



**Board of Directors Meeting**  
**Toronto, Ontario**  
 March 30, 2019  
 Minutes

**Present:**

President	Chris Waddell
Treasurer	Pippa Hobbes
Secretary	Judy Sutcliffe
Director	Jurgen Schubert (arrived at 12:36)
Director	Margy Braga
Director	Amanda Schweinbenz
Director	Caitlin Beresford
Executive Director	Andrew Backer

**1. Call to Order**

Waddell called the meeting to order at 9:05 AM.

**2. Agenda approval**

**MOTION:** To approve the agenda as presented.  
*Schweinbenz/Braga – CARRIED*

**3. Minutes approval**

**MOTION:** To approve the January 17, 2019 minutes as presented.  
*Hobbes/Braga – CARRIED*

**MOTION:** To approve the February 20, 2019 minutes as presented.  
*Hobbes/ Braga – CARRIED*

**4. Board Action List.**

Action Item	Assigned to	Meeting Date	Deadline	Status
Discuss development of a webinar for coaches on essential elements of the Rules.	Sutcliffe & Backer	17-Apr-18	TBD	Delayed due to other priorities
Confirm if RCA has a conflict of interest policy that all umpires are bound to, and if not, determine how best to include umpires into ROWONTARIO's Conflict of Interest policy and present revisions to the Board	Backer	14-Oct-18	Jan-19	In discussions with Jen F on this topic now.

Action Item	Assigned to	Meeting Date	Deadline	Status
Staff to define what we need for the website and then develop and issue an RFP for a new website. Target to launch new website April 2019	Backer	14-Oct-18	Apr-19	Started, but delayed execution due to staffing transition
Arrange a business meeting with the Members, prior to the end of the F2019 fiscal	Backer	02-Dec-18	31-Jan-19	Completed
Lead the process of developing and sending a communication to all member clubs in early April about ROWONTARIO's safe sport policies.	Backer	20-Feb-19	30-Apr-19	Not started

## 5. Approval policies

### Whistleblower Policy

**MOTION:** To approve the Whistle-blower Policy as amended.  
*Schweinbenz/Waddell – CARRIED*

### Harassment Policy

**Action Item:** Backer to revise the harassment policy based on Board feedback and re-submit for e-vote within the next couple of weeks.

### Child Protection

**Action Item:** Backer to revise the child protection policy based on Board feedback and re-submit for e-vote within the next couple of weeks.

## 6. ROWONTARIO Sanctions Committee

**MOTION:** To approve the Sanctions Committee Terms of Reference as amended.  
*Beresford/Waddell – CARRIED*

## 7. Succession Planning

Sutcliffe presented the results of the work by the Task Force on Succession Planning and Board Evaluation.

**MOTION:** To approve the Report of the Governance Committee on Succession Planning as presented  
*Schweinbenz/Waddell – CARRIED*

**MOTION:** To approve the Job Descriptions for the officers and Executive Director  
*Beresford/Hobbes – CARRIED*

**MOTION:** To approve the Board Evaluation process commencing May 2019  
*Schweinbenz/Braga* – **CARRIED**

**MOTION:** To approve Board Evaluation form as amended.  
*Braga/Waddell* – **CARRIED**

**MOTION:** To approve the amendments to By-law sections 2.01, 9.02, 3.06  
*Hobbes/Beresford* – **CARRIED**

## **8. Operational Report Card and Executive Director report**

Backer provided a summary of this written report, highlighting some key areas including;

- Addressing questions about the RCA Every Coach Certified program and how it will integrate with ROWONTARIO's Coach Certification policy,
- Discussed the upcoming RFPs for the website and Strategic Planning Consultant,
- Mentioned the process underway to develop a new High Performance Management Plan;
- The one appeal on OAAP funding was denied by the Ministry's appeal panel.
- Operational expenses for F2020 are being reduced by approximately \$60,000

*Jurgen Schubert joined the meeting*

**MOTION:** To go in camera at 12:38  
*Schweinbenz/Braga* – **CARRIED**

**MOTION:** To exit in camera at 1:00  
*Schweinbenz/Braga* – **CARRIED**

## **9. Operational Report Card and Executive Director report (continued)**

**MOTION:** To receive the Q4 Operational Report card and Executive Directors report  
*Waddell/Braga* – **CARRIED**

## **10. February 28<sup>th</sup>, 2019 Financial report**

Reviewed the report from Executive Director.

**MOTION:** To receive the financial report to February 28<sup>th</sup>, 2019 with a full year outlook.  
*Hobbes/Schweinbenz* – **CARRIED**

## **11. 2019 - 2020 Operational Plan**

**MOTION:** To receive the Operational Plan for 2019 - 2020  
*Schubert/Braga* – **CARRIED**

## **12. 2019 - 2020 Operating Budget**

The Board discussed the seat fee budget and agreed to target 30,000 seat fee instead of \$31,000, as Ontario will not host the RCA Speed Orders or the CURC's in 2019 - 2020. Projected deficit of \$29,132.

**MOTION:** To approve the operating budget for 2019 - 2020 as amended  
*Hobbes/Schubert* – **CARRIED**

### **13. Cornwall Rowing Club membership application**

**MOTION:** To approve the Cornwall Rowing Club's membership application, pending receipt of their 2019 - 2020 Membership fee and membership with RCA.  
*Amanda/Waddell* – **CARRIED**

### **14. Update on current issues**

Regatta Central is still migrating the Next Gen system to the Legacy System (see the RCA newsletter). PAC meeting on May 3-4 in Montreal, talking about just provincial topics. National Indoor Rowing Day in winter 2020. Attempt by B. Morin (AQA President) to get RCA to take a leadership role in erging given the number of gyms that are erging. Discussion about safe sport.

### **15. Aboriginal Land Acknowledgement**

Agreed that there should be a land acknowledgement. Beresford will reach out to the Mississaugas of the New Credit First Nation. Beresford will ask the First Nation for wording and will facilitate a conversation with Backer and Waddell.

### **16. Next Meeting**

June meeting changed to June 27<sup>th</sup>, 2019. 6:00 PM. Conference call.

### **17. Termination**

**MOTION:** To terminate the meeting at 2:29 PM.  
*Beresford/Braga* – **CARRIED**

Judy Sutcliffe  
Secretary