



## BOARD MEETING MINUTES

CGS Boat Shed

6.00pm Monday 17 May 2021

### 1. Attendees:

In attendance: Alison Creagh (Chair), Deb Styman (Secretary), Alison Chinn, Catherine Garrington, Luke Letcher, Neil Smith, Tobias Wehr-Candler

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach – remote dial in)

Apologies: Ben Page, Kent Peters (Director of Finance)

### 2. Register of Interests:

Board members are asked to advise any possible conflict of interest relating to agenda items for this meeting. No conflict of interest changes were noted.

**3. Acceptance of April Meeting Minutes** – Safety Sub-committee minor wording amendment (second page, first dot point). Proposed Alison Chinn, Seconded Tobias Wehr-Candler. Accepted.

### 4. Outstanding Action Items:

- a. Review of seat fees and whether they are able to cover the regatta costs.  
**Action:** pending - Kent Peters to look into this review. EO's across States currently collating entry processes for comparison, in addition to the RACT fee review.
- b. End-of-season presentation to award trophies and overall pennant winners. Agreed for event to be held at the SCYC on Sunday 6 June 3.00pm.  
**Action:** Sally/Alison Creagh to follow up with the GG on the new trophies and what their award criteria is.
- c. Audit of Grade Scores. Sally Clark worked with Alison Chinn and the audit has now been completed and all changes have been made into Rowing Manager.
- d. Investigation into concerns related to women/men participating in reciprocal men's/women's events. **Action:** Preliminary work has been undertaken on a guideline document with final draft to be presented to the Board for consideration at the June Board meeting.
- e. Two separate working groups/sub-committees have been identified as currently being most appropriate for RACT:
  1. Governance Sub-committee (direction still to be determined)
  2. Safety Sub-committee (direction still to be determined)More details to come on these sub-committees.

3. **Director of Finance Report** (Allison Creagh on behalf of Kent Peters). Papers and notes were circulated prior to the meeting. Outstanding invoices to be followed up this financial year. Grants have received an extension on the deadline for use.

4. **Executive Officer Report** (Sally Clark)

- a. New date for Strategic Plan meeting – doodle poll to be re-issued to Board members to determine the new date.
- b. BRO and Volunteer appreciation dinner update – to be held this Saturday at the Ottoman Restaurant.
- c. End of Season presentation update – confirmed above.
- d. 2021/22 Regatta calendar update – awaiting NSW dates, then will take to the Regatta Sub-committee to work through.

5. **Head Coach Report** (Dave Fraumano – remote dial in)

- Dave provided a detailed report on each of the ACT athletes selected/training in the AU rep squad for Tokyo.
- ANURC is hosting 2 interstate light-weight crews for training this week.
- Scholarships are currently being sorted/confirmed.
- Pathways rowers are training out of CGS shed.
- Noted that Sarah Davoren will finish in her HP role on 5 June.
- Congratulations from the Board to all athletes selected and best wishes for the next stages.

6. **WHS and Safety Incidents Report** (Sally Clark)

Buoy line issues – noted that the line has come undone in parts and some buoy lines are moving significantly. No RACT buoy line maintenance crew exists currently due to retirement of the past maintenance team – this voluntary position is to be advertised. Thanks were expressed to the past team.

**ACTION:** Thank you letter is to be sent to the previous buoy line crew.

7. **Items for Decision:**

- a. RA AGM/Strategic Forum and Nominations for the RA board (see attachments).
- b. Indoor Rowing Host Club EOI – possibility of a club partnership with a gym to be included in the EOI documentation.
- c. Rowing ACT Sponsorship Proposal – draft documents circulated. Legal wording requirements in the Agreement still to be worked through. Prospectus – working through a draft design now. Request to clarify “Nationals” wording within the Prospectus. Structure of the RACT Sponsorship sub-committee was approved.
- d. Confirmation of ACT Interstate crews for AMRC. With the late change of venue, a number of ACT rowers have now withdrawn from competing at this event. Updated 1S4X men’s crew accepted. 1S8+ men’s and women’s crews with slight adjustments accepted. 1S4x women’s crew has withdrawn. Entry numbers for this event across all States was tracking well down on normal levels.

8. **Items for Discussion:**

- a. Consultation process for the Sea Plane Proposal – briefing by Andrew Smith (virtual briefing) to the rowing community will be hosted by RACT.

b. Audrey Fagan Board Traineeship Request (see attachments). Agreed for RACT to be involved.

**9. Items for noting:**

a. Rowing ACT Assistant Coach; recruitment process – advertising for this position is underway.

10. In camera session (not required)

**Next meeting/events:**

Board Meeting – 21 June 2021

BRO and Volunteer Dinner – 22 May

Rowing ACT End of Season Presentations – 6 June

Meeting closed 8.15pm.



Alison M. Creagh

President

Rowing ACT

21 June, 2021

For Decision

*Item 9a.*

***RA AGM/Strategic Forum and Nominations for the RA board***

The RA AGM and Strategic Forum is to be conducted on Sunday 30 May at the AMRC in Adelaide.

In accordance with Clause 14.2 of the Rowing Australia (RA) Constitution please be advised that at the closing of Nominations for the RA Board election at the AGM on Sunday 30 May, 2021 two nominations had been received. **Rob Scott**, nominated by Rowing WA, and **Rachael Kininmonth**, nominated by Rowing Queensland. Their bios are attached.

Note that Rob Scott is the incumbent and is eligible to be re-elected.

Note that there is one Council appointed vacancy available on the RA Board.

**Action:** The Rowing ACT Board is asked to provide guidance to the Rowing ACT Council on how to vote at the RA AGM to fill the Board vacancies.

*Item 9b.*

***Indoor Rowing Host Club EOI***

Following on from the April Board Meeting, an Expression of Interest for the Indoor Rowing Host Club has been developed (see below).

**Action:** The Board is asked to **approve** this EOI for release to the ACT Rowing Community. EOIs are due back to Rowing ACT four weeks from date of EOI issue, for the Board to subsequently approve suitable applicants.

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Draft EOI reads:

**Rowing ACT**

**Indoor Rowing ‘Host Club’ – Expression of Interest**

Rowing ACT is investing in both Indoor Rowing and Coastal Rowing as new and exciting forms of the sport. Both Indoor and Coastal Rowing have many benefits for the ACT Rowing Community, including:

- Openings to new markets in the ACT Sporting Community, who might not otherwise connect with the ACT Rowing Community
- Additional revenue streams for Clubs
- Greater participation across a wider cross-section of society
- Additional opportunities for competition and participation – at local, state, national and international levels

As part of this work, Rowing ACT is seeking to work with a motivated rowing club or clubs to continue to spearhead the development of **Indoor Rowing** as a new form of the sport in the ACT. Rowing ACT now seeks Expressions of Interest (EOI) from interested clubs, who have the desire and ability to support the up-and-coming indoor rowing program in the ACT.

Over the past 12 months, Rowing ACT has run Indoor Rowing Programs for several community groups, with more planned for 2021. A high number of participants from previous programs now regularly train with volunteer coaches from Rowing ACT.

Rowing ACT currently has approximately 30 **Indoor Rowing Members** (who currently register and train directly with Rowing ACT), with up to 15 attending regular training sessions. Interested clubs should be prepared to adopt these members to their club.

Interested clubs should be prepared to:

- Have a commitment to running regular training sessions (Rowing ACT Volunteer Coaches currently host one session per week)
- Provide opportunities for competition and development for Indoor Rowing members
- Make Indoor Rowing membership available to interested persons from within and outside of the ACT Rowing Community
- Working with Rowing ACT, host the **ACT Indoor Rowing Championships**
- Develop an Indoor Rowing Membership model for members that is accessible and commensurate with the significantly lower costs of Indoor Rowing compared to traditional flat-water rowing
- Provide coaches for a regular Indoor Rowing Program (which may be supplemented by coaches currently supporting the Rowing ACT Indoor Rowing Program), and be committed to ongoing coach development

The successful club will receive a grant of \$500 from Rowing ACT to provide initial support to developing Indoor Rowing Membership. A further \$500 will be payable 12 months later, provided that Key Performance Indicators (agreed between the successful club and Rowing ACT) are met.

As part of this process, Rowing ACT will develop a new category of Membership in Rowing Manger, an **Indoor Rowing Membership**, with appropriate pricing and insurance coverage.

Interested Clubs are invited to submit a written EOI to Rowing ACT (via [eo@rowingact.org.au](mailto:eo@rowingact.org.au)) before ~~XX XXXX~~ 2021. The EOI should address the points mentioned above, as well as:

- Detail the Club's proposed Membership Fee for Indoor Rowing Members
- Detail the Club's current Indoor Rowing equipment, and any plans for further equipment investment/purchase

Clubs wishing to discuss this exciting opportunity further, prior to submitting an EOI, are invited to contact Rowing ACT (via [eo@rowingact.org.au](mailto:eo@rowingact.org.au)).

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#### ***Item 9c. Rowing ACT Sponsorship Proposal***

Since the last Board Meeting, work has progressed on developing Rowing ACT's Sponsorship Prospectus and Sub-Committee.

#### **Sponsorship Sub-Committee & Charter**

The draft Sponsorship Sub-Committee Charter is attached at **Attachment 1**.

**Action:** The Board is asked to approve this document.

The draft Charter includes details of the Sub-Committee's membership. The Board is asked to:

- appoint one or two Board Members to the Sub-Committee;
- appoint one or two ACT Rowing or Canberra Business Community members to the Sub-Committee (or delay this action initially, but agree to the Sub-Committee beginning operation); and
- appoint a member of the Sub-Committee to be the **Chair**.

#### **Sponsorship Prospectus**

The Sponsorship Prospectus previously circulated to, and reviewed by, the Board has been finalised. It is currently in the process of being graphic designed to provide a professional product to prospective sponsors.

The final version (note, not the graphic designed version) is attached at **Attachment 2**.

**Action:** Noting that no further changes will be made to the contents of the prospectus; the Board is asked to approve this document.

#### **Rowing ACT Sponsorship Agreement**

The draft *Rowing ACT Sponsorship Agreement* is attached at **Attachment 3**.

**Action:** The Board is asked to approve this document.

#### **ATTACHMENTS:**

1. RACT Sponsorship Sub-Committee – Terms of Reference
2. RACT Sponsorship Prospectus
3. RACT Sponsorship Agreement

#### ***Item 9d. Confirmation of ACT Interstate crews for AMRC***

Due to the relocation of the 2021 AMRC to Adelaide there have been a number of withdrawals from the previously selected ACT Interstate Masters crews. Some crew vacancies have been resolved by use of rowers selected as Reserves. However, not all crew spots have been filled through Reserves.

Rowing ACT has also received several new nominations to fill existing crew vacancies.

The Masters Selectors have considered the vacancies, new nominees and made recommendations on revised crews.

Rowing ACT has asked for and received several State of Origin and State of Domicile rulings from RA that have allowed replacements for crew members who have withdrawn.

**Action:** The Rowing ACT Board is asked to agree to the crew replacements for the 2021 ACT Interstate Masters Crews.