



Rowing Canada Aviron  
BOARD OF DIRECTORS MEETING  
June 1, 2022  
4:00 p.m. PDT / 5:00 p.m. MDT / 7:00 p.m. EDT

Via Zoom Conference

## MINUTES

### Board of Directors:

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

### Regrets:

Tom Hawker, Treasurer, Director

### RCA Staff:

Terry Dillon, CEO  
Liz Montroy, Communications Coordinator  
Sukhraj Saraow, Finance and Admin Coordinator

1. Call to Order
2. President's Opening Remarks and Territorial Acknowledgement

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

President welcomed the Board to the meeting. It was noted that Treasurer Hawker could not attend.

A Territorial Acknowledgement was read by President.

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

Item 10.5. Strategic Plan Update, was added to the agenda.

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

Moved: Carol Hermansen                      Seconded,

[That the Board Meeting Agenda, June 1, 2022, be approved as amended.](#)

## CARRIED

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### 4. Declaration of Conflicts of Interest

None.

### 5. Review and Approval of Previous Minutes

5.1 April 23 - 24, 2022 (*Resolution to Approve*)

**Amendment:** ITP Sport was changed to COPSI Network.

#### **Business Arising:**

There was a question regarding the final version of the National Team Selection Criteria - when that would be ready for review by the Board.

There was a question regarding the status of the Executive Summary of the National Training Center (NTC) Bid selection process.

#### MOTION #2: Board Meeting Minutes

Moved: Jennifer Walinga Seconded,

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

## CARRIED

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### 6. President's Report (Purcer)

- Attended several Task Force meetings.
- Attended the Toronto Argonauts Fundraising dinner celebrating 150 years!
- Attended the Mother's Day Regatta that was blown out mid-afternoon unfortunately.
- Attended the ROWONTARIO Town Hall.
- Attended the RCA Audit Committee meeting.
- Attended the South Niagara Rowing Club Invitational High School regatta. The 2-day regatta was down to 1 day this year, but it was a full day.
- Attended the St. Catharines City Council meeting to accept the plaque for Kristen Kit who is our city's Athlete of the Year.
- Attended the CANADIAN OLYMPIC COMMITTEE Meeting today regarding the 2030 bid for the Winter Olympics in Vancouver. The intention was to explain the process thus far and to help us understand the different approach being taken - Indigenous led process that is principled to grow and modernize sport in Canada in the lead up and legacy of the Games. We are to vote on a motion to go forward at the CANADIAN OLYMPIC COMMITTEE meeting in Montreal June 10, 11 & 12<sup>th</sup>.

### 7. Policies, Updates and Reviews

7.1 Briefing Note - RCA Human Resources Committee Terms of Reference (TOR)

Withdrawn.

7.2 RCA Human Resources Committee TOR - *(Resolution to Approve)*

The resolution to approve was withdrawn.

7.3 Governance and Policy Committee TOR - *(Resolution to Approve)*

Amendment:

*Section 2.3 Report to Members at the Annual General Meeting in the form of a written report* - removed as we no longer have an AGM, nor do we have written reports shared with members in our Annual Report.

MOTION #3: Governance and Policy Committee TOR

Moved: Jennifer Walinga                      Seconded,

That the Governance and Policy Committee Terms of Reference be approved as of June 1, 2022 as amended.

CARRIED

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**8. Treasurer's Report**

MOTION #4: In Camera

Moved: Dana Thorne                      Seconded,

That the meeting be held In Camera to review financial reports provided by the CEO.

CARRIED

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8.1 March 31, 2022 Financial Update

8.2 Appointment of the Audit Committee - *(Resolution to Approve)*

MOTION #5: Out of In Camera

Moved: Carol Hermansen                      Seconded,

That the meeting be held Out of In Camera.

CARRIED

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MOTION #6: Audit Committee

Moved: Jennifer Walinga                      Seconded,

That Ian Gordon, Peter McClelland, Jeff Lay, Mike Walker and Tom Hawker (ex-officio) be appointed to the RCA Audit Committee for a 2 year term as of June 1, 2022.

DEFEATED.

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It was noted by the Board that the composition of the Audit Committee in the current terms of reference was outdated.

#### MOTION #7: Audit Committee Terms of Reference

Moved: Dana Thorne                      Seconded,

That the Audit Committee Terms of Reference be updated.

CARRIED.

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#### MOTION #8: Audit Committee Appointment

Moved: Dana Thorne                      Seconded,

That Ian Gordon, Peter McClelland, Jeff Lay, Mike Walker and Tom Hawker (ex-officio) be appointed to the RCA Audit Committee as a result of the constrained timelines as related to the Audit.

CARRIED.

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### 9. Diversity Inclusion and Gender Equity (DIGE)

Erin Davis is continuing her work with RCA.

### 10. CEO Report (Dillon)

#### 10.1 HP Update

- Adam Parfitt has been formally appointed Interim High Performance Director. This was done to create clarity for reporting purposes and a required role within the Selection Policy.
- The adjustment to the National Training Centre (NTC) based in Quamichan continues to progress – it continues to be important to maintain good levels of communication and transparency with the athlete group.
- Allison Forsyth supported by another third party facilitator worked with our athletes, coaches and support staff for three days in May to work through an agreed set of behaviour norms and expectations for the NTC.
- The Selection Panel and new selection policy is working well.
- Three women coaches are currently on staff and working at the NTC: Carol Love, Mary Rao and Katie Steenman.

#### 10.2 Safe Sport Update - OSIC/SDRCC

Version 6.0 of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) has been completed. The CEO will circulate a copy to Board members.

Office of Sporting Integrity Commission (OSIC) has been established as an extension to the Sport Dispute Resolution Centre of Canada (SDRCC). There will be a phased approach to rolling out its jurisdiction but eventually it should cover every individual involved in sport.

#### 10.3 Para Rowing Review

The Board were provided with the RCA Para Development Program Strategic Reset Plan submitted by Jill Wurflinger, member of the RCA Coach Education and Development Committee.

#### 10.4 NRCs 2022 - *(Resolution to Approve)*

Briefing Notes were provided to the Board regarding the process in determining the NRC Venue for 2022.

#### MOTION #7: 2022 RCA National Rowing Championship

Moved: Lindsay Bergen Seconded,

That Quamichan Lake be approved as the venue for the 2022 RCA National Rowing Championships.

CARRIED.

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### 11. Strategic Plan Update

The CEO shared a spreadsheet of the Operational Plan

- not complete as a result of funding delays
- committed to having a completed document for the second quarter

### 12. Director (Walinga)

#### 12.1 Independent Review Task Force Report

It was noted that Independent Review Task Force will not meet until the recommendations of the Cultural Review are received.

#### 12.2 Audience List for RT Survey

The Audience List for the RT Survey has served its intended purpose to ensure it was complete - the files provided to the Board will be deleted.

### 13. Athlete Director (Bergen)

#### 13.1 NTC Athletes Report

Athletes and Staff are moving forward with a focus on selection and racing at the NTC at Quamichan Lake.

Working with Jen Fitzpatrick on the Athlete's Council Terms of Reference

### 14. Provincial Director (Hermansen)

#### 14.1 Provincial Advisory Council (PAC) Report

Nothing to add.

### 15. Director (Thorne)

Working with Jennifer Blunt and met with Cowichan Tribes. Planning a communication to Indigenous communities.

Suggestions for our Board meetings:

- Add Business Arising to the agenda to address issues from the minutes.
- All changes in Principle from documents that have temporary approval need to come back to the Board for final approval.
- Spell out acronyms so all understand.
- When there is a Privacy issue, we need to check the Privacy policy for compliance.

## **16. Director (Thornton)**

- Director Thornton is on the Medical Team for the CanAmMex International Regatta and for the 2022 Canada Summer Games.

## **17. Next Board Meetings - 2022**

17.1 July 13<sup>th</sup>

17.2 August 24<sup>th</sup>

17.3 September 29<sup>th</sup> - Annual Meeting

## **18. Adjournment**

The meeting was adjourned at 6:00 p.m. PDT.