election of Directors at Large.

### **e. MOTION: Annual Financial Statements and Report of the Auditor**

Moved by: [St. Catharines Rowing Club](#)

Seconded by: [False Creek Rowing Club](#):

*That RCA accept the audited financial statements for the year ending March 31, 2020 as reported on by Grant Thornton LLP, Chartered Accountants.*

Certified Voting Results:

For: 195 weighted votes / Against 0 / Abstained 34

**MOTION CARRIED.**

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Treasurer Tom Hawker provided the following report on the financial statements:

Treasurer's Report for the Year Ended - March 31, 2020

The audited financial statements for the Canadian Amateur Rowing Association for the year ended March 31, 2020 were provided for your review and approval.

The following is a summary of the year's results:

1. Our loss for the year from operations is \$43,694 compared to the budgeted loss from operations of \$55,897.
2. The Membership Fees were down \$20,017 from 2019 and budget as early March Covid-19 resulted in reduction of activity.
3. The reduction in Sport Associations and Foundations income by \$29,526 was the result of a funder in 2019 not continuing with contributions in 2020.
4. The year's contributions from Sport Canada and the COC were higher as the Olympics were to be held in June 2020 and this is offset by the High-Performance increases on Schedule 2.
5. The Communication, Marketing and Initiatives was reduced as the NSF enhancement Funds were no longer available as in past years.
6. The Gain on sale of Tangible Capital Assets of \$65,618 is the result of the sale of the recreational fleet. The gain was transferred to Internally Restricted Net Assets to be used for future financial needs.



7. The Prepaid Expenses are at the level of \$360,358 as funds were expended for travel and accommodation for Olympic and World events that occurred after the year end, or due to Covid-19, were not utilized and returned post year end.
8. Cash resources at the end of the fiscal year were \$1,008,277 and the tangible capital assets was \$191,293. Our total fund balances are \$1,197,325.

The net profit for the year was \$21,924 after inclusion of the gain on sale of tangible capital assets of \$65,618. This compares to a loss of \$5,860 in 2019 fiscal.

The year was difficult in the last quarter due to the impact of Covid-19 and the resultant cancellation of the Olympics and World Rowing events. The staff have done an admirable job of getting us thru this difficult time and again have managed the operations in manner that has kept the operational loss to a level below the budgeted outcome.

**f. Motion: Appointment of Auditor**

Moved by: [St. Catharines Rowing Club](#)  
Seconded by: [False Creek Rowing Club](#):

*That RCA appoint Grant Thornton LLP, Chartered Accountants, as auditors for the year ending March 31, 2021 at a fee to be decided by the Board of Directors.*

Voting Results: For: 195 weighted votes / Against 4 / Abstained 30

**MOTION CARRIED**

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**g. Announcement of the Election of Directors**

**Nominations For Election - RCA Annual Meeting:**

Under the terms of Section 11 of the RCA By-Laws, the RCA Nominating Committee submitted to the Membership, an initial slate of candidates for the Board of Directors to be elected at the 2020 RCA Annual Meeting.

In accordance with Paragraph 11.6, members in good standing were able to resubmit nominations or submit further nominations for election to the Board of Directors, provided such nominations meet the eligibility requirements set out in Paragraph 9.3 and are received by the registered office of CARA in the form set out in paragraphs 11.7 and 11.8 no later than 30 days prior to the Annual Meeting (August 25, 2020).

No additional nominations for Director at Large were received. Therefore,

Elected by Acclamation:

**Provincial Director to a term to end at the 2023 Annual Meeting:** The Provincial Advisory Council nominated Carol Hermansen to this position and Carol has confirmed her intention to stand for election.

In accordance with Paragraph 11.4 of the RCA Bylaws the Nominating Committee endorses the nomination of Carol Hermansen to this position.

## Candidates For Election - Final:

**Directors at Large (2) to a term to end at the 2023 Annual Meeting:** The Nominating Committee conducted an open call for Expressions of Interest and reviewed potential candidates for these roles.

For the **two positions** of Director at Large, three candidates have been endorsed by the Nominating Committee as noted below (sorted in alphabetical order by last name):

- Current incumbent **Tom Hawker** submitted his intent to let his name stand for re-election. The Nominating Committee supported the nomination of **Tom Hawker** for election to a Director at Large position based on his expertise and experience.
- **Marisha Roman** has submitted her intent to let her name stand for election. The Nominating Committee supported the nomination of **Marisha Roman** for election to a Director at Large position based on her expertise and experience.
- **Don Telfer** has submitted his intent to let his name stand for election. The Nominating Committee supported the nomination of **Don Telfer** for election to a Director at Large position based on his expertise and experience.

## Voting Results:

Listed in order, highest number of weighted votes:

Marisha Roman 173 weighted votes  
Tom Hawker 168 weighted votes  
Don Telfer. 108 weighted votes

Marisha Roman, Director at Large, and Tom Hawker, Director at Large, were elected to the RCA Board of Directors. Both were congratulated along with Carol Hermansen, Provincial Director. They join current Board Members Carol Purcer, President; Jennifer Walinga, Director at Large; Peter McClelland, Director at Large; and Doug Vandor, Athlete Director.

The 3 year terms for our new Directors begin immediately after this meeting, on September 24<sup>th</sup>, 2020.

Don Telfer was thanked for allowing his name to stand for election.

Heather Holden, whose term as Director expired, was thanked for her enormous contribution to RCA over the past two years.

The individuals that submitted an expression of interest were also recognized.

A special thank you went to the RCA Nominating Committee led by the Chair, Andrew Lamont; Peter McClelland; Tracy Brooks; and Susan Wilkinson.

## h. Adjournment

It was noted that RCA's National Conference and Semi-Annual Meeting, to be held in January 2021, will be virtual meetings due to current travel / hotel restrictions. There will be a number of strategic online sessions designed to assist our membership as we move forward into the new rowing year. Further details will be provided.

The meeting was adjourned by President Purcer at 6:05 p.m. PDT.

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