



BOARD MEETING MINUTES

Rowing Australia Board Room
Monday 17 December 2018 at 5:30pm

1. **Attendees:** Catherine Bowyer; Alison Creagh, Nick Hunter, Bill Mason; Vince McMahon (Director of Finance, Acting Chair), Stuart John (Executive Officer)
2. **Apologies:** David Bagnall (President), Alison Chinn (Regatta Secretary), Caroline Pijpers, Deb Styman (Secretary)
3. **Acceptance of Minutes of the November 2018 meeting.**
Moved and carried subject to wording being changed on the action point in section 8b.
4. **Matters Arising:**
 - a. Rowing Australia state visit April 29
Broad agreement that the visit be along the same lines as the 2018 RA visit including RA/RACT/Club presidents meeting. However, a straight meeting rather than lunch was suggested to give greater focus. It was also suggested that the evening forum be more focused than in 2018.
ACTION: EO to advise Rowing Australia of a proposed schedule of a meeting with the Rowing ACT Board & club presidents, followed by an open forum in the evening.
 - b. Tax & Audit Partner opportunity – Rowing Australia
Agreed that given Rowing ACT's current low-cost and reliable audit arrangements we do not take up this offer.
 - c. Corporate Wear Provider opportunity – Rowing Australia
Covered as part of the Sponsorship Committee recommendations.
 - d. HPP Agreement health check
The Board expressed its desire to see updated information on progress against the HP program to better allow an assessment of risks and opportunities, particularly since we are now halfway through the agreement.
ACTION: Vince to seek a January meeting of the tripartite agreement with updated documentation and the HP Program Coordinator to report to the Board on the current status of the HPP Strategic Plan.
5. **Action Items from last meeting:**
 - a. Masters selection policy
No update. David is progressing. Board keen to see it out as early as possible in the new year.
 - b. Drone use & live streaming
EO advised that a representative from the Canberra Grammar School had attended the last regatta and discussed technical issues with Edwin & Martin. The CGS representative is a licensed CASA operator; their production abilities and transportable big screen would make both live streaming and a big screen at Weston

Park achievable. It was suggested that CGS could attend the regattas on February 2 and February 9 as trial runs before the Head of the Lake regatta on March 2. Board advised that a contract be entered into with CGS for these trials, the Head of the Lake and the ACT Championship regattas.

ACTION: EO to contact CGS and work through a commercial arrangement for livestreaming the 2019 Head of the Lake and ACT Championship regattas, as well as two trial runs at the CGS and ANU regattas in February 2019.

c. Member Protection Information Officer applications

EO advised that one application had been received. Board approved the appointment subject to the normal clearances.

d. Lake Safety & lake traffic rules

Rowing ACT met with the NCA, ACT Government and the AFP to discuss improving rower safety. It was agreed that a new draft of the Rowing Flows diagram would be developed, that NCA would add some buoys to act as gates and that for future legislative changes consideration would be given to specifying rules for designated sections of the Lake e.g. the Course. The consensus of the meeting was that maritime law did not apply to the Lake as an inland waterway and that the rules for preventing collisions on the Lake did not contain any generalised right of way rule i.e. it specifies right of way in particular situations and for particular classes of boat. The rules applying to rowing boats are to give way to a sailing vessel and to keep out of the way of another boat when overtaking. For regattas, the Ordinance provides for associations to set the rules for those boats participating in the regatta. Next stage agreed to is to formally advise clubs via letter from David as Board President; then to brief clubs on the proposed changes.

ACTION: Vince to prepare a draft briefing letter for David to Clubs, RA and ACTAS highlighting rowing safety provisions and alerting them to the need to update the traffic flows diagram and to seek feedback.

e. Infrastructure priority list

Board suggested a minor tweaking of the framing of the priority list to the ACT Shadow Sports Minister and agreed to make an edited version of the document available to ACT Sports Minister Yvette Berry and for the document to become publicly available.

ACTION: EO to bring forward an edited version of the priority list suitable for public distribution for distribution.

6. Presidents report.

Previously circulated via email and noted.

7. Director of Finance Report.

Board noted the finance reports circulated prior to the meeting and that more detailed reports are to be circulated in January covering the first six months of the financial year. New BRO trailer is ready for collection and need to confirm disposal of the old trailer and to arrange storage of one of the trailers at Triathlon ACT. Head of the Lake medals have now arrived. The fourth pontoon for Weston Park is due to arrive this week and support required for its installation.

ACTION. EO to pursue replacement issues with the BROs. Vince is arranging a working party for the assembly of the pontoon and will update the Board.

8. Head of the Lake Sub-Committee Report

The Board deferred consideration of the recommendation of the Head of the Lake Sub-Committee's recommendation on the fee level until the January meeting.

9. Sponsorship Sub-Committee Report

The Board accepted the recommendations of the Sponsorship Sub-Committee:

- That the Board endorse renaming the 2019 ACT Championships the Canberra Park ACT Championships'
- That the Board endorse renaming one of the new catamarans "Canberra Park" with the name and logo added to the vessel for the duration of the sponsorship;
- That the Rowing ACT Board endorse Workwear as the official team and corporate wear provider.

10. Boat Race Official Sub-Committee Report

The Board accepted the recommendations of the BRO Sub-Committee:

- That the Rowing ACT Board approve in-principle the development of a regatta communications system that includes the use of flags to indicate current rowing conditions;
- That Rowing ACT develop minimum competency standards in conjunction with the Regatta Sub-Committee and the Chief BRO;
- That the Board endorse the purchase of three tear-drop banners to be used as starting line landmarks and for promotional purposes.

11. Executive Officer Report

The EO raised unpaid internships for administration and photography work. After suggestions from the Board the EO will put together intern programs for approval by the Board at the January meeting.

The EO drew the Board's attention to the new FISA rule due to start on January 1 2019 requiring all boats to have their flotation status listed on the plaque. Rowing Australia will delay the implementation of this rule until January 1 2020.

EO also mentioned that Rowing Australia Chief Operating Officer Matthew Treglown is finishing on Friday to move to a Sports Australia role. A replacement is due to be named in 2019.

ACTION: EO to advise Board as information on FISA requirement comes to hand.

12. Safety & OHS.

A recent incident involving an ANU single sculler and a National Training Centre boat was noted and the Board indicated that it was important that these incident reports are circulated quickly to ensure the ability for speedy intervention. Concern was raised about having adequate time to examine all the agenda items and it agreed that as many items as possible should be dealt with by emails and then noted by the Board. Where the issues are more complex or there is disagreement, then they can be considered at Board meetings.

ACTION: EO to circulate incident reports on receipt. Directors to try to resolve issues by email ahead of Board meetings.

13. Other business. None

