



## BOARD MEETING MINUTES

Rowing Australia Board Room  
Monday 20 May 2018 at 5.30pm

1. **Attendees:** Alison Creagh (Chair), Catherine Bowyer, Alison Chinn (Regatta Secretary), Nick Hunter, Bill Mason, Vince McMahon (Director of Finance), Caroline Pijpers, Deb Styman (Secretary), Katrina Wiseman (HPP Coordinator)
2. **Apologies:** Stuart John (Executive Officer), David Bagnall.
3. **Acceptance of Minutes of the April 2019 meeting.** Accepted.
4. **Matters Arising:**
  - a. Rowing ACT boathouse proposal – nothing further to report at this stage. Support letter was sent from RACT to the ACT Government regarding the BMP development.
  - b. Inflatable Water Park proposed for Black Mountain Peninsula – a draft letter from RACT opposing this development was circulated for Board feedback. The Board determined that the draft letter would be re-worded further before it is submitted to the NCA. It was advised that Radford and Daramalan schools would also be submitting letters of opposition to the NCA. RACT letter to be sent to the clubs for comment before in it submitted. Concern was noted about the capacity of the peninsula to house this new activity on top of the proposal for an additional boat house, as well as clubs on training camps over summer.
  - c. Open Forum – this annual opportunity for club and member discussion has occurred. All items raised will be considered and actioned in due course.
    - i. It was noted that the Regatta sub-committee meeting regularity needs to be refreshed – three meetings to be re-instated with designated agendas for each one. **ACTION:** Alison Chinn & Tom Trobe to action.
    - ii. RACT By-laws to be amended regarding the Regatta Sub-committee meetings – **ACTION:** Vince McMahon to draft amendments.
    - iii. Visiting clubs register – the Board confirmed that as previously decided, this should be circulated to all clubs now and visiting club registrations should be in action. **ACTION:** Stuart to confirm this register is in place and functioning.
    - iv. Alpha-numeric bow numbers for RACT events – **ACTION:** Stuart to investigate.
  - d. RA Strategic Forum & AGM is this coming weekend following AMRC – Alison Creagh is attending as ACT rep in lieu of David Bagnall. A briefing and overview was provided by Alison Creagh, Board suggestions on topics to raise in the State presentation segment were noted (both positive highlights and challenges).
  - e. Financial support for ACT national team rowers – prior to the meeting David circulated a proposed funding/grant plan for the ACT National level rowers. Proposal accepted by the Board. **ACTION:** Funds and accompanying letters to be prepared and issued.

5. **Action Items from last meeting:**
  - a. ACT State Team – ACT masters women’s quad and women’s eight have been nominated for AMRC. For next year, masters team selectors/panel vacancies to be advertised with EoI taken by the Board. Selection policy for masters crews to be finalised and published by the fourth quarter of this year.
6. **President’s report** – In David’s absence, item 4e (above) was discussed and approved.
7. **Director of Finance Report** – Vince submitted the May Finance report. He noted that receivables had fallen to a comfortable level of around \$10k, with 90% of that only dating back to April. P&L is still showing a loss but indicated that it would turn to profit once the registration and affiliation fees were invoiced. He submitted a draft HP budget which is due with Rowing Australia by the end of the month pointing to a small loss in 2018-19 but a more substantial loss in 2019-20, the final year of the agreement, if all the assumptions come to pass. Over 16k had been received from the ASF through a very generous parent donation to buy a double for the HP program.  
The Board also acknowledged the strong support offered by Andrea Parsons. She has produced a professional accounting manual of the sort not seen in many small organisations. She has also been exploring Xero and has introduced automated billing reminders

**ACTION:** Thank you letters to be sent to all very important volunteers eg: buoy maintenance crew, selectors, Chief BRO etc.

1. **Regatta Secretary Report**
  - a. WTT’s commenced – good numbers so far. Thank you to clubs for supplying volunteers.
  - b. Regatta planning is moving ahead.
  - c. Dr Bob Porra – RACT Life Member passed away last week. **ACTION:** Flowers to be sent to his wife from RACT.
2. **Executive Officer Report** – in Stuart’s absence Katrina noted:
  - a. Outgoing mail and thank you letters – **ACTION:** a register of outgoing mail to be created and maintained by RACT office so the Board is aware of who has received mail from RACT.
  - b. Annual Summer Presentation event – went well with good attendance (70 – 80 attendees). The SCYC venue was seen as very suitable. **ACTION:** Date for the 2020 Presentations is to be decided and included in the Regatta Sub-committee calendar, with a guest speaker to be invited for next year’s event.
3. **High Performance Sub-Committee Report** – meeting has been held and minutes are still to be finalised. Nick Hunter was appointed as the RACT Board Member overseeing selections (does not include Masters selections). It was noted the May report for RA is due soon.
4. **Safety & OHS.**
  - a. A review of the overall lake safety along with NCA map refresh was suggested as being required. Last review was 2016. **ACTION:** a club consultation is to be undertaken for feedback and input on revised lake safety.  
**ACTION:** Stuart to provide feedback following the recent club Safety Officer meeting.  
**ACTION:** For the next RACT Board meeting agenda – a safety report is to be presented (to be higher priority on the agenda), to include trends on the incidents reported, suggestions for changes to the lake map, recommended changes to the pontoon in Central Basin where the recent serious incident occurred.  
**ACTION:** Board agreed that following the recent requirement for Lake Tuggeranong users through the Lake Regulations Act, rowing boat safety light changes are

imminent for LBG. Therefore, LBG rowing clubs are to be asked to begin implementation of the bow and stern light requirements, as per the new Regulation Act. Implementation of dual lights on LBG is to be by the next summer regatta season.

## **5. Other business.**

- a.** AMRC hosting opportunities – currently no option is envisaged for the ACT to host this event until 2024/2025. ACT funding options are being explored and Alison Creagh will attend meetings as RACT rep, as required. Infrastructure/finish tower – Board is to explore all options for facility improvements, but not necessarily only those linked to any AMRC hosting proposal. 2024 ACT Golden Jubilee year to be included in proposals.
- b.** Kings Cup – coxes and crews are being trained to row against a solid lake edge wall for this event. It was noted some crews in the afternoons will be rowing against the traffic flow around Central Basin with tinnies chaperoning.
- c.** Board Member appointments at the next AGM. Candidates for vacant positions are to be sought. The RACT AGM date was set for 18 September, 2019.  
**ACTION:** Annual Report to be prepared by August (except financials).

Meeting closed 7.45pm.