



Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
August 24, 2022

4:00 p.m. PDT

ZOOM VIDEO CONFERENCE

MINUTES

Board of Directors:

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

RCA Staff:

Terry Dillon, CEO
Sid Murdoch, Secretary

Regrets:

Dana Thorne, Director

1. Call to Order

The meeting was called to order at 4:05 p.m. PDT.

2. President's Opening Remarks and Territorial Acknowledgement

Board members were reminded that briefing notes will not be fully reviewed during the meeting although questions may be asked.

A meeting binder with all reports was prepared in advance of the meeting and will be provided for future meetings along with individual reports as received.

The Secretary read a Territorial Acknowledgement.

It was also noted by the CEO that the Cowichan Tribes will be in attendance at the National Rowing Team's send-off event on September 1st.

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

Item 10.5 OTP Report was added to the CEO section.

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

Moved: Tom Hawker Seconded,

That the Board Meeting Agenda, August 24, 2022, be approved as amended.

CARRIED

4. Declaration of Conflicts of Interest

None

5. Review and Approval of Previous Minutes

5.1 July 13, 2022

MOTION #2: Board Meeting Minutes

Moved: Lindsay Bergen Seconded,

That the Board Meeting Minutes, July 13, 2022, be approved.

CARRIED

5.2 Business Arising

None.

6. President's Report (Purcer)

- Attended the 2022 Canadian Masters Championships.
- Attended an RCA Human Resources Committee meeting.
- Attended the Royal Canadian Henley Masters Championships and the Royal Canadian Henley Regatta as an umpire.
- Attended the pre-opening ceremonies for the Niagara Canada Summer Games along with Terry Dillon and Jennifer Fitzpatrick. Great a great opportunity to talk to local politicians regarding future Canada Summer Games and the 2024 World Championships.
- Serving on the organizing committee of the St. Catharines Beach Sprints to be held this weekend - an RCA qualifying event chaired by Peter Cookson.

7. Policies, Updates and Reviews

None

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

MOTION #3: In Camera

Moved: Lindsay Bergen Seconded,

That the meeting be moved In Camera to review financial information.

CARRIED

MOTION #4: Out of In Camera

Moved: Jennifer Walinga Seconded,

That the meeting be moved Out of In Camera.

CARRIED

8.1 Audited Statements – March 31, 2022 (Resolution to Accept)

MOTION #5: Financial Statements

Moved: Tom Hawker Seconded,

That the draft audited financial statements, March 31, 2022, be approved as of August 24th, 2022.

CARRIED

MOTION #6: In Camera

Moved: Jennifer Walinga Seconded,

That the meeting be moved In Camera to review financial information.

CARRIED

MOTION #7: Out of In Camera

Moved: Carol Hermansen Seconded,

That the meeting be moved Out of In Camera.

CARRIED

8.2 22/23 Budget (Resolution to Approve)

MOTION #8: 22/23 RCA Budget

Moved: Tom Hawker Seconded,

That the RCA Budget for 2022 – 2023 be approved as presented including Quarter One results.

CARRIED

8.3 Financial Update – June 30, 2022

MOTION #9: Fund Transfer – High Performance Review

Moved: Tom Hawker Seconded,

To transfer the cost of the High Performance Review estimated to be \$100,000 from Internally Restricted Funds, Sustainable Organization Reserve, to Unrestricted Funds.

CARRIED

MOTION #10: Fund Transfer – 2023 Domestic and National Budget

Moved: Tom Hawker Seconded, Jennifer Walinga

To transfer \$65,618 from the Internally Restricted Funds, Sustainable Organization Reserve, to assist the Domestic and National Budget for 2023.

CARRIED

8.4 NTC Update

The Board discussed the National Training Centre at Quamichan Lake including a memorandum of understanding, leasing and parking.

MOTION #11: NTC Advance

Moved: Tom Hawker Seconded,

That \$75,000 be advanced to assist the NTC Committee with investigative work that is required on the NTC Capital Project.

CARRIED

8.5 Audit Committee Minutes

MOTION #12: Audit Committee Minutes

Moved: Tom Hawker Seconded,

That the RCA Audit Committee Minutes, July 19, 2022, be approved as presented.

CARRIED

8.6 Appointment of the Auditor – March 31, 2023 (Resolution to Recommend)

MOTION #13: Appointment of the Auditor

Moved: Tom Hawker Seconded,

That Grant Thornton LLP be recommended to the membership as the Auditor for the March 31, 2023 year end.

CARRIED

November Board Meeting Agenda:

The November 2022 Board Meeting will include a comprehensive review of the Budget and financial overview.

Concepts around building equity will also be discussed.

9. Diversity Inclusion and Gender Equity (DIGE)

10. CEO Report (Dillon)

10.1 RCA Staffing Update

An updated RCA Staff Organizational Chart was reviewed.

The Accountability Committee needs to be added.

NTC Fund Manager will be amended to NTC Fundraising Manager.

10.2 Abuse Free Sport - Office of the Sport Integrity Commissioner (OSIC) NSO Agreement

The Board discussed signing an agreement with OSIC.

MOTION #14: Office of the Sport Integrity Commissioner Agreement

Moved: Jennifer Walinga Seconded,

That the signing of Office of the Sport Integrity Commissioner (OSIC) Service Agreement with RCA be approved subject to any minor modifications.

CARRIED

It was noted that the Board would consider the agreement again at a subsequent meeting if there were significant changes.

10.3 RCA HP Culture Review Timelines and Communication Plan

The Board reviewed a draft communications plan for the HP Culture Review and will meet on September 3rd to review next steps regarding the report submitted by Rubin Thomlinson.

It was noted that NTC athletes will participate in the review process and the report will be discussed with the Athletes Council before it is communicated to the membership.

10.4 Athlete Agreement

Amendments to the Athlete Agreement were considered by the Board.

The Athlete Agreement needs to be aligned with the Athlete Council Terms of Reference Definitions

MOTION #15: National Team Athlete Agreement

Moved: Tom Hawker Seconded,

That the RCA National Team Athlete Agreement be approved as amended with the requirement to align with the Athlete Council Terms of Reference Definitions.

CARRIED

10.5 Own the Podium:

It was noted that Mark Hayto has moved on from his role as VP for Summer Sport and this may have implications as related to enhanced excellence funding going forward.

11. Director (Walinga)

11.1 Briefing Note - for Board of Directors related to Review Task Force and Governance and Policy Committee

The RCA Accountability Committee should be considered at the next meeting.

11.2 Call for Expressions of Interest: Rowing Canada Aviron (RCA) Governance and Policy Committee

MOTION #16: RCA Governance and Policy Committee

Moved: Jennifer Walinga Seconded,

That RCA issue a Call for Expressions of Interest in the RCA Governance and Policy Committee immediately as per our Commitment #3 in our Letter to Our RCA Community.

CARRIED

11.3 Briefing Note - RCA National Team Alumni Association

A Briefing Note and Terms of Reference for the National Team Alumni Association was provided to the Board for their information.

11.4 Terms of Reference - RCA National Team Alumni Association

12. Athlete Director (Bergen)

12.1 NTC Athletes Report

Discussions have been held with Allison Forsyth regarding the cultural work she is doing with RCA staff including aligning work loads and role clarity. She has also been prepping for the release of the HP Cultural Review.

Water conditions at Quamichan Lake were discussed.

13. Provincial Director (Hermansen)

13.1 Provincial Advisory Council (PAC) Report

A meeting will be held with Fredericton Rowing Club next week.

14. Director (Thornton)

Nothing to add.

15. Secretary (Murdoch)

15.1 Probationary Membership – Humber River Rowing Club (Resolution to Approve)

MOTION #17: Humber River Rowing Club

Moved: Tom Hawker Seconded,

That the Humber River Rowing Club be approved as a probationary member of RCA as of the date of their application, May 10, 2022.

CARRIED

15.2 Probationary Membership – Two Rivers Rowing Club (Resolution to Approve)

MOTION #18: Two Rivers Rowing Club

Moved: Tom Hawker Seconded

That the Two Rivers Rowing Club be approved as a probationary member of RCA as of the date of their application, August 3, 2022.

CARRIED

15.3 Scrutineer – 2022 RCA Annual Meeting

MOTION #19: Scrutineer

Moved: Tom Hawker Seconded

That Jeff Lay be approved as scrutineer for the 2022 RCA Annual Meeting.

CARRIED

16. Next Board Meetings – 2022

16.1 September 29th - Annual Meeting

16.2 November 4 – 6, Victoria

17. CEO Performance Review: Staff Excused - *In Camera*

18. Adjournment

The meeting was adjourned at 6:52 p.m.