



BOARD MEETING MINUTES

CGS Boat Shed

6.00pm Monday 12 April 2021

1. Attendees:

In attendance: Alison Creagh (Chair), Kent Peters (Director Finance), Deb Styman (Secretary), Alison Chinn, Catherine Garrington, Luke Letcher, Ben Page, Neil Smith, Tobias Wehr-Candler

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach)

Apologies: None

2. Register of Interests:

Board members are asked to advise any possible conflict of interest relating to agenda items for this meeting.

3. Acceptance of Minutes - Neil Smith proposed, Ben Page seconded.

4. Outstanding Action Items:

- Board Members to populate Register of Interests Template prior to the next Board meeting. Template was distributed for this Board meeting for completion by the next meeting.
- Review of Seat fees and whether they are able to cover the regatta costs.
ACTION: Kent Peters to look into this review. WIP
- End-of-season presentation to award trophies and overall pennant winners. EO and Sarah Davoren to organise and advise on details. **ACTION:** WIP with recommendations/report to be prepared for next meeting.
- Rowing Australia Special General Meeting. Rowing ACT approved the resolution when it was put forward at the RA SGM.
- Coastal Rowing Championships. Rowing ACT EOI for the ACRC for 2024 or 2026 has been lodged.
- Audit of Grade Scores - Sally Clark to update the grade scores prior to the Edward Trickett regatta in Sydney on the 17-18 April. As regatta entries were already coming in, this has been held off until after the ET regatta. **ACTION:** WIP
- Sally Clark has prepared a letter to go to CRC regarding the outcome of the board's discussion on women competing in men's events. **ACTION:** Email/letter is a WIP by Alison Creagh.

- Working groups on safety and women participating in men's events have not had the opportunity to progress further since the last meeting. Draft discussion paper has been circulated to the working group. Draft may be ready for next meeting.
- Strategic Plan - Sally Clark will sent out a Poll to determine the best availability for all members of the board for a May meeting. Sunday 2 May 4.15pm – 6.15pm is confirmed for this meeting.

5. Director of Finance Report (Kent Peters)

- Showing a profit in the HP and overall. ACTAS cleaning arrangements were explained.
- Early discussions with RA regarding future HP/NTC programs have indicated that funding allocations are expected to be consistent at this stage, with a base payment plus performance element.
- Triennial funding negotiations and submission research underway now in advance of next year's Sport and Recreation grant application.

6. Executive Officer Report (Sally Clark)

- ACT rowers performed well at Nationals including Radford winning the boy's pointscore and equal winners in the girl's pointscore. Local BRO's working at Nationals also did very well.
- Rowing Manager system succession program was discussed at the annual EO meeting (5 years life left anticipated with the current program). The replacement program is still undecided or developed.
- U19 trials were relocated to Canberra this week - set up was at short notice with lots of assistance of key RACT personnel. Any volunteer Officials stipends issued from RA will be forwarded to the ACT BRO's who have assisted.

7. Head Coach Report (Dave Fraumano)

- Olympians who qualified from the ACT – Luke and Caleb congratulations. Nikki Ayers & Kat Ross congratulations.
- Cornac Hayes, Harry Giachin, Hamish Harding, Nicki Greenland & Dave F as coach – congratulations on performances at Nationals.
- U19 trials on now in the ACT – Maddie and Zoe are looking strong.
- Nationals Regatta – final ACT medalist lists are being compiled now.
- Programming for next 12 months is underway now with Senior programs already prepared.
- Pathway 8 event has been postponed – benefit to postponement is the rowers can be trained further.
ACTION: Dave to develop a workshop for pathways/youth rowing.
- Appreciation was expressed for all the work done by Renae D. as she finishes work this week. She will continue to coach Kat and will continue to assist with coxing and possibly for special projects. The Board expressed gratitude to Renae for all the work she has undertaken over the time she has been working as the Assistant Coach in the RACT HP program. A farewell event/occasion will be confirmed.
- ACTION:** RACT HP sub-committee meeting is to be scheduled to work through preparing the acquittals and reporting for the HP funding.

8. WHS and Safety Incidents Report (Sally Clark)

- Near miss involving a BMRC rower has just come through, details are being confirmed. Question has been raised and will be addressed by RACT with NCA about the location of the turning buoy located off BMRC pontoon.

- b. Safety bulletin is about to go out this week to members.

9. Items for Decision:

- a. NCA WHS Project for Weston Park (Alison Creagh). Site inspection was undertaken regarding the pontoons and trip hazards. NCA proposal for remediation works was tabled – no concerns were expressed with accepting this proposal.
- b. ARC 2021 Travel Subsidy (Sally Clark). For attendance at Nationals – ACT is eligible to receive a subsidy this year. **DECISION:** Staff expenses to attend this event approved for reimbursement: approved a per day, per diem of \$60 (RA rate), fuel expenses and other out of pocket expenses will be covered. Balance of funds to be dispersed amongst athletes attending towards their travel expenses.
ACTION: RACT to develop a policy on payments to volunteers.
- c. Coastal Rowing and Indoor Rowing Membership Model (Ben Page/Catherine Garrington). Several options were tabled in a proposal to the Board for consideration. Noted that RA will soon have an accreditation for Indoor Rowing Coaches. **DECISION:** Eol (X2) are to be posted to ACT Clubs for specific Indoor rowing and/or Coastal Rowing specific memberships.
- d. Rowing ACT Assistant Coach Proposal and Job Description (Dave Fraumano). An overview of a proposed re-structured Assistant Coach position was provided. **DECISION:** Agreement that this position would be a full time Assistant Coach position.
- e. Rowing ACT EO Assistant proposal (Sally Clark). A part time assistant position was considered and agreed should be advertised also. **DECISION:** Job Description to be developed for a one year contract EO Assistant position.

10. Items for Discussion:

- a. Rowing ACT Sponsorship Model (Ben Page). Draft proposal will be coming out to the Board this week for further consideration. **DECISION:** A sub-committee will be established with one Board member rep, EO and an external party involved.
- b. Board Guidance for Regatta Sub-Committee (All). Some questions and ideas were noted to forward to the Chair for regatta sub-committee discussion.

11. Items for noting:

- a. Results from 2021 ARC and Under Age Trails (Alison Creagh)
- b. AGM and Annual Report (Alison Creagh).
- c. Rowing ACT Staffing changes (Alison Creagh).
- d. BRO Annual Dinner – pending (Sally).
- e. Thanks to all for work involved in U19 trials, etc.

Next meetings:

Strategy Meeting – Sunday 2 May (4.15-6.15pm)

Board Meeting - 17 May 2021

Meeting closed 8.16pm



Alison M. Creagh
President

ROWING ACT BOARD PAPERS – 12 APRIL 2021

Items for decision:

a. NCA WHS Project for Weston Park – NCA Paper attached - Alison Creagh

The Following email has been received from NCA regarding Erosion Remediation for Weston Park:

“Hi Alison and Sally

Hope you've both been well. Dave and I have visited the Weston Park West pontoons and have identified 2 projects:

Project 1 -

- Remove approx. 60m of vegetation and 7 tree stumps
- Install erosion protection and shore stabilisation as per the below – This has been installed at the Dam/Governor Generals and has been successful.
- The erosion protection is to come out approx. 1m from the shore

Project 2 –

- Remove carpet 2m back from concrete and regrade slope with existing material
- Note: Rowing ACT to reinstate carpet if it is required

I have attached a detailed scope, quote and breakdown of costs. The cost to do both projects is \$20,360.00

The NCA would be happy to contribute \$14,552.00 inc GST – this would cover the costs of project 1. Would RACT be willing to contribute \$5,808 inc GST? This would cover the costs of project 2.

If you are, please let me know and we can start programming in the works for this FY. Ecoway, our contractor would invoice you directly but NCA would be happy to manage the project – keeping you all in the loop as it progresses.

Thanks. Please call if you have any questions/concerns.

Kind regards

Chantelle Martins | Officer, Lake and Dam
National Capital Authority”

*Action: The Rowing ACT Board is asked to **agree/disagree** with the NCA Erosion Remediation Proposal and agree to fund up to \$5,808 inc GST to support the remediation works.*

b. ARC 2021 Travel Subsidy – Sally Clark

Rowing Australia provides travel subsidy to state associations for travelling to the Nationals each year. The ACT is not usually a beneficiary of this because of the proximity to SIRC. This year Rowing ACT will receive \$2,497.17 travel subsidy. Both the Executive Officer (Sally Clark) and High-Performance co-ordinator (Sarah Davoren) attended the championships. Sally was away for 12 days which included official duties as part of the National CEO group (meetings, medal presentations and attending the interstate regatta function). Sally also provided on the ground support to the Head Coach and Assistant Coach in terms of athlete transportation and supervision. Sarah was in Tasmania for 9 days and her roles included support for the HP athletes (tent set up, equipment) as well as athlete transport and supervision. The Board is asked to consider that a portion of this travel subsidy be allocated to Sally and Sarah to cover the cost of

food, petrol etc for which they have used their personal credit cards. The Board should note that Rowing ACT did not pay a per diem rate to staff for attendance at the 2021 ARC but did fund accommodation and travel.

Action: The Rowing ACT Board is asked to agree/disagree that Sally Clark and Sarah Davoren be reimbursed for costs associated with their support to Rowing ACT at the 2021 ARC.

- c. **Coastal Rowing and Indoor Rowing Membership Model** – paper attached - Ben Page/Catherine Garrington

Action: The Rowing ACT Board is asked to review the proposed models and decide which option to develop.

- d. **Rowing ACT Assistant Coach Proposal and Job Description** – Job Description attached - Dave Fraumano

The following proposal has been provided by Dave Fraumano for Board consideration:

PROPOSAL:

To take the positions of High Performance Coordinator, and High Performance Pathways Assistant Coach and combine the salaries to attract one up and coming coach, who will treat their role as their primary work place. The role will be inclusive of but not limited to:

- Running a holistic Junior Program within RACT HP.
- Setting a clear pathway for School aged rowers to commence high performance rowing.
- Conducting TID testing and recruitment.
- Coordinating interstate youth and pathway 8s.
*hence building our base of athletes to capitalise on the improving school rowing outcomes.
- provide administrative and logistical support to the program and utilise the human resources of RACT for better outcomes than the present structure.

HISTORY:

According to Dave Bagnall, the ACT produced with the present structure, with an admin position in specifically for Nick Garrett which was not part of any initial planning with no further time allocation being available by then ACT Performance Pathways Coach. Despite Gadge's many, many qualities, the structure was custom built in order to bolster administrative and communication skills that were not possessed by the Head Coach. High Performance funds have been utilised to fund these positions.

CHALLENGES WITH CURRENT STRUCTURE:

The two employees in their current positions, despite their best efforts, have held too high life loading while serving too many masters. This has inhibited their ability to fulfill the positions requirements to the best potential standard.

OPPORTUNITIES WITH NEW STRUCTURE:

Presently, as a continuation from the legacy of Andy Randell and Nick Garrett, the ACT have placed a healthy number of athletes onto representative teams (at present, 1xU21, 3xU23, 1xOly (from outside NTC), 3x Para Oly) with junior trials to come this week. The growth opportunities for our HP program are high, as I've highlighted from the outset, we have 3 quality programs with expert heads of rowing in our 3 primary feeder schools. Radford College has had an incredible national, CGGS have had a very strong season and CGS has also got two of the best Junior women's scullers in the country. There is further scope for TID with a sole employee having greater time to enter schools. Our programs are only going to get better, so we need now to provide a clear pathway with structured, evidence based programs to facilitate this growth.

Amalgamating the two positions bolsters the salary of the assistant coach, which will enable RACT to be the successful candidates primary employment. Additional time allocated to the role will ensure TID occurs within the Schools, communications to key pathways stakeholders occur

well in advanced, and the holistic programming and data collation and analysis for our Junior Squad athletes occurs.

Additionally the new structure enables the head coach to work effectively with the assistant coach on a day to day basis, with tasks regarding communications and administration to support the program completed in a timely manner. Utilisation of and support for the EO, is also going to increase as collaboration between the 3 roles of RACT will be able to increase. This will ensure the operations of the program run smoothly.

I look forward to seeing the continual growth and success of our ACT HP Program long into the future.

Action: The Rowing ACT Board is asked to agree/disagree that a full-time Rowing ACT Assistant Coach be employed as per the proposed Job Description.

e. **Rowing ACT EO Assistant Proposal** - Sally Clark

The role of the Executive Officer for Rowing ACT is extensive. Duties include the co-ordination and management of Rowing ACT policies, and management of regattas and events. They are also responsible to liaise with, coordinate and communicate with stakeholders, undertake accounting operations, manage records, undertake training, apply for grants and explore other revenue opportunities. At certain times of the year the flow of work is increased. This is usually during regatta season. Keeping up to date with the regatta management as well as the other duties is considerably more than a full time load.

In addition to the work load there is the associated issue that the EO can never take leave as they are the single point of contact for all safety issues in regards to rowing in the ACT. It is imperative that Rowing ACT has a contingency in place so that the EO can have time away for allocated annual leave and time in lieu after the regatta season has finished. I am proposing that an allocation of funds be set aside so that Rowing ACT can look to employ an assistant to the EO for a period of 10 hours per week. How the hours are distributed during the year is up to the EO to manage. For example, during regatta season some weeks may be up to 15 hrs per week and during quieter periods hours may only be 5 hours per week. The primary role of the assistant is to assist with communications to the rowing community, regatta management and safety incident reporting. In feeling up this time for the EO they would be in a better position to apply for sponsorship and/or funding that could be used to fund this role as well as other activities of Rowing ACT.

Action: The Rowing ACT Board is asked to agree/disagree that an Assistant EO be funded for one year for 10 hours per week to support the EO.

Items for discussion:

- a. **Rowing ACT Sponsorship Model** – paper attached - Ben Page
- b. **Board Guidance for Regatta Sub-Committee**

The Board is asked to consider what guidance/questions we wish to provide to the Regatta Sub-Committee for the end of season review.

Items for noting:

- a. Results from 2021 ARC and Under Age Trails (Alison Creagh)
- b. AGM and Annual Report (Alison Creagh)
- c. Rowing ACT Staffing changes (Alison Creagh)

