



BOARD MEETING MINUTES

Rowing Australia Board Room
Monday 18 February 2018 at 5.28pm

1. **Attendees:** David Bagnall (Chair), Alison Chinn (Regatta Secretary), Alison Creagh, Nick Hunter, Bill Mason, Vince McMahon (Director of Finance), Caroline Pijpers, Deb Styman (Secretary), Stuart John (Executive Officer), Katrina Wiseman (HPP Co-ordinator).
2. **Apologies:** Catherine Bowyer.
3. **Acceptance of Minutes of the January 2019 meeting.**
4. **Matters Arising:**
 - a. Queen's Cup – following email correspondence, nomination and selection processes for this rep crew were discussed.
ACTION: A selection panel is to be established to oversee the completion of this selection process across all crews.
ACTION: Email notification of current status of selection process to nominees is to be sent.
ACTION: For future selections, an earlier publication with call for coaches and an earlier publication of selection policies to occur. Board to follow selection process more closely and discuss at meetings up until the selection is made.
ACTION: selection Ombudsman is to be appointed.
 - b. Head of the Lake Guidelines – posted now on RACT website.
 - c. Coaching development proposals (Katrina Wiseman) – submission document tabled by email prior to meeting; Alison Chinn will work with Katrina to further develop these plans. Katrina was commended for her work on this project.
 - d. Progress key strategic plans (Bill Mason) – several RACT strategic policies are in action now and quoted on the website, it was noted that many action items developing from these policies are still outstanding. Essential action items to be identified and then acted on. Policy action items to be reviewed by a small working party Chaired by Bill Mason, with Alison Creagh to assist.
 - e. Regatta volunteer models – several proposals were discussed, based on a discussion paper presented to the Board to address gaps in regatta organisation for currently. These gaps were for volunteers; separate to the BRO pool of volunteers. Various potential models were raised and discussed.
ACTION: for next meeting - suitable incentive ideas for volunteer recruitment at Regattas is to be discussed. Key volunteer positions are to be identified and then targeted recruitment for these roles is to be undertaken.
5. **Action Items from last meeting:**
 - a. HPP Strategic Plan update – Nick Hunter presented a scoping and review document to keep up to date with where the RACT HPP is currently positioned. This was to be considered by the HP sub-committee (see Finance report below).

- b. Infrastructure priority list – for future planning and expansion, it was agreed that RACT should place expressions of interest in available lakeside land. An overview document was submitted to the Board and it was noted the Schools contribution to the infrastructure needs to be highlighted at the commencement of this document.
- c. Lake safety rules – David Bagnall to arrange a consultation with Club Captains and ACTAS rowing representatives regarding modification to the lake traffic flow instructions and diagram.
- d. New pontoon installation – has been completed now.

6. Presidents report

- a. Official opening of the new RACT Office has occurred.
- b. ACT has been locked in for 2025 hosting of the AMRC. David will now approach the NCA to commence the approval process for a permanent finish tower on our regatta course.

7. Director of Finance Report

- a. Finance reports were circulated before the meeting. The 7 month accrued P&L statement showed a fairly significant loss, which was consistent with previous years ahead of the affiliation and registration fees and Champs collections. It was noted again that the HP program was being managed to move into a loss position given the surplus it accumulated from its slow start.
- b. The Board agreed to the regatta roles and responsibilities schema circulated by Vince.
- c. It was also agreed that a HP sub-committee would be established to allow issues to be reviewed before coming to the Board. It was envisaged that the role of the sub-committee would be alert to issues that would impact on the Board's oversight. The Board was to consider further what high-level issues it wanted considered e.g. budget, relationships. The sub-committee was to be chaired by David Bagnall and include Alison Chinn, Alison Creagh and Nick Hunter.

8. Regatta Secretary Report

- a. Regatta organisation status update:
 - i. CLRC Regatta – draw now being finalised.
 - ii. HotL Regatta – also being worked on currently.
- b. ACT Championships – advertising required. NSW newsletter item being pursued. Direct contact with the NSW clubs should be used as a further means of advertising. Idea was raised that the HotL event could be incorporated into the ACT Champs event to assist with creating more interest in the ACT Champs event. Regatta subcommittee to work through a schedule for this possibility. Approval was granted for up to \$200 to be spent on social media advertising for the ACT Championships event.
- c. Volunteers/BRO recruitment – item discussed in Matters Arising.
- d. Information document has been circulated to clubs regarding regatta entries.
- e. WTT dates – second weekend in May was suggested to commence series.
- f. Grade scores – confirmation that school requests for changes of grades based on finish times are considered if submitted to the Regatta Secretary. Declines are based on performances and times and not on age based distances.

9. Head of the Lake Sub-Committee Report

- a. Presentations – to be performed rotationally, half an hour after each final has been run and as crews arrive at the presentation area. VIP's will be rostered on staggered shifts to do these presentations. Presentations will be staged at Weston Park. Gold, silver and bronze to be presented.

10. Sponsorship Sub-Committee Report

- a. Report was submitted for Board information.

11. Executive Officer Report.

- a. Office is now officially out of UC premises this week.
- b. UC interns have been interviewed to assist with RACT Office administration. One has been offered a placement.
- c. RA Roadshow – ACT date is 16 April, 2019. Board meeting in the afternoon followed by a club forum.
- d. Presentation event and BRO dinner possible dates. Thursday BRO & Volunteers Dinner – 11 April (after State Champs) Ottoman to be venue. Annual Presentations – 2 or 9 May at ANU University House Drawing Room or another central venue.

12. Safety & OHS.

- a. Pontoon slip reported and addressed.

13. Other business.

- a. Nothing to report.

Meeting closed 8.10pm