



BOARD MEETING MINUTES

University of Canberra, Building 29
Monday 19 November 2018 at 6:15pm

1. **Attendees:** David Bagnall (Chair), Deb Styman (Secretary), Nick Hunter, Stuart John (Executive Officer), Vince McMahon (Director of Finance), Bill Mason, Catherine Bowyer, Alison Creagh, Caroline Pijpers.
2. **Apologies:** Katrina Wiseman (HPP), Alison Chinn.
3. **Acceptance of Minutes of the October 2018 meeting.** The October minutes were accepted.
4. **Matters Arising:**
 - a. Hosting clubs; 8 December and 16 March regattas. Host issues are now resolved.
 - b. State selection/pathway selection policies. Pathways selection policy was tabled and accepted.
ACTION: Masters selection policy to be developed for ratification by the Board by David.
 - c. Rowing ACT office space. The RACT office will be shifting to the RA building – effective Monday 26 November. Well done to all involved in the negotiations to enable this to happen. Thanks have been sent to RA for extending this offer.
 - d. Drone use & live streaming, specifically for schools regatta November 24 initially, and then trialling at other RACT regattas. Several expressions of interest for providing drone coverage at regattas has been received. Privacy issues were discussed – noted a photography/privacy clause is already contained in regatta entry wording.
ACTION: EO to confirm event insurance covers RACT events having a drone above races. Notification to go to community in newsletter prior to trial, that RACT intention is to trial drone coverage at regattas. Individual requests for no footage received from particular rowers will be considered and drone use adjusted accordingly. EO to establish capacity of the licenced operators expressing interest in covering regattas – with the possibility of a rotation of licenced operators occurring initially.
5. **Action Items from last meeting:**
 - a. Selection criteria for state selection – completed for State and Pathways. Masters pending (as noted above).
 - b. BRO course attendee list – names and numbers to be circulated to Board members.
ACTION: A separate event volunteer list/database to be constructed and maintained. Clarification on the differing types of volunteer roles needs to go be published.

- c. New directors & employee inductions. Completed to date with only a conflict of interest declaration outstanding. Vince declared conflict of interest in using a family member's company to expedite a RACT financial review. Board member club affiliations were noted as another potential conflict of interest.

6. Presidents report.

- a. Nick Garratt – RA Pathways Coach of the year award noted.
- b. Indoor Rowing challenge – was a well-run event. 100 rowers entered in the ACT event (above NSW and SA numbers).
- c. Winter presentation at CRC – well done to all involved.
- d. Buoy line maintenance team has relocated their base to CRC now.
ACTION: Sunken buoys on the course were noted for repair – especially on the outside buoy line.
- e. ACT Sports Awards – 3 award nominees are from RACT. Several RACT representatives will attend the dinner. Query noted; how do we leverage/use these nominations to promote the sport?
- f. CGS coaching seminars have commenced – a good speaker line up has been organised. Notification of seminars to go to the previous coach's email lists as well as club contacts. Level 2 coaching course has taken place last weekend – the process for accreditation is unclear and requires clarification.
- g. Nationals – champion men's open 8 event is potentially being re-introduced into the program.
- h. It was noted the pontoon broke free from Nursery bay – consequently, the Dragon Boat platform mooring will become separate from the RACT platform moorings (rather than combined moorings).

7. Director of Finance Report.

- a. Reports circulated prior to meeting. Noted acquittals of government grants and ASF funds should be completed shortly. Receivables are modest and being managed.
- b. The new 4th pontoon for Weston Park could arrive before Christmas – volunteers may be required to assist with the installation.

8. Regatta Secretary Report. Two queries were forwarded in the Secretary's absence:

- a. Year 6 boat/crew entry request – RA rules state that it must be a secondary student to enter. Consequently, this request for Year 6 crew entry was not agreed.
- b. Composite crews excluded from Schools regatta – it was noted that non-school clubs (specifically CLRC at this time) was not happy with this decision for schools regatta entries only allowing crews composed of rowers from the one school. (CLRC noted they had 20-30 student members from 10 different schools). RA rules state that composite school crews are not allowed in schools regatta. This recommendation, regarding no composite crews allowed to enter in the ACT Schools Regatta, was put forward as a recommendation to the Board by the RACT appointed HotL organising committee and therefore will be supported.

ACTION: A further review on the entry criteria for this event is to take place.

9. Communications Sub-Committee Report

- a. Communications Sub-Committee meeting report was circulated prior to the Board meeting. A review of the Communications Strategy will be undertaken at the next Sub-committee meeting.

10. Head of the Lake Sub-Committee Report

- a. Two proposals received from this Sub-Committee were moved and accepted:
 - i. Composite crews would not be allowed to enter this event, was agreed, but an additional clause should be added following item 8b above; “under review after this season”.
 - ii. A seat fee premium to be charged for this event, with additional funds going to future school regatta development. Agreed to include premium on seat fees.

11. Boat Race Official Sub-Committee Report

- a. Recommendation received from this Sub-committee – that the wearing of life jackets is compulsory for BRO’s when on BRO boats. Moved and accepted.

12. State Development Officer Report

- a. Feedback on coaching courses or coaches conference is invited.
- b. Student world indoor rowing challenge - to get students involved was noted.
- c. Aging community funding – LTRC expressed interested in this program.

13. Executive Officer Report.

- a. Child safety briefing attended. A presentation was given with some warnings noted with regard to policy and the implementation of policies. Information will be forwarded to Board members shortly. New legislation means Sporting Boards will be liable and therefore the Board needs to follow up and action this item when information is received.
- b. Member Protection Information Officer (MPIO). Given the requirements of this role, it was suggested expressions of interest are to go to rowing community rather than the role be filled automatically by the EO.

14. Safety & OHS.

- a. Lake traffic flow rules (right of way) – this rule regarding giving way to the right is still unconfirmed and difficult to interpret with regards to the NCA regulations. Minister could be approached regarding concern or question with the lake rules. Workplace safety – where do the risks sit?
ACTION: Vince to draft wording to be sent to the rowing community (re: briefing to rowers) then forward to NCA.
- b. Lake safety meeting. Teleconference with club safety officers has taken place. Club safety officers are now a requirement for each club.
- c. Incident Reports.
 - i. Incident noted between quad and single on LBG.
 - ii. Incident noted at last regatta with emergency evacuation required of a rower.
ACTION: Item referred to the next BRO meeting for action and improved emergency action plan for on-water rescues for medical incidents.
 - iii. First Aid services should be more obvious at the regatta hub.
ACTION: Easily identified medical tent should be provided at the regatta hub.

15. Other business.

- a. Deadline for circulation of agenda and supporting documents for RACT meetings. Request for meeting documents to be circulated prior to the weekend before a Board meeting, to allow for pre-reading by Board members.
- b. Infrastructure update. Suggestion that the finish tower development process is to begin, regardless of ACT winning the hosting rights for the AMRC. Other facility upgrades are to be considered in combination with the finish tower project.
ACTION: President and EO to come back with infrastructure priority list.
- c. AMRC; ACT bid and infrastructure requirements. A meeting with RA & RACT President has occurred regarding this potential event. Funding from ACT Tourism may not be substantial. RA requirements to host this National event have increased since 2013, when ACT last hosted this event. 2020 event hosting is not seen as achievable for the ACT. The benefits to the ACT community following the hosting of this event was discussed and it was considered important for the ACT rowing community to have a legacy from hosting this event.
- d. RACT involvement with Defence crews and specifically Henley crew was mentioned.
- e. Community Engagement Sub-Committee – informal consultation with various interested parties has commenced.
- f. The next RACT meeting will be at the RA Office meeting room – 5.30pm.

Meeting closed 8.40pm.