



Board of Directors Meeting ~ Toronto, ON

March 24, 2018

Minutes

Present:

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

1. Call to Order and Agenda Approval

Waddell called the meeting to order at 1:06 PM. RCA Conference update was added to the agenda.

MOTION: To approve the agenda as amended.

Amanda/Miller - CARRIED

2. Minutes of Previous meeting

MOTION: To approve the minutes of February 21, 2018 as read.

Miller/Hobbes - CARRIED

3. HST Update

Backer reported that the our HST Filing for 2011-12 through to 2016-17 has been filed with CRA along with our initial payment. The Association is waiting on information from CRA on what our penalty and interest charges will be. The HST rebate payment has not yet been submitted as the Association is awaiting information from RCA. ROWONTARIO may receive some rebates from CRA at the end of this process, but only for 2016-17.

4. ROWONTARIO Policies

4.1 Confidentiality

Backer introduced the Confidentiality Policy that will need to be signed by staff, Board members, volunteers working on sub-committees, coaches in the remote coaching network, Regatta Chairs. Chief Umpires will be asked to sign for all regattas, and in the next fiscal year, all umpires will be asked to sign as part of the registration process. The policy is a Ministry requirement, to maintain recognition as a Provincial Sport Organization.

MOTION: To approve the Confidentiality Policy as presented.
Schweinbenz /Schubert – CARRIED

4.2. Parent Code of Conduct

Backer introduced the proposed Parent Code of Conduct, also a Ministry requirement, the intention of which is to promote respect and fairness in all ROWONTARIO team activities. It will apply to the provincial team only at this point. The Board asked that the words “homophobic, transphobic or sexist” be added to the list of comments that are offensive and from which parents will agree to refrain from uttering, and that “parent” be changed to “parent/guardian”. Backer noted that the signed Codes of Conduct will be retained by the Operations Coordinator in the office. Other minor changes were made.

MOTION: To approve the Parent Code of Conduct as amended.
Schweinbenz /Miller – CARRIED

4.3 Inclusion Policy

Backer introduced the proposed Inclusion Policy (a Ministry requirement) that described that ROWONTARIO will adhere to the Ontario Human Rights Code and will ensure inclusivity at all levels of the organization. The Board noted that the ROWONTARIO Transgender Athlete Participation in ROWONTARIO Sanctioned Events Policy will need to be updated to align with this Inclusion Policy.

MOTION: To approve the Inclusion Policy as presented.
Schweinbenz /Miller – CARRIED

4.4 Screening Policy

Backer introduced the Screening Policy. Due to the positions of trust that are inherent in the provision of sport activities, all staff and volunteers that will play a role in ROWONTARIO activities need to be screened for the protection of those considered vulnerable to whom service is provided. This Policy will apply to ROWONTARIO staff and volunteers (defined by job description). Over time, Clubs will also have to implement similar policies. Either Backer or a third party (like John Wilkinson) will monitor Police Records Checks results. There will be no end-date, so the record lasts until it is asked for again.

MOTION: To approve the Screening Policy as presented.
Schweinbenz /Schubert – CARRIED

4.5 Social Media

Backer introduced the Social Media Policy designed to provide ROWONTARIO employees, volunteers and athletes with requirements for participating in social media, including organization-hosted social media, where affiliation with ROWONTARIO is generally known, identified or presumed. It also outlines the privacy, confidentiality, legal and ethical issues that all employees and volunteers must bear in mind when using social media. It was clarified that Board approval is not required to start a social media account. But access to ROWONTARIO social media accounts are to be managed through procedure. Erika Roach (responsible for Communications) will manage passwords as employees change. The Board noted that social media training would be helpful and offering it to those who are interested can be done via Skype. Social media experts should provide training to team members for provincial teams.

MOTION: To approve the Social Media Policy as presented.
Schweinbenz /Miller – CARRIED

4.6 Coach Certification Policy

Backer explained why the Coach Certification Policy has been withdrawn from Board consideration. As the next steps depend on RCA, who have promised feedback within three weeks, the ROWONTARIO policy will be adjusted, if necessary, to align with RCA, and will be sent to the Board for an e-vote.

5. 2017/18 Financials

Backer provided an update on the YTD February 2018. As described in the Strategic Plan, the Association is aiming to break-even by 2019-20. In this FYO, a forecasted \$40,000 will be spent from reserves. The finalized 2017 – 2020 Strategic Plan will be added to the Reference Material folder of the DropBox for the Board's reference. The Board reviewed the Row to Podium equipment that was sold and that which was retained.

MOTION: To accept the 2017/18 year to date financial report to March 22, 2018.
Schweinbenz /Miller – CARRIED

6. 2018/19 Operational Plan

The proposed operational plan for 2018-19 was reviewed. Backer indicated that quarterly reports will be provided to the Board on progress to date, and progress will also be presented to the membership at the AGM on progress against the Strategic Plan.

The Chair of the Umpires Committee requested that copies of the sanction applications be shared with the Umpires Committee, so that data can continue to be collected on relevant dimensions. Backer confirmed that Sutcliffe will receive copies of pre-April 2018 sanction applications. There is a discussion underway as to how to provide Sutcliffe with access to the reports now that RCA is using an online sanction application process.

MOTION: To approve the 2018-19 operational plan as amended.
Miller/Schweinbenz– CARRIED

7. In camera discussion

At 3:31 there was a:

MOTION: For the meeting to go in camera.
Braga / Miller– CARRIED

At 3:32 PM, Backer left the meeting.

At 4:00 PM, the Board made the following:

MOTION: For the meeting to exit in camera and invite Backer back into the room.
Braga / Miller– CARRIED

8. 2018/19 Budget

The Board reviewed the 2018-19 budget as presented.

MOTION: To approve the ROWONTARIO Budget for the 2018/19 fiscal year.
Hobbes/Schubert – CARRIED

9. Lightweight Rowing

A Board member raised a concern with regattas (either indoor or on water) with LTW events, that encourage weight loss over time, by setting the weight limit higher than permitted in the Rules of Racing. It was proposed that all regattas should have the weight limit fixed (as per the Rules) to encourage “natural” lightweights, and that sanctions be withheld from those regattas that wished to raise the maximum LTW limit.

The Board discussed this and the broader issue of LTW rowing. It was noted that coaches are not currently well educated (if at all) through the NCCP on LTW rowing or weight management.

ACTION ITEM: The Board asked Sutcliffe to have a discussion with the Chief Umpire of CIRC about the weigh-in limits for that regatta and report back at the next Board meeting in June. The Board will determine next steps from there.

10. Trillium Chase Logo & ROWONTARIO Logo

Backer unveiled a new Trillium Chase logo that would be used to replace the existing ROWONTARIO logo. It could also be used for all events. The Board discussed and agreed to leave ROWONTARIO all caps. The final version of the new logo will be sent to the Board for an e-vote.

11. Next meeting

Conference call meeting June 12, 2018, 6:00 PM for the audit.

12. Adjournment

MOTION: To terminate the meeting 5:33 PM.
Hobbes/Braga – CARRIED

Judy Sutcliffe
Secretary