



## Board of Directors Meeting

April 29, 2017

Minutes of Meeting

### Present:

President	Chris Waddell
Treasurer	George Barkwell
Secretary	Judy Sutcliffe
Director	Margy Braga
Director	Jurgen Schubert
Executive Director	Andrew Backer
<b>Regrets</b>	
Director	Amanda Schweinbenz
Director	Tony Miller

### 1. Call to Order

Waddell called the meeting to order at 9:15 AM.

### 2. Motion to approve agenda

**MOTION:** (Schubert/Braga) "To approve the agenda as presented"

CARRIED

### 3. Minutes March 3, 2017

**MOTION:** (Braga/Schubert) "Motion to approve the minutes as read"

CARRIED

### 4. Signing Officer

Barkwell reported that signing authorities need to be updated.

**MOTION:** (Braga/Barkwell) "To remove Lynda Dundas, Tom Blacquiere, Derek Ventnor and add Christopher Waddell, Jurgen Schubert and Andrew Backer."

CARRIED

Action Item: Backer, Waddell and Schubert, need to send a copy of a voided personal cheque and copy of drivers' license to Barkwell to be added as a signing officer for the investment account.

Action Item: Barkwell, Waddell and Schubert to send the coordinates of the nearest CIBC branch for each to Backer so Backer can coordinate where banking paperwork is to be sent.

## 5. 2016-17 Financials

The Board was advised that the 2016-17 audit has been pushed back because of timing (from Ventnor). The Board will need a conference call to approve, once the audit is final. The auditor is now coming into the office May 10 & 11, 2017, when Barkwell will be more available.

## 6. Appeal Policy and Procedure

Backer reviewed the Appeals Policy, that Lisa Roddie has reviewed from a governance standpoint. The Board had made changes in November 2016 but these changes had not been reflected in the document.

**MOTION:** (Braga/Schubert) "To approve the Appeal Policy and Procedure as amended"

CARRIED

## 7. Registration Policy

Various changes were made to the Policy to update it and it was approved.

**MOTION:** (Schubert/Barkwell) "To approve the revised ROWONTARIO Membership and Registration Policy and Procedure April 1, 2017 – March 31, 2018"

CARRIED

## 8. 2017-20 Strategic Plan

Backer reviewed the strategic planning process. Areas of focus were identified as:

- Revamp current business model with emphasis on becoming less reliant on ministry funding
- Update our governance framework to good governance practices
- Develop a LTAD aligned Athlete program pathway
- Develop a LTAD aligned Coach Development Program (including Professional Development)
- Develop a LTAD aligned competition model
- Develop a fully integrated registration, regatta management system
- Continue emphasis on our HP programs
- Invest in a professional staff structure that can implement the priorities

It was stressed that the Association needs to implement a significant portion of this plan within the next 6 – 8 months, as that will result in implementation in 2018-19, on which the following three year OASF funding will be based. Ministry funding will now be based on four tiers with Tier 1 being the highest. A four-year strategic plan will allow the next operational plan application to be built within the existing strategic plan. The plan was reviewed in detail and changes were made accordingly.

The Vision is: "A national leader in providing rowing programs and governance services that support members to achieve organizational and individual excellence." Mission is: "ROWONTARIO promotes rowing participation and builds excellence through the development and implementation of programs and services for member clubs, athletes and sport supporters." Values were amended and a definition of the value proposition added.

**MOTION:** (Schubert/Braga)

"To approve the ROWONTARIO Strategic Plan 2017-2020 as amended"

CARRIED

## 9. 2017-18 Operating Budget and Projected 2018-19 Budget

Barkwell noted that the previous budgets had only to deal with ROWONTARIO funded programs and now RCA Row to Podium (R2P) elements need to be added in. Barkwell needs the latest figures on R2P that Ventnor will send him. After discussion, it was agreed to structure the budget according to the elements of the strategic and operational plans.

The elements of the strategic plan to be followed are: business operations, athletes (high performance), coach development, umpire development, competitions and member services. Also, after discussion, the Board concluded that the lead responsibility to develop the draft budget should be transferred to Backer.

After an explanation from Barkwell about the new OASF requirements, the Board agreed to consolidate all internally restricted funds into the Operating Fund. This will better align reporting with the way the Association budgets and finances its operations, as well as how the Association must report financial activity to the Ministry. The original purposes of these funds will continue to be met within the overall ROWONTARIO budget.

**MOTION:** (Barkwell/Sutcliffe)

"To consolidate all reserve funds into one fund including Club Development Fund, Umpires Fund, High Performance Development Fund, High School Bursary Fund, Fee Stabilization Fund, effective March 31, 2017, excepting the Claude Saunders Fund and the Row to Podium restricted funds."

CARRIED

## 10. Proposed Staffing Model

**MOTION:** (Schubert/Braga)

" To go in camera at 2:38 PM."

CARRIED

**MOTION:** (Braga/Schubert)

" To exit in camera at 4:08 PM."

CARRIED

**MOTION:** (Waddell/Braga)

" To approve the staff restructuring model as presented."

CARRIED

## 11. Meetings

The next meeting will be held via conference call Friday May 5<sup>th</sup>, 7:30 PM. Waddell will send a confirmation note to Board members. Sutcliffe will not attend (vacation). Next conference call meeting will be in June to review the audit.

Backer will develop a meeting plan for the Board, quarterly conference calls a month after each fiscal quarter - mid-August likely next meeting.

## **12. Adjournment**

**MOTION:** (Braga/Schubert)

"To terminate the meeting 4:21 PM"

CARRIED

Judy Sutcliffe  
Secretary