



BOARD MEETING MINUTES

TACT Office (22 King Street, Deakin)
Monday 16 April at 5.30pm

Attendees: David Bagnall (Chair), Jacqui Williams, Bill Mason, Alison Chinn (Regatta Secretary), Deb Styman (Secretary), Catherine Bowyer.

1. **Apologies.** Nick Hunter, Vince McMahon, Peter Marshall, Nick Garrett
2. **Acceptance of Minutes of the February 2018 meeting.**
3. **Matters Arising:**
 - a. Confirmation of RACT staffing. Candidate was offered the EO position – still to sign contract (note post-meeting this offer was declined by the candidate). HP Admin position has been successfully filled.
 - b. RACT Forum – venue was booked for 18 April. **ACTION:** To re-book and notify clubs of the new date of Wednesday 2 May.
 - c. Relocation of the RACT Office – Board to consider whether to co-locate with TACT or remain at Brumbies HQ. Summary Triathlon office document and ACT gov application form was forwarded to the Board prior to meeting. Storage space, boat space and office space pros and cons were all discussed. Decision was made to locate the boat launches at the TACT compound. Whether to locate the EO position/office at the compound also will depend on the outcome of a storage space investigation. **ACTION:** to check current quota of storage and if all items require indoor storage. ACT Gov application for occupancy form to be submitted to trigger the calculation of the final costs of this co-location.
 - d. BRO Recruitment Strategy update. An overview of recent actions was provided. An update summary document and action plan was circulated prior to meeting. The BRO Recruitment sub-committee confirmed that a final version of the Strategy document will be provided to the Board after the BRO dinner and the new EO has commenced. New BRO of the Year Trophy idea was tabled as well as the introduction of BRO Service Appreciation Certificates – both of these recommendations were accepted. **ACTION:** Final version of the BRO Strategy document to be tabled at the June Board meeting for acceptance and adoption.
 - e. Head of the Lake Schools Regatta – future plans/review proposal. An overview was provided of discussions with individual schools on the future of this event. It was noted that with good event organisation, this schools event could be bigger with more interstate schools attending. Alice Evans (RA) has been approached to review this event with the intention of investigating what is the best format of the event for future years. Proposal for Alison to undertake this review moved – accepted. Terms of reference to be established for the review panel, chaired by Alice. Deadlines; 13

July for draft review report; final version of the review report by 12 August; for decision at the 20 August Board meeting; for action based on the report outcomes by 1 Sept. **ACTION:** DB to contact Alice and follow through with creating the terms of reference for the review to commence.

4. Action Items from last meeting:

- a. RACT Strategic HP Plan 2018 -2020 posted on website and circulated to clubs. - Pending. **ACTION:** HPP still to be posted on website and circulated to clubs.
- b. ASF funds to be expended on existing accounts. Work in progress.
- c. WTT seat fees to increase to \$8 – clubs to be informed. Done.
- d. BRO Boat Agreement document – tabled at last meeting, decision pending TACT Office decision. The TACT office compound has been approved to be the location for the RACT boats – this Agreement is now no longer required. **ACTION:** Brindabella boat and motor to be sold as a unit, and Daisy engine to be sold – approved by Board. Daisy hull to be gifted to Rick Worboys or scrapped.

5. President's report.

- a. BMRC boat shed proposal has been delayed due to ACT Gov review of community leases.
- b. 2018 Annual RACT Presentation event was held on 8 April to celebrate the highly successful 2018 season. Nick Hunter MCD and was assisted by Nick Garrett. A full list of winners to be posted on our website. It was disappointing to note that a number of clubs did not attend the event, despite being given reasonable notice. This poor attendance trend was particularly pronounced among schools clubs.
- c. Annual report compilation pending with the deadline of the AGM in August – **ACTION:** date set as 22 August for the 2018 AGM. TBC as to who will compile this report.

6. Director of Finance Report.

- a. Detailed financial report was circulated to the Board prior to meeting.
- b. Fees and Charges updated document wording (attachment circulated prior to meeting – final document see Attachment A below) was accepted with the following additional amendment to be included to the 'Regatta Fines' wording. **ACTION:** to add "and any other breaches of laws of boat racing reported in the umpire referee report".
- c. Transition to the Xero accounts system is continuing with a great deal of set up work required.
- d. It was tabled that consideration should be given to amending the RACT financial year to end on 30 June to simplify some financial issues and create a more aligned tax timeframe.
- e. Noted ACTAS payment received towards ACTAS shed improvements to rectify some WHS concerns.
- f. Radford fine for the HotL incident is to be processed as normal with normal fine amount.
- g. Noted receivables, roll over and auditors report are all on track.

7. Regatta Secretary Report.

- a. Summary of season – report circulated prior to meeting.

- b. WTT update - dates have been decided, events approved and entries are open.
- c. Tom Trobe was nominated to be reappointed as Chair of the Regatta Sub-committee – approved.
- d. Deadline for setting the summer regatta dates was confirmed as 1 September. Regatta Sub-committee is to schedule 2 meetings with this deadline to be met.
- e. Deadline for publication of crew selection policies - 1 Sept proposed. The date as accepted for all selection policies.
- f. Disher Cup – date has been confirmed.

8. Safety & OHS.

- a. No specific follow up required by RACT on these as far as we have been advised:
 - i. Incident between an 8 and single sculler – ANU should have details.
 - ii. ANU women’s double collided with BMRC quad – ANU should have details.
 - iii. National pair crew collided with a CLRC sculler – CLRC should have details.
 - iv. ADFA/ANU incident also – Clubs to have details.

9. Other business.

- a. RA Roadshow - 4 June confirmed as date – clubs to be invited, meal included; suggestion that SCYC is the venue.
- b. RA SDO recent teleconference summary:
 - i. L1 recognition of prior learning for L2 being investigated.
 - ii. Umpire accreditation – RA instigating an Australian wide BRO education program for all officials. RVIC has a great example of how this should look and ACT will adopt this template too.
 - iii. RA Roadshow content - feedback request received for topics to be covered.
 - iv. Riggers program is now being run for Copeland College with two other ACT schools to commence this program in Term 2.
 - v. Indoor rowing competition – keen to develop this and RA looking for ACT coordinator.
- c. CRC letter to Board tabled. Comments noted – proposal that a communications sub-committee be established and invite JW to chair, proposal to adopt the updated Communications Strategy document - accepted. Suggestion EoI could be advertised to members for anyone with skills who is able to assist. **ACTION:** DB to reply to CRC letter.
- d. Regatta infringement penalty fees – confirmation that the Board endorses the penalty fee to be per seat rather than per boat. Accepted.
- e. Buoy boys – no longer able to do this volunteer duty so replacements will need to be sourced. **ACTION:** EoI to be called for replacements – to use all forms of communication to source a volunteer.
- f. Sponsorship sub-committee is in discussions with a possible sponsor. Past RACT President has offered to assist the sponsorship sub-committee. Agreed.
- g. Thank you to Bill & Alison for their additional work.
- h. The Board also noted with appreciation the huge amount of work being undertaken by the Director of Finance in migrating the financial records of Rowing ACT to the new accounting package Xero.

Meeting closed at 7.40pm.

ATTACHMENT A

FEES AND CHARGES

Rowing ACT Fees, Charges and Registration Requirements

Who pays	Under the Rules of Rowing ACT fees are payable by Member Clubs. It is a matter for Member Clubs as to how they structure their membership and other fees.	
Who can compete	Crew members registered on Rowing Manager in the appropriate category for the event. For example, a person must be registered as a competitor for all point-scoring regattas and most other events.	
Rowing Affiliation Fee	Payable for each rower in a Member Club whether a competitor or not. However, <i>to encourage the development of the sport, coaches and coxswains who do not row will not attract an affiliation fee</i>	\$20 per Club member subject to the exclusions listed.
Rower Registration Fees	Payable for each competitor registered through Rowing ACT at any time within a season with the following two exceptions: If a person <i>only</i> competes in the Winter Time Trials, the Col Panton and/or the short-course regatta. If a person registers in the ACT for the first time and they only compete in the ACT Championships.	\$65 for seniors; \$30 for Juniors; and \$25 for coxswains. <i>A junior is a person who has not attained the age of 19 at the end of the relevant calendar year.</i>
Race Seat Fees	Seat fees are payable in accordance with the final draw.	\$8 per crew member for point score races and \$15 for championship races. Late entries in point score and championship races are double i.e. \$16 per crew member for point score races and \$30 for championship races
Regatta Fines	Fines are payable for infringements during regattas such as where a crew is a no show; there is no bow number; the bow number is different from the final draw; or rowers are out of uniform. It also applies at any time when Boat Race Officials instructions are ignored or any other breach of the racing rules or behaviour is identified by the BROs. Where a regatta is suspended, fines will not be imposed.	\$8 per seat per infringement. The infringements apply because of the significant difficulties such violations cause for regatta management. Higher fines may be set by the Board in serious cases such as where an instruction by a Boat Race Official is deliberately ignored.