



Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
July 13, 2022

ZOOM VIDEO CONFERENCE

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:

Sid Murdoch, Secretary
Jennifer Fitzpatrick, Director of Partnerships and Sport Development
Adam Parfitt, High Performance Director

Regrets:

Terry Dillon, CEO

Presenters:

Adam Klevinas

1. Call to Order

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

2. President's Opening Remarks and Territorial Acknowledgement

A territorial acknowledgement was read by President Purcer.

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

To accommodate presentations by Adam Klevinas and Adam Parfitt the Athlete Agreement and NTC Update items will be moved forward upon their entry to the meeting.

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

Moved: Dana Thorne Seconded,

That the Board Meeting Agenda, July 13, 2022, be approved as amended.

CARRIED

4. Declaration of Conflicts of Interest

Jennifer Walinga declared a potential conflict of interest as related to her association with the COPSI Network and Canadian Rowing Foundation.

5. Review and Approval of Previous Minutes

5.1 June 1, 2022 (*Resolution to Approve*)

The following amendments were noted:

Motion 2: Moved: Jennifer Walinga

Motion 4: Moved: Dana Thorne

Motion 7: Moved: Lindsay Bergen

MOTION #2: Board Meeting Minutes

Moved: Tom Hawker Seconded,

That the Board Meeting Minutes, June 1, 2022, be approved as amended.

CARRIED

5.2 Business Arising

Regarding Adam Parfitt's request for the executive summary of the National Training Centre (NTC) decision, Jennifer Walinga will meet with the NTC athletes. The information has also been shared with Allison Forsyth.

6. Correspondence

6.1 Letters

A letter was received from the St. Catharines Rowing Club regarding Junior Lightweight Rowing. President Purcer has already met with the CSSRA Junior Lightweights, and will meet with the club separately.

A Town Hall meeting format will also be held with the rowing community later this year.

7. President's Report (Purcer)

- Attended the Canadian Secondary Schools Rowing Association (CSSRA) regatta. The CEO was also in attendance. The Association introduced novice options and mixed boat events that were well received. The CSSRA has recently held its 75th anniversary.

- Attended the recent Canadian Olympic Committee Summer Caucus meeting – topics included the Universal Code of Conduct and the Office of Sport and Integrity Commission. While conferring with other National Sports Organizations (NSO) it was recognized that RCA has been a leader in Safe Sport and Marisha Roman and Jennifer Fitzpatrick were recognized for their excellent work on the suite of policies. We are much further ahead in that area than many other NSOs.
- Attended the July 5th Sport for All Initiative press conference in Victoria that was held by the federal Minister of Sport. The Minister was welcomed to Elk Lake with a learn to row session and a meeting with our National Team Athletes.

MOTION #3: In Camera

Moved: Lindsay Bergen Seconded,

That the meeting be held In Camera to discuss a risk management item.

CARRIED

MOTION #4: Out of In Camera

Moved: Tom Hawker Seconded,

That the meeting be held Out of In Camera.

CARRIED

8. Policies, Updates and Reviews

8.1 Briefing Note – RCA Human Resources Committee Terms of Reference (TOR)

The Board reviewed the RCA Human Resources Committee Terms of Reference briefing document.

8.2 RCA Human Resources Committee TOR – 2014 Version

The Board reviewed the 2014 version of the Terms of Reference.

8.3 RCA Human Resources Committee TOR – 2022 (Resolution to Approve)

It was recognized that many of the TOR documents posted online are out of date.

There was a question regarding the performance review of the Chief Executive Officer position. It was noted that changes to the TOR were proposed by a human resources expert – this included a clarification on the President’s role in the review and that the review should be conducted annually.

It was recognized that the communication to the Board needs to be more robust.

Directors will communicate their questions and recommendations for additional amendments to the President.

Changes may also be brought forward by the Governance Committee.

A motion to approve the Human Resources TOR will be considered at a future meeting.

9. Treasurer's Report - (Hawker) - *In Camera*

MOTION #4: *In Camera*

Moved: Carol Hermansen Seconded,

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

CARRIED

9.1 Financial Update

9.2 Audited Statements - March 31, 2022

9.3 Recommendation - Appointment of the Auditor - March 31, 2023

9.4 Canadian Rowing Foundation Contribution Parameters

9.5 NTC Report

MOTION #5: *Out of In Camera*

Moved: Jennifer Walinga Seconded,

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

CARRIED

10. Diversity Inclusion and Gender Equity (DIGE)

10.1 Community Sport for All Project

11. CEO Report (Dillon)

11.1 Sport for All Grant

It was recognized as a major accomplishment that RCA was the only NSO to receive a grant under this new project.

11.2 Safe Sport - Office of the Sport Integrity Commissioner (OSIC),

RCA's legal representative, Adam Klevinas, provided an update on the agreement that was presented to NSOs by the Office of the Sport Integrity Commissioner (OSIC). OSIC is responsible to administer the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

NSOs have worked collectively to identify issues related to clauses within the agreement and edits / comments have been submitted for approval by OSIC. It was noted that 55 organizations participated and OSIC has been mostly receptive to the edits.

Currently all complaints go to the Independent Third Party who will identify if the complaint is local, provincial and national.

The difference moving forward is that all national complaints will be dealt with through OSIC and only the fees related to national complaints would be covered by Sport Canada. Other complaints will be reviewed locally or within a province.

RCA Screening Policy:

The RCA Screening Policy, under the Safe Sport suite of policies, includes a section that needs to be amended:

17. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:

- a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle (including speeding tickets for excessive speeding), including, but not limited to, impaired driving (unless the individual's role does not involve driving)

The intent of the policy in Section 17.a.i was to reference only offences under the criminal code; as a result the policy needs to be clarified. To resolve the issue, the Board considered the following motion to immediately put into effect the intent of that section.

MOTION #6: RCA Screening Policy

Moved: Tom Hawker Seconded,

That section 17.a.i under the RCA Screening Policy is only applied to offences involving the use of a motor vehicle that also constitute offences of the Criminal Code.

CARRIED

Additional revisions to the Safe Sport Policy will be brought forward to the Board for approval later this year.

11.3 National Training Centre (NTC) Update (Parfitt)

Adam Parfitt provided the Board with an update on the NTC.

- In person follow up sessions with individual athletes will be held at the end of July.
- Important items such as the safe sport handbook will be accentuated.
- Athletes and coaches will be working with an annual calendar that will include objectives and key projects.
- Additional athletes will be added to the team with 3 more crews.
- The selection process under the Chair, Kyle Hamilton, was a success. Important that athletes have written results going forward.
- A head coach is currently being considered. Athletes and coaches need to have someone in a leadership role on a daily basis to build on the good work

that has been done over the past few months - team culture and values will be an important aspect of the Head Coach position.

11 Athlete Director (Bergen)

11.1 NTC Athletes Report

11.2 Athlete Agreement (Bergen, Parfitt, Klevinas)

Adam Klevinas provided the Board with an update on the status of revisions to the Athlete Agreement.

Sport Canada requires that athletes agree to certain clauses within the agreement and it is normal that there could be revisions based on negotiations with athletes and their legal representatives.

In a letter received by RCA, an athlete legal representative made a number of requests including the addition of mental health under the health and wellness section, image rights, exclusive sponsors and the process for consent of sponsorship from RCA and the risk section. To avoid delays to the release of the agreement, athletes will be required to sign off on the minimum requirements under Sport Canada to receive their carding.

The agreement has also been updated according to Safe Sport requirements.

Adjournment:

Due to time constraints the Board decided that agenda items not covered will be moved to the next meeting, August 24th.

Other Items discussed prior to adjournment:

The Board calendar will be adjusted to include the specific timing for the meeting.

Reports that are shared in advance of the meeting will be merged into one file and sent to the Board prior to the meeting.

The Independent High Performance Review report draft prepared by Rubin Thomlinson will be available to the Board in August.

MOTION #7: Adjournment

Moved: Lindsey Bergen Seconded,

That the meeting be adjourned at 6:15 p.m. PDT.

CARRIED
