



## **BOARD MEETING MINUTES**

Via video conference (via zoom) and phone  
Monday 21 February at 7.00pm

### **1. Attendees**

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

Invited: Virginia Hayward

Apologies: Kent Peters

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach), Sarah Davoren (EO assistant).

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

Board members were asked to advise any possible conflict of interest relating to agenda items for this meeting.

No new Interests

### **3. Acceptance of Minutes**

#### **a. January 2022**

Minutes will not be accepted this meeting, but reviewed out of session, with all members to review and comment by Friday the 24<sup>th</sup> of February.

#### **b. Outstanding Actions**

See tables below

### **4. Director of Finance Report (Kent Peters)**

Financial report provided.

### **5. Executive Officer Report (Sally Clark)**

Executive Officer report provided.

Summary:

State CEO's had their first meeting of the year where the National Integrity Framework was discussed. Some additional policies have been developed to help clubs navigate the complaints process.

Development News

- UQ Scholarships awarded to Kendall Brodie, Alister Matthews, Ed Fuller.
- 22-24 April, RA Coaching & Officiating Conference – "Athlete's development within the sport".
- Indoor Rowing – GRow program has wound down, Ergo's were sold off.



- 10 High schools are going to be gifted 1-2 ergos and have an Olympian come to their school. Melba Copeland High is one of the schools selected.

#### Regatta News

The ANU regatta was a great success with just over 1000 seats. We were down on BRO numbers and it made it challenging at times for the BRO's given the weather conditions.

We have over 1100 seats at the CGS regatta. Fines will be in place for the upcoming CGS regatta. Volunteer sign up has been excellent and there is an increase in the number of BROs for the regatta.

Preparations are underway for the Head of the Lake and the ACT Junior championships. Principals from all the Canberra schools are confirmed.

Their excellencies have confirmed they will attend the ACT Junior Championships. We also have the Letcher and Grzeskowiak family attending to present their donated trophies.

#### Other

Ecowise have been busy cleaning up the buoy lines and putting in an additional 300 buoys on the course. The big red buoys have also been placed on the course.

#### 6. Head Coach Report (Dave Fraumano)

Head Coach report provided.

##### Summary:

All athletes medalled at NSW championships except those recovering from Covid

Athletes invited to National trials and National Team Camps:

Senior Trials: Kat Ross (multiple teams), Harry Glackin (second senior trials), Hamish Harding (first senior trials), Nick Neales (first senior trials)

U23 Camp (14 to 16 Feb): Alexandra Moylan Cormac Hayes

Senior Lightweight Men's Camp (NTC – 14 to 16 Feb) Hamish Harding Dave Fraumano

##### Interstate Crews for Interstate Regatta

Dave outlined the process he went through to select crews for the interstate regatta including speed order trials.

Crews were nominated for the following races:

Bicentennial Trophy (women's Youth 8+)

Wilkinson Cup (men's Youth 8+)

Neil Slatter Trophy – Women's 1x

Presidents Cup – Men's 1x

PR3 M1x

Upcoming Activities: Jindabyne Camp (doubtful if it will go ahead due to adverse weather conditions) Drew Ginn will be attending to provide support to athletes

#### 7. Governance Sub-Committee Report (Neil Smith)

No formal report provided and no points discussed.

#### 8. Safety Sub-Committee Report (Sally Clark)

- **WHS and Safety Incidents Report** (Sally Clark)

Several safety incidents reported and reviewed by the EO and President.



Safety Sub-Committee to meet in late Feb/Early March to review all safety related actions and recent incident reports.

## 9. Items for Decision

### *a. Head races for the 2021/22 Season – Sally*

The board considered a number of options for running the Head of the Molonglo and Col Pantom from the 2021/22 season, and the practicalities of running them at the end of the season. The options considered were;

- 1) Running Both Head Races at the end of April and beginning of May
- 2) Run only one Head Race
- 3) Running neither event and having no Head Races during the 2021/22 Season

**DECISION:** No Head Races will be conducted this season. Head Races should be scheduled early in the 22/23 season.

### *b. Interstate crew selections – Dave F*

The Selection Panel and Head Coach recommended crews for Board for approval. There were insufficient nominations for a Queens Cup or a Victoria's Cup crew. The remaining boats were ranked as priorities to send to 2022 ARC with the Youth Eights and Penrith Cup being top priorities to be selected. Remaining male nominees chose not to proceed with Kings Cup selection.

Nominees for the Penrith Cup, Wilkinson Cup (Men's Youth Eight) and Bicentennial Trophy (Women's Youth Eight) participated in a speed order trial to determine if crews would be viable for the Interstate Competition.

Both Youth Eights determined that they would like to compete at Nationals following the trials and have received Selector Approval. The Penrith Cup crew felt that they were not competitive enough, and that they would not have enough time to train together to develop a strong crew and therefore elected not to put a crew up for nomination to the board.

Single Scullers have been selected based on their results at NSW State Championships.

The Board advised that approval would be provided out of session after detailed review of the selection documentation.

**DECISION:** Head Coach to provide a Selectors Report, that includes the recommended coaches, for out-of-session Board response by the Thursday 24th February. Interstate crews will be announced on Friday the 25<sup>th</sup> of February. A review of the selection process will be conducted after 2022 ARC. The Board asked that a new Ombudsman be advised due to the absence of the named Ombudsman.

### *c. Masters selection – Neil/Luke*

With the 2022 AMRC relocated to Ballarat, VIC the Board discussed the implications for the current Masters selection process.



**DECISION:** The Board asked that crews previously identified confirm that they will be attending the 2022 AMRC in Ballarat. The Board also decided to reopen selection for the Masters Women's and Men's eights only. This information is to be distributed to the Masters community as soon as possible.

## **10. Items for Discussion**

### **a. Strategic Plan Update – Sally**

The Board was asked to decide if the second Strategic Planning session should be postponed, cancelled or changed to an online format.

As the plan is in the draft phase, the board would like to see the Participation, Performance and Pathways plans separated.

The board will consider how to gather community consultation

**DECISION:** The community consultation date will be postponed, with the board to look for a more suitable date. In the meantime, Sally will continue to work on the plan

### **b. Rowing ACT Website – Sally**

The Rowing ACT website has historically been managed by Vince McMahon. The website and content needs review. This is a project that the EO will not have time to address until the end of the 2021/2022 season. Assistance from a web designer will be required. Any ideas or thoughts to drive this project would be appreciated.

**DECISION:** The EO is to seek quotes and report back to the Board.

### **c. Rowing ACT appointments including Board positions – Alison Cr**

Not discussed.

## **11. Items for Noting**

### **a. RiAWG ACT Nomination**

Nick Hunter has accepted Rowing ACT's request to be the nominee to the Rowing in Australia Working Group. RA has not yet advised membership of the RiAWG.

### **b. Artwork installation in Central Basin**

The proposed artwork will be a temporary installation from March – August 2022. The EO has asked NCA to place safety buoys and lighting around the installation to reduce the safety hazard for rowers. Also the ACT rowing community will be advised through newsletters and social media.

## **12. Other Business**

Ben Page requested Rowing ACT consider supporting ACT State Technical Officials who attend the Australian Rowing Championships.

Neil Smith requested the Board update the community on the establishment of Governance and Safety sub-committees and VP role.

Alison Chinn requested the season point score be updated.



Alison Creagh advised that a consultation process was underway for changes to the LBG Lake Ordinance and asked that Clubs and Schools be reminded of the consultation process.

*Acknowledgement.*

Deb Styman confirmed that the February meeting was her last meeting.

The Rowing ACT Board formally acknowledged the significant work and contribution of Deb Styman and thanked her for her long-standing contribution as a board member and as Secretary. As Secretary Deb has lead the preparation of the Rowing ACT Annual Report over a number of years and assisted with the conduct of the Annual General Meetings.

*Welcome.*

Virginia Hayward was welcomed as a board member of Rowing ACT to fill the casual vacancy.

**In camera session (if required)**  
Conducted.

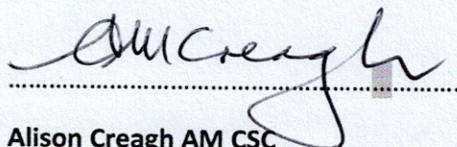
**Future meetings/events:**

2022 Board Meetings:

21 March 22	15 August 22
18 April 22	19 September 22
16 May 22	17 October 22
20 June 22	21 November 22
18 July 22	19 December 22

Regattas:

- 5-6 Mar 22
- 19-20 Mar 22



**Alison Creagh AM CSC**

President

Rowing ACT

12 April 2022



## ROWING ACT BOARD PAPERS

### For Decision

#### *a. Head Races for the 2021/22 season (Sally)*

Previously the Board discussed the option of moving both the Head of the Molonglo and the Col Panton event to the end of the 2021/2022 season.

Options for dates are 23 or 30 April for event one and 7 or 14 May event two.

Schools would be unlikely to participate as it is the start of term 2. It would be hard to fit an event in before the end of term 1 with RA ARC finishing on 3 April and holidays starting on 8 April.

Proposal for consideration:

- Option 1: Head of the Molonglo 23 April and Col Panton 7 May
- Option 2: Head of the Molonglo 30 April and Col Panton 14 May
- Option 3: No head races this season

#### *b. Interstate crew selection (Dave Fraumano)*

#### *c. Masters selection (Neil Smith/Luke Letcher)*

With the 2022 AMRC relocated to Ballarat, VIC the Board is asked to discuss the implications for the current Masters selection process.

### For Discussion

#### *a. Strategic Plan Update*

Sally has been drafting the strategic plan (see attached). It is still very much in draft form. There is a consultation booked in for Thursday the 24 Feb but at this stage there has only been one RSVP. Considering delaying the consultation due to lack of interest and more work on the plan is needed.

#### *b. Rowing ACT Website*

The Rowing ACT website has historically been managed by Vince McMahon. The website and content needs review. This is a project that the EO will not have time to address until the end of the 2021/2022 season. Assistance from a web designer will be required. Any ideas or thoughts to drive this project would be appreciated.

#### *c. Rowing ACT appointments including Board positions – Alison Cr*

### For Noting

#### *a. Artwork installation on LBG*

There is an upcoming art festival that includes a piece of art that will be on a floating pontoon in Central Basin. Please see attached picture. The red blob is where the structure will go. The NGA still need to send through there updated plan. I have requested that there be a buoy with a light placed 50m in front of the structure warning rowers and then lighting around the pontoon. The structure



will be there from March-August. There will be many forms of communication to the rowing community to make them aware of this.



**Action Items - Status update (all closed items have been moved to the table below)**

<b>Meeting &amp; Action No.</b>	<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Due By</b>	<b>Remarks</b>	<b>Status</b>
Feb 2022	Approval of Jan 2022 Minutes	President and EO	24 Feb 2022	Minutes will not be accepted this meeting, but reviewed out of session, with all members to review and comment by Friday the 24 <sup>th</sup> of February.	Ongoing
Feb 2022	ACT Interstate Selections:  Preparation of Selectors Report  Board Approval  ACT Team announcement  New Ombudsman	Head Coach and President	24 Feb 2022	Head Coach to provide a Selectors Report, that includes the recommended coaches, for out-of-session Board response by the Thursday 24th February. Interstate crews will be announced on Friday the 25 <sup>th</sup> of February. A review of the selection process will be conducted after 2022 ARC. The Board asked that a new Ombudsman be advised due to the absence of the named Ombudsman.	Ongoing
Feb 2022	ACT Masters Selection:  Re-open nominations for W8+ and M8+			The Board asked that crews previously identified confirm that they will be attending the 2022 AMRC in Ballarat. The Board also decided to reopen selection for the Masters Women's and Men's eights only. This information is to be distributed to the Masters	Ongoing



				community as soon as possible.	
Feb 2022	RACT Strategic Plan	EO	March 2022	The community consultation date will be postponed, with the board to look for a more suitable date. In the meantime, Sally will continue to work on the plan	Ongoing
Feb 2022	Updating of RACT website	EO	May 2022	The EO is to seek quotes and report back to the Board.	Ongoing
Feb 2022	Financial support to RACT members attending ARC as State Technical Officials	Dir Finance EO	May 2022	Ben Page requested Rowing ACT consider supporting ACT State Technical Officials who attend the Australian Rowing Championships.	Ongoing
Feb 2022	Public Consultation on LBG Lake Ordinance	President EO	Feb 2022	Alison Creagh advised that a consultation process was underway for changes to the LBG Lake Ordinance and asked that Clubs and Schools be reminded of the consultation process.  RACT will make a submission – President and EO to prepare submission	Ongoing
Feb 2022	Advice to ACT Rowing Community on new Sub-Committees and VO	President EO Neil Smith	Mar 2022	Neil Smith requested the Board update the community on the establishment of Governance and Safety sub-committees and VP role.	Ongoing



Feb 2022	Season Point Score	EO	Feb 2022	Alison Chinn requested the season point score be updated.	Ongoing
	Consultation with clubs on how the seat fee increase will be unfolded is to occur (incremental, stepped or lump sum up front increases etc).	Tobi		To be progressed in 2022  Update: Ongoing – progression with the Strategic Planning  TWC to work with Sally on the strategic planning and tie in Strategic planning into the survey.	Ongoing
	Infrastructure 'life of type' review – to establish what will need replacement and when.	Sally		Edwin Bien to trial new communications infrastructure at the CGGS/Marist Regatta and report back.  Update: Still working with Edwin on the comms infrastructure.  Priority 1: Capture the regatta set-up process with Edwin (Sarah/Sally)	Ongoing
	A review of safety aspects of WTT series is to occur off-line, <ul style="list-style-type: none"><li>• Review to consider the skill transfer between key personnel</li><li>• Safety Elements</li></ul>	Sally/Alison Ch/Catherine		Recommendations to be provided to Rowing ACT Board no later than March Board meeting.  WTT Risk Registrar to be added to January agenda  Review, distribute and update as required throughout 2022	Ongoing



	regarding weather etc.			Moved to SSC (Safety element)	
Oct 2021	Yarramundi Reach Course maintenance	Sally/Alison	December Board Meeting	<p>Darrell Ninham and Denis Dyer have offered to undertake buoy maintenance on the regatta course.</p> <p>Discussions with NCA on long term course maintenance are required.</p> <p>Update: Tobi has spoken with Darrell and Denis and offered CGS students to assist.</p> <p>Alison Chinnn: Strong achievement on the behalf of all to see the improvement of the buoys</p> <p>Big Red Buoys that have been placed on the course need to potentially be reconsidered for regatta locations w/ reverse traffic flow and ensure to alert clubs and schools</p>	Ongoing
Oct 2021 - 08/21	Review incident reporting requirements	Safety Sub-Committee	December Board Meeting		Ongoing
Oct 2021 - 09/21	Review requirement to appointment Public Officer and ensure RACT Constitution and By-laws	Neil Smith	December Board Meeting	Defer to January 2022 Meeting	Ongoing



	reflect current ACT Govt Requirements.  Consider re-appointing Public Officer at AGM each year.				
Dec 2021	Determine the jurisdiction of events such as the NTC Time Trials and who should be the responsible person in the event of safety concerns.	Alison Creagh and Safety Sub Committee	March 2022		New
Dec 2021	Review the by-laws for fair application to paras.	Governance Sub-Committee	March 2022		New
Dec 2011	Review of the regatta roles and which positions need to be appointed on a regular basis and what turnover should they have.	Governance Sub-Committee	March 2022		New
Dec 2021	Determine Safety requirements from RACT perspective for seaplanes	Safety Sub-Committee	Feb 2022	To inform NCA Safety WG consultation.  President and EO RACT to be included in discussions.	New
Dec 2021	Work around communication with para rowers and providing	Safety Sub-Committee	Feb 2022		



	relevant information to the BROs.				
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Closed Action Items – as at Dec 2021

Meeting & Action No.	Action Item	Person(s) Responsible	Due By	Outcome
	Investigation into concerns related to women/men participating in reciprocal men's/women's events.	Neil/Alison Chinn	November board meeting	Board agreed to adopt by-law change.
	Fines and late fees will be re-introduced from next summer season regattas.	Sally	Before first regatta	Sally sent out communications regarding fines and late fees, with an amnesty for the first two regattas. On-going communication to occur.
	Boat safety – non-standard boats must be inspected and approved by officials prior to entry into any Rowing ACT event. Noted that ACT BRO resources are not available to check boats every regatta or event	Sally	To advise clubs before first regatta	Newsletter regarding safety and non-standard boats was sent out prior to the first regatta. On-going communication prior to regattas to be implemented
	BRO development plan to be incorporated into the Rowing ACT Strategic Plan currently under development.	Sally/Alison Cr		Plan was discussed and included in the Strategic Planning Forum and ongoing Strategic Plan. The BRO Development plan will be distributed



				amongst the board prior to finalisation
	Selection policy: Selection policy to be prepared ahead of 1 September deadline for publication. Proposed wording as per notes provided by Alison Creagh was accepted.	Dave/Alison Cr		Selection Policy published, and nominations have closed.
	LTRC Indoor Rowing EOI: On-going discussions will be progressed with LTRC to determine possible support to Indoor Rowing events/training and participation in the ACT Indoor Rowing Sub Committee.	Alison Cr/Ben		To be included in Indoor Rowing plans for 2022.
	RiA advisory board. ACT nominee suggestions from the Board will be taken at the October meeting once further clarity on the committee purpose is received.	Alison Cr		Item closed, to be responded to as required
	Masters selection policy: Draft an initial policy for Board review.	Luke/Kent/Neil	November meeting	The selection policy has been published on the website and social media, along with selector and athlete nominations
	HPP-RA grant: The new contract signed for the HPP with RA will be further explained at the next meeting.	Kent	November meeting	Rowing ACT Board briefed on key elements.  Contract register to be made available for Board review at Face to Face board meetings.  Dir FIN able to brief Board members further if they wish.



	Covid safety plans: A Covid Safety Officer and club plan for each club needs to be registered with RACT prior to the next regatta.	Sally		2021/2022 Plan has been developed and circulated to clubs and schools.
	ACT regatta medals: Championship medals are to be reordered (masters, open and junior). Consultation with clubs to occur on standard regatta medals (or other alternatives).	Sally		Closed. Sally to look to redesign in the NY
	Buoy lines on course: Thank you letter is to be sent to the previous buoy line crew.	Sally/Alison		Alison and Sally had a meeting with the NCA to discuss course maintenance contract and individual organisation requirements. RACT will look to work with volunteers and the NCA for ongoing maintenance and updates. New buoys have been ordered
Oct 2021 – 10/2021	RA amendments to State of Origin	Alison Cr (as ACT Councillor)	RA Nov Meeting	RACT Board agreed to the proposed change. SOO amendments were accepted at the RA Strategic Forum.
Oct 2021 – 11/2021	RACT Sponsorship Proposal and Letters	All Board members	End 2021	Sponsorship letters have been distributed to potential organisations and sponsors



Oct 2021 – 12/2021	Rowing ACT Vice President role	Neil Smith	December Board Meeting	Board voted to elect an interim vice president and Neil Smith was appointed. The Board agreed to review the requirements for a permanent role to be voted on at the 2022 AGM
Oct 2021 – 13/2021	SH&G MOU	Neil Smith	December Board Meeting	Alison Creagh and Neil Smith to offer a split sponsorship and in-kind proposal to SH&G
Oct 2021 – 14/2021	Governance and Safety Sub-Committee Proposals	Neil Smith	December Board Meeting	The Proposal was agreed by the Board
	Provide advice to the Office of the GG on the options for new trophies.  Recommendation is GG Trophies for HOL Overall Point Score winners for Girls and Boys.	Sally/Alison Cr		GG Have accepted, with the GG to donate trophies. Currently working through the trophy acquisition.