



BOARD MEETING MINUTES

Rowing Australia Board Room
Tuesday 24 September 2019 at 6.00pm

1. **Attendees:** Alison Creagh (chair), Nick Hunter, Ben Page, Kent Peters, Caroline Pijpers, Deb Styman.
2. **Apologies:** nil received.
3. **Acceptance of Minutes of the August 2019 meeting.** Acceptance deferred until next meeting due to minor late amendments.
4. **Items for decision:**
 - a. Options for Nick Garratt boat naming and community memorial
ACTION: Board approved the boat naming event primarily as a private event for ACTAS athletes and staff.
ACTION: Agreed a further community commemoration event should occur.
 - b. Winter presentations
ACTION: Winter Presentations following the Col Panton on 20 October were decided as an appropriate community commemoration event opportunity for remembering Nick Garratt.
 - c. Rowing ACT sub-committees – what they are, current chairs, meeting frequencies
ACTIONS:
 - i. Expanded role of the Regatta Sub-committee was approved.
 - ii. Chair of this committee would be invited to attend Board meetings as required.
 - iii. Creation of a Credentials Sub-committee was agreed consisting of 3 Board members (rotating), excluding the President.
 - iv. Agreement that each Board member should nominate to be involved in at least one sub-committee.
 - v. Board Directors were encouraged to undertake the AICD mini-seminar for Not-for-profit Directors unless the full AICD course was already completed.
 - d. Appointed director positions.
ACTION: Following discussion, Ben James and Catherine Garrington were accepted as appointed Board Directors with Catherine Bowyer considered best placed to Chair the Regatta Sub-committee.
 - e. Point-score regattas.
ACTION: For the coming season, double points regattas were approved as; Tuggeranong Cup Regatta, ACT Grade Championships, ACT Championships and ACT Masters Championships. No points would apply to the Twilight Regatta.
 - f. Regatta secretary role.
ACTION: A special note of thanks was given to Alison Chinn for her work at Regatta Secretary over a long period of time.
ACTION: The Board approved a trial with the Executive Officer, with assistance from the HPP Coordinator as understudy, maintaining responsibility for the regatta draws

for the next two regattas. A suggested NSW Rowing contact is to be explored to assist with major ACT regatta draws.

g. State selection policies

ACTION: Board agreed on the presented 2020 Interstate Selection Policy with the removal of the target time from the draft policy. The selection panel is to be confirmed and Andrew Randall was noted as Ombudsman. Discussion on the Kings and Queens Cup crew aspirations confirmed the Board was committed to building the depth of ACT rowers to field these crews in the future.

5. **Items for discussion**

- a. Conflict of interest declarations. ***It was noted that all Board members would have a conflict of interest at times due to their respective club affiliations.***
- b. Calendar of board meetings. ***A draft calendar of dates was tabled with the meeting day each month to be confirmed.***
- c. Board meeting format and agenda. ***Noted the meeting format was revised with the introduction of a new President and Board.***
- d. Board member rotation at 2019/20 regattas. ***Board members were encouraged to participate in this rotation, unless they were already committed to regular regatta volunteer duties.***

6. **Items for information**

- a. Planned procedure for 2019/20 close of entries – ***to be reviewed following the first two regattas.***
- b. Planned procedure for rowing grade scores – ***to be reviewed at the end of this coming summer season.***
- c. Interstate team recognition – ***the blazer concept is to be explored further with costings and structure to be confirmed. Comments on the introduction of Representative blazers/pins to be sent to Alison Creagh in the next couple of weeks.***

7. **Other business**

- a. Next board meeting date – ***date to be confirmed, but start time was confirmed as 5.45pm.***

Meeting closed at 8.25pm.

(Supporting notes for this meeting included below)

Items for decision:

a. Nick Garratt boat naming and community memorial

A Rowing ACT fundraiser in May & June 2019 led to the Association purchasing a new double scull for the High Performance Program. This was underpinned by a \$16,000 donation from the Roberts family, who asked that the new boat be called the "Nick Garratt". This decision proved poignant after Nick's untimely passing in July 2019.

A number of local high-performance athletes were unable to attend Nick's funeral and wake as they were overseas at the time. A proposal has now been put forward that the boat be named at a ceremony at 10.30am Saturday September 28, featuring the High Performance squad, the Board, major donors and other key invitees (from ACTAS and Rowing Australia).

Consideration should also be given to a community memorial at an event such as the Winter season presentations, or at the CLRC Twilight Regatta on December 7 which is the day after Nick's birthday.

The Board is asked to:

- note that the ACTAS boat-naming is a suitable opportunity for ACTAS athletes, coaches and their families to remember Nick Garratt.
- decide if an ACT Commemoration should occur for the ACT Rowing Community
- consider the appropriate format/date for an ACT commemoration for Nick Garrett.

b. Winter presentations

Canberra Grammar School have offered to host the winter presentations after this year's Col Panton Memorial Marathon on October 20. Similarly to 2018 this could begin an hour after the finish of the race to give participants the opportunity to shower and change before the start of presentations.

This could also feature a commemoration for Nick Garratt with the new double scull on display.

The Board is asked to:

- note the venue for the Winter presentations
- agree on a suitable start time for the presentations
- decide if this is a suitable opportunity to recognise Nick Garratt from an ACT perspective

c. Rowing ACT Sub-Committees – what they are, current chairs, and meeting frequencies

Rowing ACT has a number of sub-committees set up under By-Law 6 that perform important work to help the Board and staff with growing the sport in the ACT. Information on each of these committees is provided in the table below; the Board will need to consider if any changes are required to these.

Committee	Specified in By-Laws?	Chair	Members	Meeting frequency
Regatta Sub-Committee	Yes (6, i and in Appendix 1)	TBC	One representative from each Rowing ACT member club	Three times annually
BRO Sub-Committee	Yes (6, ii)	Chief BRO (Geoff Northam)	Chief BRO, Executive Officer, Board member (Alison Chinn), others by invitation (Anne Charlton, Bill Mason)	As required
Credentials Sub-Committee	Yes (6, iii)	Not currently in operation		
Communications Sub-Committee	No	Deb Styman	Deb Styman, Caroline Pijpers, Bill Mason, Katrina Wiseman, Stuart John	No meetings since November 2018.
Head of the Lake Sub-Committee	No	Vacant (Kent Peters deputy chair)	Kent Peters, Chair Regatta Sub-Committee (Tom Trobe), School program representatives (currently Andrew O'Brien, Caroline Pijpers, Marty Capon, Simon Dunphy & Vicky Spencer), Stuart John	As required
Sponsorship Sub-Committee	No	Bill Mason (TBC)	Vicky Newman, Stuart John	As required
High Performance Sub-Committee	No	?	David Bagnall, Nick Hunter, Alison Chinn	

Comments on an expanded role for the Regatta Sub-Committee:

It is proposed that the role of the Regatta Sub-Committee (RSC) be expanded to include planning/discussion for:

- the Winter season
- Indoor Rowing
- Coastal Rowing
- Other regatta formats
- Community Participation
- Endo of season/event reviews

This would necessitate the RSC meeting more frequently (recommended as every second month).

The RSC Chair could be invited to attend Board meetings (as required) in an 'ex-officio' or 'by invitation' role.

Comments on establishing the Credentials Sub-Committee:

It is proposed that this sub-committee be re-established to assist with making decisions regarding regatta issues (eg status of late entries, gradings, point-scores). As we do not have a Regatta Secretary at present the Executive Officer will prepare regatta draws.

It is suggested that the Credentials Sub-committee consist of up to three Board members who will review issues associated with each regatta. The decisions of the Credentials Sub-Committee would need to be timely prior to each regatta and could be discussed via email or telecon and the decision put to the rower prior to the regatta. The reason for decision should include:

- Impact on regatta (eg lane availability, timings for races, length of the regatta)
- BRO capacity to support the request
- Matters of safety
- Impact on other clubs/schools
- Other issues

Comments on composition of sub-committees:

It is proposed that each Board member be involved in at least one sub-committee.

The Board is asked to:

- Consider the expanded role of the Regatta Sub-committee and decide on a way forward
- Decide on status of the Chair Regatta Sub-Committee
- Consider the re-establishing of the Credentials Sub-Committee
- Agree/Disagree on re-establishing Credentials Sub-Committee
- Agree/Disagree that each board member be involved on at least one sub-committee
- Each board member to nominate for preferred sub-committee

d. Appointed Director positions and Regatta Sub-Committee Chair

Following the Rowing ACT AGM and the election of Alison Creagh as Board President, there are now two appointed director positions that require filling – one for a two-year period and one for one year (continuing the final year of Alison Creagh's two-year position).

Alison Creagh to present candidate details for discussion. There are three identified candidates for two positions.

The attached skills matrix is distributed for Board members to complete prior to the meeting to identify possible skills gaps.

Discuss options for chair of the Regatta Sub-Committee

The Board is asked to:

- Each Board member is asked to complete the Skills Matrix prior to the Board meeting
- Decide on two appointed directors
- Decide on Chair Regatta Sub-Committee

e. Point-score regattas

Under By-Law 28 the Board sets the point scoring events for the season. The Board can also set certain events as bonus events (29, second i clause). The 2019/20 regattas are:

Black Mountain RC Regatta
Tuggeranong Cup Regatta
Radford/Daramalan Regatta
CGGS/Marist Regatta
CLRC Twilight Regatta
CGS Regatta
ANU Regatta
CLRC Sprint Regatta
CRC ACT Grade Championships
ACT Head of the Lake
ACT Championships
ACT Masters Championships

Of these the CLRC Twilight Regatta would not be a point-score regatta given that a number of clubs may send entrants to the NSW Reindeer Regatta, while both schools and universities would be finished by this point.

The Board is asked to:

- determine the nominated point-score regattas for the 19/20 season.

f. Regatta Secretary role

Following the resignation of Alison Chinn as regatta secretary the board will need to consider how the roles and responsibilities of the regatta secretary may be divided.

It is proposed that the Executive Officer be responsible for draws, with the Credentials Sub-Committee acting as an appeals tribunal.

The Board is asked to:

- Agree on the Executive Officer being responsible for draws
- Agree with the Credentials Sub-Committee handling issues associated with Regattas

g. State selection policies

Rowing ACT will need to confirm selection policies for the 2020 Interstate (Opens and Masters) squads. The 2020 Interstate Regatta marks the centenary of the Queen's Cup (women's open eights).

The 2020 Interstate Opens Selection policy will be distributed prior to the meeting and made available in printed form at the meeting.

The Board is asked to:

- Agree on the 2020 Interstate Opens Selection Policy
- Decide on how the 2020 Masters Interstate Selection Policy is updated

Items for discussion:

a. Conflict of interest declarations

Conflict of interest declarations from board members

b. Calendar of board meetings

The Rowing ACT Board traditionally meets on the third Monday of each month. From October 2019 this would include the following dates:

October 21

November 18

December 16

January 20

February 17

March 16

April 20

May 18

June 15

July 20

August 17

September 21

The Board is asked to:

- identify any conflicting dates
- note for attendance

c. Board member rotation at 2019/20 regattas

It is proposed that one Board member be available at each summer regatta to help with the running of the regatta.

Items for notice

a. **Planned procedure for 2019/20 close of entries**

The planned close of entries for 2019/20 regattas is 12pm (midday) on the Monday before each regatta, with late entries continuing to close at 12pm on the Thursday before the regatta. This allows the Executive Officer to answer any entry queries during work hours, before building the draw on the Monday afternoon to go to the Chief BRO for review by close of business Monday.

This procedure will be reviewed by the Executive Officer and President after the first two regattas of the season to see the impact on clubs/schools and the regatta officials.

b. **Planned procedure for rowing grade scores**

To help schools with their regatta planning and to reduce the number of mid-season queries and changes, the Executive Officer is to send each school a proposed list of rowing grade scores prior to the start of the season. These scores would be reduced where applicable as per the table in By-Law 15 i, with the rowing masters to then advise if they think any further changes are required. Any disagreements between the Executive Officer and rowing masters to go to the Credentials Sub-Committee for arbitration.

c. **Interstate team recognition**

A number of recognition items can be considered as a way of celebrating the ACT State Rowing Team. This could include a pin similar to Rowing Australia's McVilly-Pearce Pin, with rowers who have represented the ACT in interstate regatta events given a pin and unique number. The name of this would be for the Board to decide, with names like Olympic gold medallist Megan Still and former world champion Bruce Hick possibilities.

The Board may also want to consider state team blazers as a way of recognising those who have represented the ACT in the interstate regatta events.