



**Board of Directors Meeting  
Conference Call  
January 17, 2019  
Minutes**

**Present:**

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

**1. Call to Order**

Waddell called the meeting to order at 6:35 PM.

**2. Agenda & minute approval**

**MOTION:** To approve the agenda as presented.  
*Hobbes/Beresford - CARRIED*

**MOTION:** To approve the minutes of December 2, 2018  
*Waddell/Braga - CARRIED*

**MOTION:** To approve the minutes of December 9, 2018  
*Waddell/Hobbes - CARRIED*

**3. Action Items**

Backer reported that he and the Executive Director of Rowing BC had together written a letter to RCA seeking clarification on matters pertaining to umpiring and sanctioning.

The follow-up on the following Action Items was:

Action Item	Status
Discuss development of a webinar for coaches on essential elements of the Rules.	Delayed due to other priorities
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	Plan to start in Jan sometime
Staff to go through process to define what we need for the website and then go through an RFP for a new website. Target to launch new website April 2018	Started, but delayed execution due to staffing transition
Arrange a business meeting with the Members, prior to the end of the F2019 fiscal	in progress

**4. RCA Semi-Annual Meeting**

Waddell wrote to RCA with questions and had received answers that were circulated to the Board. The Board concluded that the questions had not been answered to the Board's satisfaction. The Board agreed that this information (ROWONTARIO's questions and RCA's answers) should be sent to all clubs, along with the results of the below motion.

**MOTION:** To vote against the proposed RCA seat fee increase of \$0.50 and against the proposed RCA \$4.00 per member increase at the RCA Semi-Annual Meeting on January 27, 2019, based on the lack of adequate information on which to base a decision.

*Hobbes/Schubert - CARRIED*

**5. Strategic Plan Process**

Backer noted that a new strategic plan will be needed for 2020. A process to develop the plan should start in the summer of 2019. Backer advised that the operational goals are tied to the Strategic Plan and noted that this link needs to be made more frequently for the Board's attention. To ensure engagement of the membership in the planning process and remove any perception of internal bias, it was recommended that a neutral person (consultant) be recruited to lead the collection of input from the membership.

Braga notes that Deloitte does pro-bono strategic planning consulting services. Backer will follow up.

**MOTION:** To approve the expenditure of up to \$15,000 to recruit an external facilitator to undertake a process to develop a new strategic plan to be effective April 2020.

*Sutcliffe/Braga - CARRIED*

## 6. Membership Fee Advisory Committee

Hobbes described that the Membership Fee Advisory Committee met recently with good representation from across the clubs (including an umpire). Topics discussed included the Umpire Membership and Registration fee, a regatta based tiered umpire program fee system, and annual cost of living fee increases for all ROWONTARIO fees. On the basis of recommendations from the MFAC, the following motions were approved:

**MOTION:** To set the individual umpire registration fee at \$5.00 for 2019-2020.

*Hobbes/Schubert* – **CARRIED**

**MOTION:** To establish a new daily umpire fee that will be charged to each regatta based on the below schedule starting in the 2020-2021 fiscal year.

Regatta Type	Criteria*	Umpire Program Fee (UPF)/regatta – Flat Rate
Indoor Regattas	All indoor regattas	\$25/day
Outdoor A	<500 seats	\$25/day
Outdoor B	501 – 1,000 seats	\$50/day
Outdoor C	> 1,000 seats	\$100/day
Provincial & National		\$200/day

\* regattas will be classified by previous year's entry numbers. New regattas will be determined between the Host and ROWONTARIO.

(e.g. ROWONTARIO Championships – 2 days x \$200 = \$400.00 UPF)

*Hobbes/Waddell* – **CARRIED**

**MOTION:** To increase annually by the cost of living the ROWONTARIO membership fee, all participant registration fees, regatta Umpire Program Fees and seat fees starting in F2021 (April 2020). The calculation of the cost of living will be based on the previous December's Consumers Price Index (CPI). (E.g. F2021 percent increase will be determined by the December 2019 CPI.) In the event the CPI is 0 percent or a negative percent, ROWONTARIO's fees will not change.

*Hobbes/Waddell* – **CARRIED**

Backer reported that the Membership Fee Advisory Committee had been asked to consider the topic of umpire compensation (i.e., paying umpires for attending and umpiring at regattas). The MFAC unanimously agreed that there was no need to compensate umpires for their time.

**Action Item:** Backer will develop a bulletin for the membership to be sent out prior to the RCA Semi-Annual Meeting.

## 7. Member Meeting Request

Backer updated the Board, and the Board concluded that they would welcome suggestions from member clubs as to how to meet ROWONTARIO's Strategic Plan objectives. A memo to member clubs will be drafted and circulated for Board input prior to distribution.

## 8. Drug Free Workplace Policy

The Board reviewed the policy.

**MOTION:** To approve the Drug Free Workplace Policy as presented.  
*Hobbes/Waddell- CARRIED*

## 9. Next meeting

The Board agreed to meet again at the office on March 30<sup>th</sup>, 2019, 9:00 AM, but there may need to be a conference call meeting to review a Concussion Policy in late February—Backer will send a poll to find a date.

## 10. Cost savings on ROWONTARIO office space

The ROWONTARIO office will be re-locating within the same building to smaller space, at an annual cost savings of approx. \$10,000 and reduction of 450 square feet.

## 11. Termination

**MOTION:** To terminate the meeting at 7:58 PM.  
*Hobbes/Waddell- CARRIED*

Judy Sutcliffe  
Secretary