



## **BOARD MEETING MINUTES**

CGS Boat Shed

Monday 15<sup>th</sup> March 2021

### **1. Attendees:**

In attendance: Alison Creagh (chair), Kent Peters, Tobias Wehr-Candler, Luke Letcher, Alison Chinn, Neil Smith, Ben Page (via video-link), Catherine Garrington (via teleconference)

Staff: Sally Clark (Executive Officer), Sarah Davoren (High Performance Coordinator) (by invitation to take minutes)

Apologies: Deb Styman, Dave Fraumano

### **2. Register of Interests:**

A Register of Interests policy and template was circulated with the Board Papers. The Board agreed to adopt the policy and template and will populate the template prior to the next Board meeting. Board members will be asked to advise at each board meeting any possible conflict of interest relating to agenda items for that meeting.

Potential conflicts of interest advised for the March Board meeting are:

Alison Creagh is a member of CRC.

Kent Peters is in a role at CGS.

Tobias Wehr-Candler is in a role at CGS.

The Board noted these conflict of interest declarations

- 3.** Welcome to Tobi Wehr-Candler in his first board meeting as an appointed member of the board. Congratulations to ACT rowers, including board member Luke Letcher, who were named in the Australian Rowing Team for Tokyo 2021. Congratulations to the ACT Schools (CGS, CGGS, Radford, Marist, Daramalan, Orana) who competed in the Rowing NSW Schools Head of the River over the weekend of the 13<sup>th</sup> and 14<sup>th</sup> of March – great results from ACT schools.

### **4. Director of Finance Report:**

- a) A summary statement to the board papers has been circulated in addition to the full report. Financial reports were circulated to all members prior to the meeting.
- b) Overall, financial position is strong. Going forward we are looking to be out of the COVID support cycle, into a normal cycle. Cash Balance is at an all-time high, and the balance sheet is strong.

- c) Seats fees are down on previous years, possibly due to COVID and also with trialling the two double-header regattas, with ACT Juniors and Open Championships split – this may have affected the numbers in the ACT Open and Masters Championships
- d) Look to do replacements on infrastructure in the coming months – Alison Creagh has asked Edwin Bien to do an inventory and report on regatta technology infrastructure to determine what needs to be replaced.
- e) Review of Seat fees and whether they are able to cover the regatta costs.

Action: Kent Peters to look into this review.

- f) Financial statements: Neil Smith proposed, Luke Letcher seconded. CARRIED

#### **5. Executive Officer report:**

- a) Have come to the end of the regatta season. Overall numbers in regattas were down on previous years, however still strong given current circumstances.
- b) The two double-header regattas of ACT Head of the Lake/Junior Championships and ACT Open and Masters Championships appeared to work well. Combined numbers were higher than previous years. Format worked well however there will need to be some adjustments for 2022. Three visiting schools attended for the HotL/Junior Championships (Kinross, Redlands, Cranbrook) and two visiting clubs for ACT Championships (Newcastle and North Shore)
- c) End-of-season presentation to award trophies and overall pennant winners.

Action: EO and Sarah Davoran to organise and advise on details.

- d) Board to consider how to create bigger events going forward, looking into sponsorship and partnerships with local organisations. Ben Page has put together a sponsorship document to be put to the board at the next meeting.
- e) Sally Clark to prepare end of season wrap up to be presented at a future board meeting. The Regatta Sub-Committee will also conduct an end-of-season review and report to the board.

#### **6. Items for Decision:**

- a) Rowing Australia Special General Meeting:
  - i. The RA SGM will now meet to consider the resolution in – the resolution has changed since it was previously presented to the board.
  - ii. The board agreed with the resolution.

Action: Rowing ACT will approve the resolution when it is put forward at the RA SGM

- b) Coastal Rowing Championships (Ben Page):
  - i. RA is now accepting expressions of interests (EOI) to host the Australian Coastal Rowing Championships for the next three years.
  - ii. Ben Page submitted a proposal recommending Rowing ACT submit an EOI for the ACRC for 2024 or 2026 as our preferred years, with December or January being presented as the preferred timing.
  - iii. Canberra Yacht Club has been considered as a potential location for an ACRC – the Canberra Yacht Club has indicated their supportive of this idea.
  - iv. The Proposal was accepted by the board.

Action: Rowing ACT EOI for the ACRC for 2024 or 2026 to be submitted to RA for consideration.

- c) **Audit of Grade Scores (Alison Chinn):**
- i. Issue was previously brought to the attention of the board where rowers were not being recognised for their wins and losses on Rowing Manager and RP7. Alison Chinn was asked to prepare an audit for the board.
  - ii. Audit found that around 180/200 rowers were not recognised for their results across the season and of these 118 required a change in their grade scores.
- Action: Sally Clark to update the grade scores prior to the Edward Trickett regatta in Sydney on the 17-18 April.
- iii. It was recommended that anomalies in grade scores be accepted and the board agreed with this approach.
- d) **RACT Masters Interstate Squad Selection (not on the agenda):**
- i. The Masters Interstate selection panel (Neil Smith, Luke Letcher, Alison Creagh) put forward the following crews for approval to the board to compete in the interstate events at the 2021 AMRC.
    - i. PR3 Women's and Men's Single: Sue Donoghue and Ian Cooper
    - ii. Women's Quad: Selina Rowland, Sarah Tynan, Dearne Grant, Adair Ferguson
    - iii. Women's Eight: Sarelle Woodward, Anna Cicognani, Deb Styman, Emma Southcott, Kerry Knowler, Elaine Bissaker, Virginia Hayward, Annabel Reid
    - iv. Women's Masters Reserves: Fiona Blackwell, Simone Jones, Cindy Watt
    - v. Men's Quad: Ian Mongan, Henry Bridgewater, Peter Dall, Ted Hall
    - vi. Men's Eight: Seb Lang, Jeremy Lawrence, Ben Farrell, Damon Hietbrink, Steve Reynolds, Steve McGlynn, Peter Macartney, John Blackwell
    - vii. Men's Masters Reserves: Damon Pentony, Rick Martin, Steve Grzeskowiak, Rob Curtin, Steve Mirtschin, Michael Simmons
    - viii. Coxes: Ruby Brady-Welsh, Sarah Davoren, Renae Domaschenz
  - ii. Board agreed, crews accepted and all selected were congratulated. Motion passed.

**7. Minutes from the previous meeting:**

- a. Neil Smith proposed, Ben Page seconded. Minutes CARRIED.

**8. Action Items:**

- a. 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. Email to be sent.
- b. Working groups on safety and women participating in men's events have not had the opportunity to progress further since the last meeting.
- c. Register of Interests Process – Alison Creagh has prepared a spreadsheet and document to be distributed, which records the register of interests of each of the board members and will be kept and monitored by Sally Clark. Board members to fill out the spreadsheet and send back to Sally Clark.

**9. WHS Review:**

- a. Alan Butorac has prepared a report. This will be distributed and discussed at a future board meeting.

**10. Safety:**

- a. A Masters Rower capsized outside of the Men's NTC as a result of storm generating adverse weather conditions – she was helped to shore by a NTC rower. The NTC

submitted an incident report however the individual who capsized did not submit a report.

- b. Issue was raised regarding Go-Boats and other lake users travelling in the early morning without sufficient lighting. This was a particular issue during the balloon festival which has since concluded. This issue has been reported to the NCA by the Rowing ACT EO.
- c. Sarah Davoran to prepare a safety bulletin to go out to the clubs, reminding rowers of lake rules, the need to report safety incidents, and warnings regarding Blue Green Algae on the lake, as well as cold weather reminders due to the cold snap we are currently experiencing.

#### **11. Items for Discussion:**

##### a) Trophies in the ACT (Sally Clark):

- An inventory of the trophies within the ACT will be prepared by Sally Clark over the coming months to determine what trophies we have, and what events do not have a trophy.
- Their Excellencies, the Governor-General and Mrs Hurley have offered to donate a trophy to bolster trophy stocks for the ACT Junior Championships as it was noted that there was a limited amount. It was also noted that there was an imbalance of trophies for women/girls and men/boys events and that Rowing ACT should review events and trophy allocation to appropriate recognition for key events.
- Another offer has been received to donate a trophy – Alison Creagh has asked them to prepare a letter to board.

##### b) Strategic Plan:

- Board is looking to meet in early May to discuss the Rowing ACT Strategic Plan.
- Sally Clark will send out a Poll to determine the best availability for all members of the board.

#### **12. Items for noting:**

##### a) Lake Users Group Meeting Report:

- Blue-Green Algae bloom. From an NCA perspective, limited amount that can be done apart from raising public awareness. BGA information to go in the safety bulletin.
- Sea-plane was raised with the LUG. Briefings will be provided to Rowing ACT and the LUG once public consultation commences.
- Discussion around the on-water safety of the balloon festival. David Wright (NCA) will look into this, and get back to the board offline

##### b) Alison Creagh accompanied CEO RA to a meeting with Minister Berry regarding the Sea-Plane proposal.

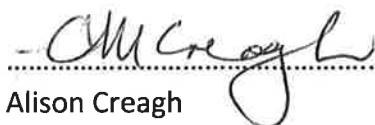
##### c) Renae Domaschenz has given notice that she will be finishing up as Rowing ACT Assistant Coach on the 16 April. She will remain a part of the broader rowing community, continue to coach Kathryn Ross and operate as an athlete out of the ACTAS/Rowing ACT Boatshed given her selection as cox for the Australian PR3 4+.

- The board would use this opportunity to consider what the HP program is achieving and whether it has delivered on its outcomes.
- Alison Creagh has asked Dave Fraumano to consider what he wants out of an assistant coach.
- Any changes in position description will need to go through the board and PPMG.

- d) The board would like to thank all the BROs and volunteers who participated in ACT Open and Masters Championships over the weekend. In particular, the board recognises those who worked through the pouring rain on Sunday of the Masters Championships.
- e) The board wished good luck to all the ACT competitors at the 2021 Australian Rowing Championships, to be held at Lake Barrington, Tasmania from the 22-28 March.
- f) Tobi W-C and Kent Peters will undertake a base costing exercise to better determine regatta costs, seat fees and forecasting.
- g) Catherine Garrington would like to see further BRO development opportunities and pathways established to make use of our three Internationally accredited umpires.
- h) Tobi W-C asked that the board consider topics for consideration by the Regatta Sub-Committee as well as other sub-committees.
- i) Alison Chinn asked that the alternate order of events for the regattas be reviewed. The board agreed that the concept of an alternate order of events is good, however the Order of Events requires actual order may need some re-evaluation.

Meeting closed at 8pm.

**Next meeting** on the 12 April 2021.

  
 Alison Creagh  
 President

Summary - March 2021 Action Items:

- Board Members to populate Register of Interests Template prior to the next Board meeting.  
 Template to be distributed for next board meeting.
- Review of Seat fees and whether they are able to cover the regatta costs.  
 Action: Kent Peters to look into this review.
- End-of-season presentation to award trophies and overall pennant winners.  
 Action: EO and Sarah Davoran to organise and advise on details.
- Rowing Australia Special General Meeting:  
 Action: Rowing ACT will approve the resolution when it is put forward at the RA SGM
- Coastal Rowing Championships:  
 Action: Rowing ACT EOI for the ACRC for 2024 or 2026 to be submitted to RA for consideration.
- Audit of Grade Scores:  
 Action: Sally Clark to update the grade scores prior to the Edward Trickett regatta in Sydney on the 17-18 April.
- 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. Email to be sent.
- Working groups on safety and women participating in men's events have not had the opportunity to progress further since the last meeting.

- **Strategic Plan:**

Sally Clark will send out a Poll to determine the best availability for all members of the board for a May meeting.

## **ROWING ACT BOARD PAPERS – 15 MARCH 2021**

### **Items for decision:**

a. **Rowing Australia Special General Meeting Resolution** - Paper attached – Alison Creagh

Rowing Australia has requested a Special General Meeting be convened to consider a Resolution that seeks to amend the Rowing Australia Constitution. The Rowing ACT Board has previously considered the proposed resolution that amends the Constitution. You should note that there have been very minor changes to the proposed Resolution. You previously agreed to support the Resolution. The papers provided for the Rowing Australia SGM are attached for Board Consideration.

Action: The Rowing ACT Board is asked to **agree/disagree** with Resolution and provide guidance to the ACT Rowing Australia Councillor (President Rowing ACT) who will attend the Rowing Australia Special General Meeting on behalf of Rowing ACT.

b. **Australian Coastal Rowing & Beach Sprints Championships - ACT Expression of Interest** – Paper attached - Ben Page

Rowing Australia has called for Expressions of Interest to host the 2021 Australian Coastal Rowing and Beach Sprints Championships (ACR&BSC); and has also called for EOIs for States/Territories who wish to be considered to host the event in future years. As such, Rowing ACT has prepared an EOI (attached) to host the event in either 2024 or 2026.

The proposal is for the event to be hosted at Lotus Bay (in vicinity of the Canberra Yacht Club) over a weekend (with one day each for Coastal Rowing and Beach Sprints). Early discussions with the Canberra Yacht Club have indicated their strong support for the event, including access to their equipment and land as required. Rowing ACT has also reached out to EventsACT for their early in-principal support.

An ACT-hosted event would provide a unique experience for competitors and spectators alike, and further the sport in the ACT. As well, the event would put ACT back 'on the map' as a destination for national-level rowing events (and support future bids for the return of an AMRC). The 2024 or 2026 timeframe would also allow for the event to be embedded in the National Calendar before being hosted in the ACT, and greater certainty around competitors numbers and event size.

Rowing Australia is expected to provide the financial backing to the event, and the ACT would be expected to provide some staffing support in the lead up, and a small number of volunteers for the event itself. This is assessed within the scope of the ACT to provide.

Action: The Board is asked to **endorse** the ACT EOI for submission to Rowing Australia.

c. **Audit of grade scores** – Paper attached - Alison Chinn

The Audit of Grade scores is attached with recommendations.

Action: The Board is asked to **approve** the recommendations identified in the Audit of Grade Scores.

d. **Masters Interstate Selection** – Alison Creagh

The Masters Interstate selection process is close to completion.

Action: The Board is asked to **approve** the recommendations of the Masters Selection Committee

**Items for discussion:**

a. **Trophies in the ACT** – Sally Clark

The Executive Officer will conduct a review of ACT Trophies. Rowing ACT has received several offers of new trophies and these offers will be considered as part of the Review

b. **RA Strategic Plan Update** – Alison Creagh

Rowing Australia continues to review their Strategic Plan and it is likely that a working group will be established. It is expected that Rowing ACT will be asked to contribute to the working group. Updates will be provided when more information is known.

**Items for noting:**

a. **Upcoming staffing changes** – Alison Creagh

b. **LUG meeting update** – Sally Clark

c. **Rowing Australia Masters Commission meeting update** – Alison Creagh

The RA Masters Commission held a meeting on 8 Mar. Minutes of all RA Masters Commission meetings can be found on the RA website Points of note from the last meeting are:

- AMRC 2021 to be held at SIRC:
  - o A new 1000m starting tower has been established
  - o A Social Function is planned for Saturday night of the AMRC at Panthers Club
  - o Para Interstate Masters 1x events for Men and Women will be raced in 2021
  - o Lightweight medical certificate letter will be provided in the next AMRC 21 bulletin
- Communications:
  - o A Masters Facebook account will be used to communicate with the Masters community - "*Australian Masters Rowing*"
  - o Masters articles will be provided periodically in the RA Newsletter
  - o A survey is likely to be conducted to determine areas of interest for the Masters Community







