



Board of Directors Meeting - Minutes  
GoToMeeting  
March 28, 2022

Present:

Chris Waddell  
Caitlin Beresford  
Margy Braga  
Janet Lancaster

Dan O'Shaughnessy  
Amanda Schweinbenz  
Meredith Smith  
Andrew Backer – ED (non-voting)

Regrets:

n/a

**1. Call to Order**

Waddell called the meeting to order at 10:05am ET.

**2. Agenda approval**

**On a motion** made by Schweinbenz and seconded by Smith be it resolved that the agenda for the meeting be approved as presented. CARRIED

**3. Minutes approval from previous meeting**

**On a motion** made by Schweinbenz and seconded by Lancaster be it resolved that the minutes of the February 25<sup>th</sup>, 2020 Board meeting be approved as presented. CARRIED

**4. Notation of motions made in between meetings over email**

The following three motions were passed over email and are being recorded in the minutes for historical purposes.

**(January 2020) Motion:** To approve the remuneration package for A. Schweinbenz to be the Head Coach for Row Ontario's 2021 Canada Summer Games team.

Note: Schweinbenz was not involved in this vote. During the Board meeting, Schweinbenz announced willingness to defer any remuneration, given COVID-19 situation.

**(January 2020) Motion:** To approve charging HST on Club Membership fees, participant registration fees, umpire program fees and all service fees starting Fiscal 2021 (April 1, 2020).

**(March 2020) Motion:** To approve the proposed Vision, Mission, Values, Strategic Priorities & Strategic Goals as presented, which will make up the Row Ontario 2020/21 – 2023/24 Strategic Plan.

## **5. Compensation of Director**

**On a motion made** by O'Shaughnessy and seconded by Lancaster be it resolved that Meredith Smith will receive an honorarium of \$500 for the Chief Umpire for the Row Ontario Masters Championship regatta. CARRIED

Smith abstained from voting.

## **6. Hall of Fame & Awards proposal**

Backer presented the initial idea to launch a Hall of Fame in 2020 (Row Ontario's 50<sup>th</sup> anniversary). However, Row Ontario will reassess the right time to launch this initiative, given the impacts of Covid-19.

**On a motion** made by Schweinbenz and seconded by Smith be it resolved that Hall of Fame Policy be approved, with the proposed changes. CARRIED

**Action Item:** Backer to make minor recommended updates to the Hall of Fame Policy.

**On a motion** made by Beresford and seconded by O'Shaughnessy be it resolved that Hall of Fame Selection Panel terms of reference be approved. CARRIED

**On a motion** made by Smith and seconded by Beresford be it resolved that Awards Committee Terms of Reference be approved given the recommended amendments. CARRIED

## **7. Row Ontario High Performance Management Plan - Revised**

Backer explained that the Board had previously approved this High Performance Management Plan. Some updates have been made to this plan to integrate feedback and direction from the Row Ontario 2020/21 – 2023/24 Strategic Plan. Appendices are operational pieces.

**On a motion** made by Lancaster and seconded by O'Shaughnessy be it resolved that the updates to the High Performance Management Plan (2020-2024) be approved. CARRIED

## 8. F2020 Q4 Report

**On a motion** made by Schweinbenz and seconded by O'Shaughnessy be it resolved that the F2020 Q4 Financial Report be accepted. CARRIED

## 9. F2021 Budget

Backer explained the proposed budget but indicated that the execution of this budget is heavily dependent on the effects of COVID-19 and how this will affect our racing season. The Board agreed to continue to reassess and adapt the budget, based on COVID-19 developments.

**On a motion** made by O'Shaughnessy and seconded by Waddell be it resolved the 2020/21 operating budget be approved as presented and empower the Executive Director to make adjustments to the budget as required based on the changing landscape we face as a result of the COVID-19 pandemic. The Executive Director will be required to provide financial reports and adjusted budgets to the Board monthly. CARRIED

## 10. In camera session – Performance review of Executive Director

In camera beginning 11:10am. Backer and Schweinbenz were excused from the in-camera session. The in-camera session finished at 11:30am, and the Backer and Schweinbenz returned.

## 11. COVID-19

Summary of the March 27<sup>th</sup> Conference call with member clubs:

- Good attendance and representation from member clubs; overall well received / good feedback from attendees
- Guidance to clubs:
  - o Based on government guidance, clubs are to be closed, and recommendation to not have activity at our clubs
  - o Row Ontario is encouraging to complete membership form
- Action items:
  - o Row Ontario to continue to focus on short-term assistance for clubs
  - o Continue to meet with Rowing Canada and Provincial organizations
  - o Meet every 2 weeks with member clubs

Other topics/concerns discussed regarding COVID-19:

- Consider other ways to keep our community a community, and determine the appropriate methods and levels of engagement
- Consider alternate types of competitions (e.g. "offline regattas" ideas)
- Consider 2020 regatta schedule and deadlines to postpone or cancel regattas

- Row Ontario staff to work towards when we are ready to start back up. Focus on updates with Coaching Certification, NCCP program delivery, and Umpire clinics.
- Determine strategy and approach for Row Ontario Conference over the next 30 days
- Discuss deferring start date of the 2020-2024 strategic plan;
- Continue to leverage leadership from RCA

Action Item: Backer and Waddell to consider sending out a survey to member clubs to receive feedback.

Action Item: Continue to focus on communicating to our clubs, via newsletters and recurring conference calls with member clubs (as needed).

## 12. Next Meeting

Given the current situation with COVID-19 and the implications this has on Row Ontario and our members, the Board agreed to have more frequent meetings as necessary.

The next meeting will be tentatively scheduled for Saturday, April 25<sup>th</sup>, 2020 (GoToMeeting) with information including agenda being set via email by Backer.

## 13. Termination

**On a motion** duly made by O'Shaughnessy and seconded by Schweinbenz, be it resolved that the meeting be terminated at 12:10pm ET CARRIED