



Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
April 22, 23 and 24 2022

DELTA OCEAN POINTE

MINUTES

Board of Directors:

Carol Purcer, President
Tom Hawker, Treasurer, Director
Carol Hermansen, Provincial Director
Lindsay Bergen, Athlete Director
Dana Thorne, Director
Jane Thornton, Director
Jennifer Walinga, Director

RCA Staff:

Terry Dillon, CEO
Sid Murdoch, Secretary
Jennifer Fitzpatrick, Director of Partnerships and Sport Development (Apr. 23rd)
Adam Parfitt, National Team Operations Director (Apr. 23rd)

Presenters:

Allison Forsyth (Apr. 23rd)

1. President's Opening Remarks and Territorial Acknowledgement

President Purcer opened the meeting at 9:00 a.m.

To optimize time for discussion during board meetings, a formal reporting structure has been implemented.

A territorial acknowledgement was read by Director Walinga.

2. Approval of Agenda (*Resolution to Approve*)

Item 5.4 Junior Lightweight Rowing was moved to the CEO's section.

Item 16 Independent Review Task Force was moved to the beginning of the meeting on Sunday.

MOTION #1: Board Meeting Agenda

Moved: Dana Thorne Seconded,

That the Board Meeting Agenda, April 23 - 24, 2022, be approved as amended.

CARRIED

3. Declaration of Conflicts of Interest

Jennifer Walinga stated there was a perceived conflict of interest with the COPSI Network.

4. Review and Approval of Previous Minutes

4.1 February 9, 2022 (Resolution to Approve)

MOTION #2: Board Meeting Minutes

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, February 9, 2022, be approved.

CARRIED

4.2 February 13, 2022 (Resolution to Approve)

MOTION #3: Board Meeting Minutes

Amendments:

- Motion 6 was moved by Tom Hawker.
- Item 8 title was changed to: Board Only Discussion with Dina Bell-Laroche and Michelle Kropp, SportLaw Group.

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, February 13, 2022, be approved as amended.

CARRIED

4.3 February 20, 2022 (Resolution to Approve)

MOTION #4: Board Meeting Minutes

Moved: Carol Hermansen Seconded,

That the Board Meeting Minutes, February 20, 2022, be approved.

CARRIED

4.4 March 9, 2022 (Resolution to Approve)

MOTION #5: Board Meeting Minutes

Moved: Jennifer Walinga Seconded,

That the Board Meeting Minutes, March 9, 2022, be approved.

CARRIED

4.5 March 21, 2022 (*Resolution to Approve*)

MOTION #6: Board Meeting Minutes

Moved: Carol Hermansen Seconded,

That the Board Meeting Minutes, March 21, 2022, be approved.

CARRIED

5. HP Update (Parfitt, Dillon)

Adam Parfitt was welcomed to the meeting. He provided the Board with an overview of current High Performance operations, culture among athletes and coaches and updates on the National Training Centre at Quamichan Lake.

National Team Spring Trials will be held in May on the new 6 lane course at Quamichan Lake. This will also include NextGen athletes for first time in a few years.

5.1 Allison Forsyth Report

Allison Forsyth was welcomed to the meeting via zoom conference.

Allison provided a comprehensive update to the Board on work she has been doing within the National Team High Performance environment. She has been focussed on athlete and coach communications, culture, safety and has assisted with the redevelopment of the Athletes Council and revised team selection process.

5.2 NTC “Value Proposition” and Facilities Update

The Board was provided with an overview of improvements to the NTC facilities and National Team Athlete services.

Communication around the National Training Centre was discussed including the importance of updating the website with current information and stories on athletes and the training environment at Quamichan Lake.

Athletes will be provided with an Executive Summary of the NTC bid selection process and additional information regarding the local community that could be helpful such as contacts at the Duncan Chamber of Commerce.

5.3 Selection Policy and Terms of Reference (Reports to be provided) (*Resolution to Approve*)

The Board reviewed revisions to the National Team Athlete Selection Policy. Amendments to the document including a more transparent selection process within a selection panel and independent selector, mitigating the risks of a single decision maker.

MOTION #5: Senior National Team Selection Criteria

Moved: Lindsey Bergen Seconded,

That the 2022 Senior National Team Selection Criteria be approved in principle subject to additional review by the National Team Athletes Council.

CARRIED

Following additional review by the Athlete's Council a revised document will be provided to the Board.

5.4 European Travel Risk Assessment

A high performance risk assessment is underway considering the current pandemic and team travel to World Cup events to be held in Eastern Europe that are close to the current conflict in the Ukraine.

6. Policy Updates and Reviews (Fitzpatrick)

6.1 Safety Guidelines (Report to be provided) (*Resolution to Approve*)

Amendments to the RCA Safety Guidelines were reviewed by the Board.

MOTION #6: Safety Guidelines

Moved: Tom Hawker Seconded,

That the amendments to the RCA Safety Guidelines be approved.

CARRIED

7. CEO Report (Dillon)

MOTION #7: In Camera

Moved: Carol Hermansen Seconded,

That the meeting be held In Camera to discuss matters related to the RCA workplace.

CARRIED

7.1 Workplace Investigation Findings and Recommendations

7.2 HR Updates (new hires, RSP etc.)

MOTION #8: Out of In Camera

Moved: Jennifer Walinga Seconded,

That the meeting be held Out of In Camera.

CARRIED

A job posting has been circulated regarding a high performance equipment coordinator position.

RCA has hired a 2nd physiologist based out of North Cowichan to support National Training Centre athletes.

Alethia Clarke has been hired to the position of membership coordinator.

Coaches:

RCA will be sending out a job posting for seasonal coaches.

Returning coaches have been identified along with developmental roles.

Carol Love has been reassigned as a Senior Program Coach for the season.

7.3 Junior Lightweight Rowing

A report was reviewed that was recently presented to the Canadian Secondary Schools Association (CSSRA) Board of Directors. The presentation was to inform the CSSRA of the RCA Board's recent statement on U19 Lightweight rowing and steps going forward.

U19 Lightweight Rowing Community Consultation:

RCA staff will extend an invitation to the CSSRA Board and Provincial Rowing Associations regarding their participation in a U19 Lightweight rowing community consultation.

8. Treasurer's Report (Hawker)

MOTION #7: In Camera

Moved: Tom Hawker Seconded,

That the meeting be held *In Camera* to review financial reports.

CARRIED

8.1 Finance Report

8.2 2022/23 Budget

8.3 Emergency Relief Fund

8.4 Funding Expectations

8.5 Capital Funding Account

8.6 Capital Asset Purchases

8.7 NTC Update

MOTION #7: Out of In Camera

Moved: Tom Hawker Seconded,

That the meeting be held *Out of In Camera*.

CARRIED

4th Quarter RCA Summary Financial Report – March 31, 2022:

As provided by the Treasurer, the Board reviewed the 4th Quarter summary financial report, year end March 31, 2022. The summary report will be attached to the minutes and available for review by the membership.

9. Domestic Development (Fitzpatrick, Dillon)

9.1 Safe Sport Update and Harmonization (Report)

The Board reviewed a report on the current status of clubs and their compliance with RCA's Safe Sport Harmonization policies - approximately 50% of clubs are non-compliant.

Jennifer Parfitt has been hired as Safe Sport Officer, and along with RCA staff, will continue to provide support to the rowing community on the harmonization process over the spring and summer.

9.2 New Good Standing (Report)

Deadlines for compliance to be in good standing were discussed by the Board.

MOTION #8: *RCA Member in Good Standing Status – Safe Sport Compliance*

Moved: Carol Hermansen Seconded,

That the following recommendations included in the RCA Member in Good Standing Status - Compliance with New Safe Sport Policy briefing document be approved:

1. For member organizations with current adoption status "In Development"
 - a. RCA staff, alongside PRA staff when applicable, continue to support the member organizations to ensure adoption is completed by September 16, 2022:
 - b. RCA staff to confirm the new deadline in writing within ongoing communications.
 - c. Limited member benefits will remain in place.
 - d. Member benefits may be revoked if not compliant by September 16, 2022
2. For member organizations with current adoption status "Resistant" and "Unknown"
 - a. RCA to send a letter outlining that adoption of the manual is a requirement for membership with RCA and for the member organization to confirm their anticipated adoption date with us by 6 weeks post the date we send the letter (send letter ~ early May), at which point their membership status will be under review by the Board of Directors.

- b. Give the member organizations a September 16, 2022 deadline unless some extraordinary circumstance justifies otherwise.
 - c. Limited member benefits will remain in place if they meet our interim expectations outlined in the letter.
3. For new organizations applying to become a member of RCA, we require them to adopt the safe sport manual as a requirement to gain probationary status.

CARRIED

10. Diversity Inclusion and Gender Equity (DIGE) (Dillon/Fitzpatrick)

The Board was provided with an update on RCA's DIGE roadmap. A contractor has been hired to assist RCA with the development of the document.

COC Funding:

Funding was available earlier this year at the national level for the delivery of programs focussed on diversity and inclusion for grass roots rowing. The application was a major endeavor, prepared and submitted while working with our provincial partners.

11. Strategic Plan (Fitzpatrick, Dillon)

The RCA Strategic Plan was discussed. It was recognized by the Board that the work is ongoing to be finalized as soon as possible.

12. Canada Games Update and Appeal Process (Report) (Dillon)

Correspondence received from the Canada Games Council affirmed that RCA was in no way responsible for rowing's exclusion from the 2025 Canada Games. The Council looks forward to engaging with RCA on future sport selection processes.

RCA is currently in an appeal process with the Council that will be adjudicated in May.

2029 Canada Games:

The sport selection process for the 2029 Canada Games in New Brunswick has been modified.

13. President's Report (Purcer)

- Attended the Canadian Henley Rowing Corporation AGM.
- Attended 7 RCA Task Force meetings.
- Attended RowOntario's recent Town Hall meeting. The meeting was focused on best practices for recognizing First Nations Territories.
- Attended the CSSRA planning meeting and presented the U19 Lightweight rowing document for discussion.
- Attended recent sanction meetings that were focused on small regattas including friendly events that do not have the normal sanction requirements - this part of RCA's grow rowing initiatives to assist our clubs.
- Attended a recent PAC meeting.

- Attended a World Rowing logistics meeting in Mississauga - a planning meeting for the World Indoor Championships to be held in February 2023.
- Attended a RowOntario Rules of Racing seminar, the first of a series.

14. Athlete Director (Bergen)

14.1 NTC Athletes Report

The Athlete Director provided an update on the NTC training environment at Quamichan Lake.

The importance of communication was noted by the Board along with building relationships with a connection to the local community and cultural welcoming.

14.2 Athlete Representation Document (Report)

An Athlete Representation document was reviewed by the Board:

- Roles have been clarified and responsibilities outlined.
- The Athletes Council has been modified to include representation from Male, Female and Para disciplines.
- Representatives are selected through an athlete voting process and are required to be active in the training environment.

The document needs additional edits. Breaking it down into 2 documents could be considered for greater clarity between the Athlete Director and Athlete Representation sections.

15. Provincial Director (Hermansen)

15.1 Provincial Advisory Council (PAC) Report

The Board reviewed a PAC report prepared by Provincial Director Hermansen.

Informal meetings were recently held with the provinces. Topics included the impact of the loss of rowing at the 2025 Canada Summer Games.

To promote our sport, PAC is also interested in more communication around the sharing of stories to grow rowing. A meeting was held with RCA staff and a proposal has been submitted that will be reviewed by PAC in May.

15.2 Board of Directors Skills Matrix (Reports)

The Board reviewed a skills matrix document provided by Provincial Director Hermansen, the Board's representative on the RCA Nominating Committee.

It was noted that due to the current terms of office, there will be no election at the Annual Meeting this year but feedback from the Board was requested for future elections or appointments. Current deficiencies such as fundraising and legal should be considered along with other skills to assist the Board going forward.

16. Director (Walinga)

16.1 Independent Review Task Force (Report)

The Board discussed its open letter to the rowing community that was sent out in February 2022, and the next steps regarding the commitments that were made to the membership.

The RFP process for the Independent High Performance Cultural Review commitment has been completed.

An Independent High Performance Framework review will be considered in conjunction with the cultural review – learnings from the cultural review may assist with the process.

The importance of having a robust communication strategy regarding the commitments was noted.

MOTION #9: Independent High Performance Cultural Review

Moved: Jennifer Walinga Seconded,

We recommend engaging Rubin Thomlinson to conduct an independent HP cultural review of RCA as promised in our Letter to our RCA Community and as per the Objective 1 of the RFP.

CARRIED.

MOTION #10: Independent High Performance Framework Review

Moved: Jennifer Walinga Seconded,

We recommend that in conjunction with the Independent High Performance Cultural Review that we pursue an Independent Review of the High Performance Framework as per Objective 2 in the RFP.

CARRIED.

MOTION #11: Communication Strategy

Moved: Jennifer Walinga Seconded,

We recommend that we create a communication strategy to provide our community with regular updates on the review process.

CARRIED.

16.2 Governance Committee (Report)

The Board reviewed the Terms of Reference for the Governance Committee.

The Expression of Interest that is communicated will align with the Terms of Reference.

MOTION #12: RCA Governance Committee

Moved: Jennifer Walinga Seconded,

That the board approves the terms of reference for the RCA Governance Committee in principle.

CARRIED.

16.3 Alumni Rowing Association (Reports)

An update on the alumni rowing association was provided to the Board.

A crew will be racing in San Diego under the new alumni colours.

The Alumni Committee will be working on events around the country and provide support to RCA around fundraising, the Hall of Fame, educational and developmental opportunities.

17. Director (Thorne)

Nothing to add.

18. Director (Thornton)

Director Thornton has done research on Junior Lightweight rowing and other areas that could impact athlete well-being.

She is currently looking at the concept of pregnancy as related to the athlete carding document, which currently considers pregnancy as an injury. This has an impact on carding and financial support because there is a maximum of 2 injuries that can be claimed by an athlete. Important that pregnant athletes have the same opportunities as other athletes and can return to training after a pregnancy. Also researching athletes with respect to physical wellness including injuries after the end of their sport careers.

It was noted that RCA has been working with GamePlan on holistic services after an athlete's sport career with a focus on mental health and career services.

19. Next Board Meetings - 2022

President Purcer noted that the call of agenda items will be sent out 2 weeks in advance for future meetings - the agenda and reports will be sent out 1 week in advance.

The July meeting will include Governance items related to the Annual Meeting and the Audit.

The next face to face meeting is November 4 to 6, 2022.

19.1 June 1st Board Meeting

19.2 July 13th Board Meeting

19.3 August 24th Board Meeting

19.4 September 29th - Annual Meeting

20. Adjournment

The meeting was adjourned by President Purcer at 11:30 a.m. PDT.