

ONTARIO ROWING ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING – December 2, 2012

Mississauga, Ontario

1.0 CALL TO ORDER

Tom Blacquiere called the meeting to order at 9:05 AM. A moment of silence was held in respect of Ontario rowing supporters who passed away this past year.

2.0 QUORUM, MAJORITY, APPOINTMENT OF SCRUTINEERS

The Executive Director reported that a quorum existed.

Ian Wilson and Diane Barr were appointed as Scrutineers.

3.0 APPROVAL OF THE AGENDA

MOTION: (London Rowing Society/ St. Catharines Rowing Club) "That the Agenda be accepted as presented."
CARRIED

4.0 APPROVAL OF MINUTES – 2011 ANNUAL GENERAL MEETING

The minutes of the 2011 Annual General Meeting of the Association were reviewed and an error was noted—at the top of page 23, there were two "Es" instead of one.

MOTION: (London Rowing Club/ Argonaut Rowing Club) "That the minutes of the ORA AGM 2011 be accepted as amended."
CARRIED

5.0 BUSINESS ARISING FROM 2011 AGM MINUTES

There was no business arising.

6.0 CORRESPONDENCE

There was no correspondence.

MOTION: (Severn River Rowing Club/ Hanlan Boat Club) "To move into a Committee of the Whole"
CARRIED

7.0 EXECUTIVE COMMITTEE REPORTS

7.1 President

Tom Blacquiere presented his report and responded to questions.

7.2 Vice President Finance and Administration

7.2.1 Vice President's Report

George Barkwell reviewed his report and noted that the auditors provided an unqualified opinion. The Association ended the year with a \$371,000 surplus with \$304,577 of this surplus being held in cash and investments. As directed by the members at the last AGM, ROWONTARIO went to tender to

select an auditing firm for the next five years. The VP, F&A and the Executive Director approached 35 major accounting firms and received nine proposals. The VP and Executive Director created a shortlist, undertook interviews, and subsequently recommended to the Board and now to the membership that the Association appoint Grant Thornton, LLP as auditors.

7.2.2 Membership/Registration Report – YTD Update

The migration to the RCA Web Registration System has made the collecting of data comparative to past years, more difficult. It is estimated that registration is lower than last year by about 600, although the implementation of the RCA web registration system may have contributed to this. Clubs that had outstanding registrations were asked to submit them. Elgin Rowing Club and Bluewater Rowing Club were declared as “Clubs not in Good Standing” for lack of filing registration reports and failure to pay their Club Membership fees for the last 3 years.

7.2.3 Ministry grant

Barkwell reported that the base funding grant from the Ministry has remained stagnant for the current fiscal year and will increase by 5% in 2013-14 and another 5% in 2014-15.

7.2.4 Club and Membership Development Fund

The Board established a Growth Stimulus Grant to support new growth initiatives by clubs—either to start a new club or to stimulate growth at an existing club. A Committee of the Board will develop criteria for the grant over the winter and the grants—of up to \$2,500—will be available beginning April 1, 2013 for application.

7.2.5 Human Resources Manual

An HR Manual was completed because with the current nine employees, it is a good business practice.

A member suggested that the costs of administration be allocated to the various portfolios, as opposed to having a separate budget line for Administration.

7.3 Vice President, Events

Carol Purcer reported that the ROWONTARIO Championships and ROWONTARIO Masters Championships both ran very well this year. Thorough preparation by Derek Ventnor and his staff provided athletes with two smoothly run regattas.

The 2012 Ontario Summer Games (OSG) regatta was hosted at the Argonaut Rowing Club and for the first time included a skills regatta. Purcer extended thanks to the Argo Club and Regatta Chair Judy Sutcliffe for a great event that was smoothly run and well enjoyed by athletes and coaches.

The contract for hosting the ROWONTARIO property regattas is due for renewal and Purcer noted that she would be bringing forward a proposal under New Business.

7.4 Vice President, Education and Capacity

Jeremy Courtney described a Club safety initiative at Ottawa Rowing Club and thanked Judy Sutcliffe for the work of the Umpires’ Committee that she leads.

7.5 Vice President – Participation

J-C Marly described his efforts over the past year to focus on creating opportunities for new people to get into rowing. He described other initiatives that he had piloted over the past season. Members suggested that when the Club Reports are completed, that they ask not only for the name of the Head Coach, but also for the name of the Recreation Coordinator. Also, that Marly arrange for the creation

of a PPT presentation to promote rowing as a recreational activity for school students. Marly also reported that the 2012 FISA tour had been host in Sudbury, and extended thanks to Donna Spiegel for the assistance in organizing this.

7.6 Vice President – Athletes Development

Dave Pelette reported that he, Jeremy Courtney and JC Marly have been working together to devise approaches to increasing capacity. The ROWONTARIO Adaptive committee is meeting regularly under the leadership of Thomas Merritt. A coach and athlete recruitment exercise and expression of interest was held for the OSG but only 10 athletes and two coaches expressed interest by the deadline. To minimize the penalty likely to be incurred for not meeting the contractual obligations with the Sport Alliance Ontario, the Association devised a new model for the Games and changed the venue. This provided an opportunity to host a skills competition, which became a learning opportunity for umpires, coaches, athletes and the host club. The LTAD report is under development, and will be the subject of lots of discussion in 2013-2014. The weighting for the High school bursary was changed to give heavier weighting to rowing accomplishments.

7.7 Vice President Member Services

Linda Wooding credited staff for their accomplishments with communications, and she specifically referenced the newsletters and ongoing updates. Wooding provided guidance in bringing a strategic focus to their work.

7.8 Director at Large – Jurgen Schubert

Jurgen Schubert described that he had kept in contact with clubs in the North Central Region and continued to act as a sounding board. He was involved on the organizing Committee of the OSG, and in working out how the skills competition would work. Schubert also reported that he had participated on the Awards Committee and has been named to the Expert Committee for the Shells and Sails program.

7.9 Executive Director's Report

Derek Ventnor reviewed the Executive Director's Report and highlighted that he is now in the process of developing the presentation to renew Row to Podium (R2P) for the next few years. After emphasis on high performance, he will then turn his attention to recreation programming. The Shells and Sails program club capacity building initiative was described and clubs were urged to take advantage of it. The first year (which is July 2012 to June 2013) will be made up of pilots, with expansion province-wide in subsequent years.

The Sport Priority Funding (SPF) grant that was received to develop a youth coaching program included funding for the creation of the Sport Development Co-ordinator position for 7 months. By leveraging some additional grant monies, the position was converted into a 12 month contract, with plans to renew for a second year subject to confirmation of funding. In response to a question, Ventnor reported that grant-supported salaries are flat-lined and all the salaries of additional staff recruited in the last year are fully funded by various grants.

WebReg – Ventnor described that this first year of RCA's web-based registration has been challenging but that club feedback has been variable. ROWONTARIO staff (Ventnor and/or Lewis) participates in a regular conference call meetings with RCA and other PRAs about WebReg and then has a separate call with RCA about Ontario issues. He noted that there has been some shrinkage of membership and opined that it was attributable to individuals now being responsible for registration as opposed to one club registrar. He urged all clubs either to go to the RCA AGM in person and express their concerns or to describe their concerns to Ashley Lewis who can make sure that these are expressed at RCA at the AGM. Ventnor confirmed that ROWONTARIO will still accept membership payments until March 31, 2013.

Ontario Summer Games – for the last three sets of Games, rowing has struggled to obtain adequate Games regatta participation from the clubs. The 2008 Games regatta in Ottawa was cancelled because of lack of interest and ROWONTARIO did not suffer a financial penalty.

The 2010 Games in Sudbury were more successful with a mix of clubs sizes participating. In 2012, the Association was at the point of withdrawing, but decided to proceed with a reduced number of participants and therefore suffered a financial penalty. Athletes and coaches were supportive and all who participated reported enjoying it.

There were two issues with the 2012 OSG: (1) timing – ROWONTARIO cannot control the Games dates and often they conflict with Henley—coaches and athletes were tired from a summer of racing, and some parents wanted a break and wanted vacation, and with the age group of participants, the parents’ wishes were a factor; (2) there remains varying levels of support for the skills regatta model, which is not yet fully accepted by the membership

The \$5,000 penalty assessed by the OSG was for unused rooms and meals for participants. ROWONTARIO had committed in February 2011, to bringing 84 participants to the Games. At Games time, there were 26 participants, and the penalty assessed was for the accommodation and meals for the missing 58 participants.

Ventnor reported that rowing will not be in the 2014 Games, but will continue to explore the skills regatta event. If there is interest from the Clubs, then the Association can consider how to be in the OSG, beyond 2014; the Association would need to apply for the 2016 OSG.

7.10 Nominating Committee Report

Lynda Dundas, Chair of the Nominating Committee reviewed her report and noted that no other nominations had been received for the positions of President, VP Events and VP Member Services. One nomination had been received for the Director at Large position and so there will be an election for that position.

MOTION: (Silver Lake Rowing Club/Branksome Hall) “To come out of the Committee of the Whole”.

CARRIED

Mike Murphy of London Rowing Society wanted to acknowledge Peter McClelland here representing the University of Western Ontario Boat Club, won a Bronze in the pair at the 2011 Pan Am Games.

MOTION: (Quinte Rowing Club/Hanlan Rowing Club) “To approve the Reports as presented.”

CARRIED

8.0 APPROVAL OF AUDITED STATEMENTS FOR THE 2011 - 2012 FISCAL YEAR

Barkwell described how the audited financial statements reflect the combined funds of R2P and ROWONTARIO. R2P – page 4 – General fund is ROWONTARIO operations, whereas Restricted Fund is R2P. He stressed that the ROWONTARIO Board does not direct any of the R2P funds. “Interfund Elimination” is ROWONTARIO’s contribution to R2P. FY 2010-2011 was a part-year for R2P. In the future, there could be separate statement of operations for R2P and for ROWONTARIO.

MOTION: (VP F&A/ Cambridge Rowing Club) “That the Audited Financial Statements for the Year ended March 31, 2012 be approved as presented.”

CARRIED

9.0 APPOINTMENT OF AUDITORS FOR THE FIVE FISCAL YEARS 2012 – 2017

MOTION: (Brock University Rowing Club/Ridley Grad Rowing Club) “To appoint Grant Thornton LLP as auditors for the Association for the period 2012 – 2017.”

CARRIED

10.0 NEW BUSINESS

10.1 Club Memberships

There are no clubs eligible for full membership status.

10.1.2 Approval of Probationary Club Applications

The Executive Director introduced four Clubs that have applied to become a member of the Association, and also RCA. The constitutions of both Associations require that a club be a member of the other in order to join.

MOTION: (Ottawa New Edinburgh Rowing Club/ Peterborough Rowing Club) “To approve Cornwall Rowing Club for probationary membership.”

CARRIED

MOTION: (Don Rowing Club/Hanlan Boat Club) “To approve the Dominion Day Regatta Association for probationary membership.”

CARRIED

MOTION: (Ridley Grad Boat Club /Brock University Rowing Club) “To approve Ridley College Rowing Club for probationary membership.”

CARRIED

MOTION: (Kitchener-Waterloo Rowing Club/Guelph Rowing Club) “To approve Upper Canada College Rowing Club for probationary membership.”

CARRIED

Ventnor explained that the applications from both UCC and Ridley College were a result of the catalyst being their declared intention to send a crew to Henley Royal. An admission requirement of Henley Royal is that all applicant clubs be recognized by their National Rowing Federation. To become a member of RCA, the club needs first to be a member of ROWONTARIO.

Ventnor also noted that in the registration report, the Scullers Club of Belleville has changed its name to the Trenton Rowing and Paddling Club.

10.1.3 Termination of membership

Two clubs have been out of contact for three years or more and have not paid their club membership fees. If in the future these clubs wish to join the Association again, they would need to apply as a probationary club. RCA has taken similar steps. Ventnor described the process undertaken to determine if a club is active: using the most recent contact information, multiple attempts are made to get in contact over the course of a year via email and phone, and then registered mail, then after the Club has been de-registered, the letter of termination is sent also via registered mail.

MOTION: (London Rowing Club/Brock University Rowing Club) “To terminate the membership of Bluewater RC.”

CARRIED

MOTION: (Past President/Hanlan Boat Club) “To terminate the membership of Elgin RC in St. Thomas Ontario.”

CARRIED

10.2 Membership/Registration Fees for 2012 - 2013**10.2.1 Club Membership Fees**

Barkwell introduced the issue of the Association’s long-term financial sustainability. In 2007, the Club fees were raised to \$225. From 2007 – 2009 club membership and individual registration fees have not changed; in 2007 the individual high school rower’s fee was set at \$1.00, and the non-rower fee has been \$1 since 2007; in 2009 – Sport rower (recreational) individual membership was set at \$7.00. There have been no increases in club or individual membership fees since 2009.

Membership as a share of revenue is reducing and the Ministry base grant is flat-lined. The Board wishes to maintain at least one year’s revenue in reserve. At present, costs (utilities, rent, etc.) are exceeding revenues and if the Board continued to access the reserve fund the ability of the Association to recover from a catastrophic loss of revenue would be compromised. Barkwell provided further background on the Ministry grant and the Association’s ranking in relation to the amount awarded.

Barkwell proposed to raise the Sport rower fee from \$7 to \$9, Competitive fees from \$42 to \$43, high school fees to \$2 from \$1, and leave non-rower the same at \$1 (which is a minimum fee required by Ministry). University rowers are considered Sport rowers although many are cross-registered at clubs and pay competitive fees. There was a discussion about novice rowers for high school as well as university and Barkwell committed to examine this. Other innovative ideas (e.g., try-out memberships) were raised for consideration.

Based on current registration numbers, the increase as describe above would generate \$12,000. The membership discussed the long range financial plan, which is premised on an annual fee increase that might be offset by an increase of membership.

Barkwell introduced the following motion.

MOTION: (Brock University Rowing Club/Middlesex Western Rowing Club) “To increase the club fees of the Association from the 2012/13 levels by \$25 to \$250 for 2013/2014,

CARRIED

MOTION: (Brock University Rowing Club/St. Catharines Rowing Club)
 “To increase the individual membership fees of the Association from the 2012/13 levels with the Sport rower fees increasing by \$2.00 to \$9.00, the Competitive rower by \$1.00 to \$43.00, the High School rowers by \$1.00 to \$2.00, for 2013/2014.”
CARRIED

10.3 Elections Nominations

Blacquiere confirmed that in accordance with the nomination/election process outlined in the Constitution, Blacquiere has been acclaimed as President and Purcer acclaimed as Vice-President Events, each for a 3-year term. Blacquiere advised that since there were no declared candidates for the position of VP-Member Services, the Board will solicit for candidates and appoint. For the Director at Large (DAL) position up for election at this AGM, there were two candidates: John Cary of the Don R.C. and Jurgen Schubert of the Barrie R.C. Each DAL candidate addressed the membership, and members marked their ballots which were collected by the Scrutineers.

10.4 Other New Business

10.4.1 Ratification of Board of Directors’ Actions 2011 – 2012

MOTION: (Brock Rowing Club/Silver Lake Rowing Club)
 “To ratify the Board of Directors’ actions for the fiscal year 2011– 2012.”
CARRIED

10.4.2 ROWONTARIO Property Events

The representative of the Welland Recreational Canal Corporation (WRCC) declared a conflict of interest.

Purcer advised the membership that 2012 marked the end of the three-year agreement for hosting the ROWONTARIO championships and Masters Championships with WRCC. She noted that feedback from the Ontario clubs concluded that for both events, there are a limited number of locations that could host the regattas, given the size, expectations, complicated timing systems, etc. making it unlikely that any other locations would bid to host. Consequently, Purcer was asking the membership to direct the Board negotiate with WRCC for hosting the ROWONTARIO Championships and the Masters Championships. She committed to work to minimize the costs of regatta and any changes in entry fees.

MOTION: (Brock University Rowing Club/Ridley Grad Boat Club)
 “To direct the Board to negotiate an agreement for no less than three and no more than five years with the WRCC, to host the ROWONTARIO Championships and the Masters Championships.”
CARRIED

10.4.3 RCA Annual General Meeting

Blacquiere reported that the next RCA AGM is being held in Vancouver on January 24 – 27, 2013.

10.4.3.1 Direction to ROWONTARIO President

Blacquiere sought direction from the membership to use the single ROWONTARIO vote on proposed changes to the RCA membership and governance structure.

MOTION: (St. Catharines Rowing Club/London Rowing Club) “To direct the President to recommend to RCA that RCA create a membership category for high school members, similar to that of ROWONTARIO.”
CARRIED

MOTION: (Past President/Notre Dame Rowing Club) “To direct the President to vote in favour of one class of RCA members made up of member organizations, rowing clubs, provincial association and special association as defined in the CARA constitution”
CARRIED

MOTION: (St. Catharines Rowing Club/Don Rowing Club) “To direct the President to vote in favour of the proposed RCA Board structure that comprises a minimum of seven and a maximum of nine members, and that Provincial Presidents would form a Provincial Advisory Council with one elected representative from amongst their membership on the RCA Board.”
CARRIED

There was a discussion about a proposal on representative voting that ROWONTARIO had made to RCA, but had not been included for implementation at the 2013 RCA AGM. The reason was that only Ontario had discussed this proposed change, and other provinces would like a similar opportunity. This proposal will be discussed through 2013 and if appropriate, brought to a vote at the 2014 RCA AGM.

Proxies

Clubs not attending the RCA AGM were encouraged to submit their proxy form to another member club that is attending or to be carried by the President of ROWONTARIO. Proxies will be emailed to all Clubs.

10.4.3.2 Other

Ontario Erg Championships

Nancy Storrs announced that the Ontario Ergometer Championships will be held at Ridley College School on Saturday, March 2, 2013, focusing on mainly high school and masters athletes. Regatta Central will be used.

MOTION: (Brock University Rowing Club/Branksome Hall Rowing Club) “To approve Ridley College School as the host of the Ontario Ergometer Championships.”
CARRIED

Umpire Presentation

Judy Sutcliffe, Chair of the ROWONTARIO Umpires Committee made a presentation concerning two points: (1) Athletes and coaches aren’t as knowledgeable as they should be about the Rules of Racing; and (2) there are insufficient Umpires in Ontario and there are some clubs that regularly send athletes to regattas but their clubs don’t have any Umpires.

To address the first problem (lack of knowledge of the Rules), Sutcliffe proposed to the membership that a local Umpire could provide a Rules overview for coxswains and coaches prior to the first regatta of the season. Club representatives agreed that this could work.

With regard to the second problem (some clubs without Umpires), Sutcliffe stressed the Rules' requirement that there be a minimum of four Level 2 RCA Umpires in attendance for a regatta to retain sanction. She proposed that a requirement be introduced that all Clubs that send athletes to regattas must also have at least one Umpire as a member of their Club. At present, 38 member clubs compete, and of these, 14 have no Umpires at their clubs. Members discussed this option.

Sutcliffe described the process to become an Umpire—attend a clinic, then attend at least five regattas over two years as a Level 1 Associate Umpire and pass a written and practical exam to obtain a Level 2 license. She described the mentoring process to support Level 1 Associate Umpires to obtain their umpiring experiences, and that only four participants are needed to deliver an umpiring clinic.

Sutcliffe summarized by advising the membership that a proposal with timelines concerning implementation would be brought forward for approval by the membership at the next AGM.

11.0 ROWONTARIO ELECTIONS

Blacquiere reported on the results of the election for DAL: Jurgen Schubert is elected for a period of three years.

12.0 MOTION TO ADJOURN

MOTION: (Silver Lake Rowing Club/Burnstown Rowing Club) "To adjourn the meeting at 1:16 PM."

CARRIED

Judy Sutcliffe
Secretary