



Board of Directors Meeting

October 5, 2017

Minutes of Conference Call

Present:

President	Chris Waddell
Secretary	Judy Sutcliffe
Director	Margy Braga
Director	Jurgen Schubert
Director	Tony Miller
Treasurer	George Barkwell
Director	Amanda Schweinbenz
Executive Director	Andrew Backer
Guest	Paul Joakim, Grant Thornton, LLP

1. Call to Order

Waddell called the meeting to order at 8:02 PM.

2. 2016-17 Financial Audit

Backer introduced Paul Joakim, CPA, of Grant Thornton, LLP (GT). Joakim reported that GT was aware of the challenges to be faced with the change-over of key staff at ROWONTARIO, and expressed appreciation for the patience of the Board to ensure that a quality final product was generated. He underlined that no additional costs had been incurred in relation to the audit, attributable to the delay. He noted that the audit opinion was "clean", that materiality of 3% of the overall budget was consistent with prior years, and that there were no unadjusted errors. Joakim reviewed the financial audit in detail.

8:14 George Barkwell joined call.

Joakim reviewed the management letter, noting that no fraud was found or reported, and highlighted various issues, then responded to questions by Board members. Sutcliffe suggested that there be an addition to Note 2 explaining the rationale for folding all separate funds into the Operational Account, to be consistent with budgeting through the Ontario Amateur Sport Fund process. Backer will draft some wording, review it with Barkwell and send it to Joakim for including in the Notes.

Sutcliffe raised concerns about the fact that HST remittances have not been made to the Government of Canada for three years. Backer and Joakim described their planned approach to address this issue and Backer will have an update at the October 29th, 2017 Board meeting.

Sutcliffe asked about the outstanding Accounts Receivable and Backer described the process underway for recovering these funds. Sutcliffe asked about the allowance for doubtful accounts, under Credit Risk in Note 11, and the Board agreed to add \$5,000 as a provision for bad debt.

MOTION: (Barkwell/Waddell)

"To add an Allowance for Doubtful Accounts in the amount of \$5,000, and amend the Note on Credit Risk accordingly"

CARRIED

MOTION: (Sutcliffe/Barkwell) "To approve the audited financial statements for the year ending March 31, 2017, as amended"

CARRIED

Joakim will make the changes and provide the amended and approved statements to Backer, for submission to the Ministry.

Joakim left the call at 9:00 PM.

3. Governance Committee Vacancy

Sutcliffe reported to the Board that a member of the Governance Committee, Carol Purcer, has resigned, thus creating a vacancy. Sutcliffe proposed that Sara Erskine, who in 2016 had chaired the Nomination Sub-Committee of the Governance Committee and managed the nomination process, be appointed to the Governance Committee.

MOTION: (Sutcliffe/Waddell) "To appoint Sara Erskine to the Governance Committee"

CARRIED

4. ROWONTARIO Championships

Waddell described the challenges faced with the Welland International Flatwater Centre (WIFC), where a number of contract obligations were not met during the hosting of the Association's championship regattas. Waddell described actions that the Association had taken to obtain feedback and respond to concerns. A survey of regatta participants was completed, and the Organizing Committee (Regatta Chair, Chief Umpire, ROWONTARIO President, Executive Director and Competitions Manager) met to review the survey's findings and other concerns. Waddell advised the Board that he had received a letter from the Head Coach of St. Catharines Rowing Club, and there had been an exchange of correspondence, culminating in a telephone meeting between Waddell and the Head Coach.

Barkwell noted that WIFC has hired Erin Carl (Terreberry), who will be responsible for the delivery of events held at WIFC in the future. There was a discussion about the most appropriate manner in which to communicate with WIFC and the City of Welland. Schubert noted the need to cultivate more venues in Ontario for 2000 M racing. As the contract for hosting the Association's two championship regattas is due for renewal, the Board discussed the appropriate time frame for the RFP and preferred three instead of five years. Barkwell advised that there be deductions in paying the invoices, given the 2017 non-deliverables.

5. Meetings

The next meeting will be held in person or via conference call on October 29, 2017, starting at 6:00 PM. A number of Board members noted that the Ontario University Athletics Championships, being held on October 27-28 may need to be moved to Sunday the 29th because of poor weather, which might affect the timing of the Board meeting.

6. RCA – Support of RCA Events

The Board agreed to have a discussion at the in-person meeting, after the AGM, about the best manner in which to provide support for RCA events.

7. Adjournment

MOTION: (Miller/Schweinbenz) "To terminate the meeting 9:34 PM"
CARRIED

Judy Sutcliffe
Secretary