



Board of Directors Meeting Conference call

August 1, 2019
Minutes

Present:

President	Chris Waddell
Treasurer	Pippa Hobbes
Secretary	Judy Sutcliffe
Director	Margy Braga
Director	Jurgen Schubert
Director	Amanda Schweinbenz
Director	Caitlin Beresford
Executive Director	Andrew Backer

1. Call to Order

Waddell called the meeting to order at 6:01 PM.

2. Agenda approval

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

3. Minutes approval

MOTION: To approve the June 25th, 2019 minutes as presented.
Hobbes/Braga – CARRIED

4. Board Action List.

Not everything is done, but there are things that are underway that need to be.

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	Minor progress on this.
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, Terry, Dave Calder on this topic now. Then collaborate to get another response to RCA. RCA's answer should be finished by fall 2019.

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	Launched

5. By-law Amendments

Following the discussions from the June meeting, the Board discussed further the proposed amendments to the By-laws. The Board had questions on a couple of changes and asked to seek legal advice.

Action Item: Backer to make the edits to the proposed By-laws as discussed and highlight where the Board's questions. Backer to send the edited document to Sutcliffe and Waddell prior to sending the document to legal.

Action Item: Backer to send the proposed changes to ROWONTARIO's lawyer for advice, and then come back to the Board with a final report and proposed changes for an email vote.

6. Governance Manual

MOTION: To approve proposed changes to section 3.16 of the Governance Manual
Sutcliffe/Waddell – **CARRIED**

7. Operating Policies

These policies have not been updated in many years and some older policies did not follow the policy/procedure format. Policies were reviewed

7.1 Accessibility Policy

MOTION: To approve Accessibility Policy as proposed.
Schweinbenz/Schubert – **CARRIED**

7.2 Anti-Doping Policy

MOTION: To approve Anti-Doping Policy as amended.
Waddell/Sutcliffe – **CARRIED**

7.3 Membership Policy

MOTION: To approve Membership Policy as amended.
Sutcliffe/Schweinbenz – **CARRIED**

7.4 Privacy Policy

MOTION: To approve Privacy Policy as amended.
Beresford/Waddell – **CARRIED**

Action Item: Backer to develop procedures to implement this policy and also to determine which Act applies – PIPEDA and/or PHIPA (2004) or both with regard to the Privacy Policy. And if both, what approach is to be taken for implementation to accommodate both Acts.

8. High Performance Management Plan

Backer presented the draft High-Performance Management Plan to the Board. The presentation included an explanation on why a high performance plan was needed, and how coaches and athletes were engaged in the development of the plan.

MOTION: To approve the ROWONTARIO High Performance Management Plan as amended.
Schweinbenz/Hobbes – **CARRIED**

9. Claude Saunders Award

Backer described the history of the award and recommended that the practice be formalized. That is the annual interest from two investment funds be added to those two investments, in proportion to the size of their fund. Decision will be made annually whether the bursary should be expensed or taken out of the fund.

MOTION: To approve the Claude Saunders Fund Management procedures as presented
Waddell/Hobbes – **CARRIED**

10. Q1 Report

Backer reviewed his report. Topics addressed with the Board included the COAST program. Regatta entries were included in the Placemat on the last page.

MOTION: To receive the Executive Director's Fiscal 2020 Q1 report
Schweinbenz/Hobbes – **CARRIED**

11. International Bids

St. Catharines Rowing Club is intending to bid for the Worlds Championships in 2024 and London is seeking to bid for FISU in 2022. The Board anticipates that support will be requested from ROWONTARIO from both bids. Ideas as to how to raise revenue to support these two clubs in their hosting were discussed. The FISU bid is due end of August 2019.

12. ROWONTARIO Championships

Backer described two unfortunate issues arising from the ROWONTARIO Champs, that resulted in two separate incident reports being filed and yellow cards issued to three coaches from one club and a warning to another club. Both incidents involved lack of respect shown towards ROWONTARIO regatta officials and staff. In the case of the yellow cards, two of the three coaches acknowledged and/or apologized to the Chief Umpire for their behaviour.

Backer noted that a comprehensive review will be conducted on this regatta, and the aim is to have a summary report on this regatta published.

Action Item: The ROWONTARIO Umpires Committee to develop a process of documenting and reporting when yellow cards are issued to coaches.

13. Next Meeting

Next meeting Monday October 28, 2019; 6:00 PM via GoToMeeting.

14. Termination

MOTION: To terminate the meeting at 7:21 PM.
Schweinbenz/Beresford –CARRIED

Judy Sutcliffe
Secretary