



BOARD MEETING MINUTES

RA Board Room and via phone
Monday 16 May 2022 at **6.00pm**

1. Attendees

Meeting opened at 6.02 pm.

Board: Tobias Wehr-Candler (Chair), Virginia Hayward (Secretary), Neil Smith, Catherine Garrington, Kent Peters, Ben Page, Luke Letcher (via phone)

Apologies: Alison Chinn

Staff: Sally Clark (Executive Officer)

2. Acknowledgment of President's service. On election as a Rowing Australia Director on 14 May 22, Alison Creagh resigned as Rowing ACT President. Alison's served as President RACT from Sep 2019 to May 2022 and the Board acknowledged her leadership and service to Rowing ACT during her tenure.

3. Register of Interests. Board members were asked to advise any possible conflict of interest relating to agenda items for this meeting. No new interests raised.

4. Acceptance of Minutes

- a. April 2022 Board Minutes accepted with two minor amendments. In camera session section to be removed and then EO publish. Kent Peters proposed, Ben Page seconded.
- b. Discussion on Women competing in Men's A Grade event. Board agreed for a 1year rule review with EO to provide data and Ben Page to assist. To be discussed at next Board meeting.
- c. Outstanding Actions. Discussed and updates in tables below.

5. Director of Finance Report (Kent Peters). Financial report provided, noting HP Program profit of \$45K and general business loss \$1K. Board agreed for purchase of new BBQ. Director Finance to follow up with RA on the Deed and release of the Partnership Agreement. Report proposed to be accepted by Neil Smith and seconded by Catherine Garrington. Discussion moved to staffing arrangements:

- a. Board agreed to increase Sarah Davoren's administrative support to EO to reflect 10 hours/week in off season and 15 hours/week in season, to include back pay. Contract to be finalised by Alison Creagh and EO set direction and tasking.
- b. Renae Domashenz – statement of supplier to be finalised and paid from HP Program budget with RA to match funding.
- c. Assistant coach – funded through HP Program

6. **RA Councillor Report/ RA AGM and Strategic Forum.** Tobias Wehr-Candler was unable to attend the RA AGM and SF. He advised the *Rowing in Australia Strategic Plan* was accepted and he will circulate once received from RA. The *Australian Rowing Delivery Framework* is still under consultation.

RACT Governance Reports

7. **Executive Officer Report** (Sally Clark). Executive Officer report tabled, discussed and accepted. Sally specifically thanked Sarah Davoren for her support to the RA under age selection trials. The Board discussed the following matters:

- a. Cancellation of WTT 1/22 for the Saturday small boats due to lake debris.

Decision: Board agreed to retain 25% of entry fee and refund remainder to Clubs.

- b. RA CEO Meeting discussed the Rowing Manager update and proposed cost sharing arrangements between RA and state entities. Potential for a 10 year investment with annual costs split with 50 % for rebuild (shared evenly among all parties) and 50 % for upgrade/maintenance to be pro-rata. Discussions ongoing through RA CEO forum.

Decision: EO to keep Board apprised of proposed model for re-build and sustainment, due to potential annual expenditure increase.

- c. Insurance. RA CEO forum received presentation from V-Insurance and advised the representative was willing to visit ACT and provide an overview of the product and services.

Decision: The Board agreed the next Insurance arrangement should align with FY coverage. EO to distribute V-Insurance presentation to the Board.

- d. The Board noted that Lake Burley Griffin has been recently included as part of the ACT Heritage Plan.

- e. ACT application of handicap to AMRC Interstate WD4X event.

Decision: The Board agreed not to apply for a handicap for the ACT WE4X to compete in the IS WD4X.

8. **High Performance Report** (Dave Fraumano). Due to the late submission of the High Performance Report it will be considered Out of Session.

9. **Safety Sub-Committee** (Catherine Garrington). The SSC Report was tabled and considered the following five items.

- a. Winter Time Trial safety protocols including adverse weather decision making framework.

Decision: The Board agreed the Chief BRO (or proxy) is responsible for the safety of the WTT series.

Decision: The Board agreed the Chief BRO invite other BRO's to assist in the WTT series.

Decision: The Board agreed the WTT series should adopt the same safety framework as the summer regatta season including some additional contingencies.

Action: SSC advise Chief BRO of Board decisions. Tobi liaise with Alison Creagh to obtain RACT WHS/Safety report.

- b. Clarity of duty of care and responsibilities for time trial activities jointly managed by RA/RACT.

Action: EO to identify how other states conduct these activities.

- c. Register of volunteers and staff with RACT with relevant WWVP, First Aid, boat licence and other qualifications.

Decision: The Board agreed with the recommendation to build a system to capture these details.

Action: EO to progress using Sarah Davoren assistance.

- d. Preparing RACT to adopt the National Integrity Framework.

Action: Board to discuss at next (June) RACT Board meeting.

- e. Collection and storage of athlete's personal data.

Action: EO to liaise with RA on their approach.

- 10. Governance Sub-Committee Report** (Virginia Hayward). GSC report tabled and discussed the progression of the RACT Strategic Plan.

Decision: Board endorsed the RACT Strategic Plan development approach.

- 11. Regatta Sub-Committee** (Sally Clark). No Report provided, next meeting scheduled for 17 May 2022.

Board items

- 12. Items for Decision.** Rowing ACT Strategic Plan 2022-27 direction. Item discussed at agenda #10 and Board endorsed GSC proposed approach.

13. Items for Discussion

- a. BRO Appreciation dinner – update. Planning well underway for event to be held 20 May 22 at Pialligo Estate.
- b. Membership and Seat Fee increases for 2022-23 Season. Following the affiliation and seat fee review earlier this year, the Board discussed respective increases noting the last seat fee rise occurred in 2006 (from \$6.60 to \$8) against the rising costs of Rowing Manager, RA affiliation, Insurance and Kennards hire.

Decision: The Board agreed to a two-step process for an increase in affiliation and seat fees. Affiliation fees will be reviewed for change in 2023-24. Seat fees will increase in 2022-23 summer season with \$12 for standard regatta and \$18 for Head of the Lake and Championship regattas. WTT entries will remain at \$8 for the 2022 series, with an increase to \$12 in 2023.

- 14. Items for noting.** Neil Smith provided an update on the Masters Commissions meeting held on 9 May 2022. He reported planning well underway for AMRC 22 with a 6% increase in entries from AMRC 21. Minutes will be circulated to the Board.

15. Other Business.

- a. Tobias Wehr-Candler will be away for June Board meeting.

- b. Luke Letcher advised ACT athletes Zoe Bond and Cormack Hayes selected for under 19 and U21 Australian team respectively.
Action: EO to liaise with the parents on a potential fundraiser event and to include a RACT contribution for seat fees.
- c. The Board thanked Sally Clark for her work and coordination of the annual Presentation night, a great event that used the CGS centre and ACTAS foreshore area.

Sally Clark departed the meeting at 1945.

16. In camera session. The Board conducted an in camera session on RACT Board governance arrangements post the resignation of President Alison Creagh until the 2022 AGM. These include:

- a. Kent Peters – interim acting President
- b. Alison Chinn – acting Director Finance

The Meeting closed at 8.13 pm and the next Board meeting is scheduled for 20 June 22.

Future meetings/events:

2022 Board Meetings:

18 July	15 Aug	19 Sept	17 Oct	21 Nov	19 Dec
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Regattas: WTT series

18/19 June	8/9 July	13/14 Aug	10/11 Sept
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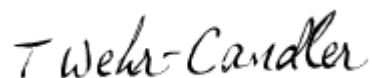
Prepared by

V. HAYWARD

Secretary, RACT Board

T. WEHR-CANDLER

Vice President & Chair, RACT Board



Action Items - Status update (all 2022 closed items have been moved to the table below)

Meeting	Action Item	Person(s) Responsible	Due By	Remarks	Status
May 22	Women competing in A grade Mens event- by law review	EO Ben Page	June 22	EO to provide data and review with Ben Page. To be discussed at June 22 Board meeting	Open
May 22	Preparing RACT for National Integrity Framework	SSC	June 22	To be discussed at June Board meeting	Open
May 22	ACT U19 Australian team fundraising event	EO	July 22	EO to liaise with parents for potential fundraising event. Board agreed to contribution to seat fees	Open
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	EO Dir Finance	May 2022	Ben Page requested RACT consider supporting ACT State Technical Officials who attend ARC 22 11/4/22 – Director Finance to examine funding model 16/5/22 – ongoing with clarification on RA subsidy, STO and umpire support costs	Ongoing

2021	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. 16/5/22: Discussed item 13b. Board agreed to seat fee increase for summer regatta with affiliation fee to be reviewed, communication to community required	Ongoing
2021	Infrastructure 'life of type' review – to establish what will need replacement and when.	Sally Director Finance and Neil Smith		Edwin Bien to trial new communications infrastructure at the CGGS/Marist Regatta and report back. Update: Still working with Edwin on the comms infrastructure. 16/5/22 : item to be split into 2 areas. (1): Capture the regatta set-up process with Edwin – underway with Sarah/Sally. (2) SAMP – Asset list and depreciation schedule req'd – KP and NS to assist	Ongoing
Governance sub-committee actions					
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 11/4/22: item discussed at agenda 11(b). Responsibility transferred to Governance sub-c'tee	Ongoing

		Governance sub-c'tee		16/5/22: as per items 10 and 12. Board agreed to proposed approach	
Dec 2021	Review the by-laws for fair application to paras.	Governance Sub-Committee	Aug 22	16/5/22: need by mid Sep for AGM <ol style="list-style-type: none"> 1. Neil Smith -review Vice President and mid-term President by laws 2. Mark K – para rowing 3. EO and Ben Page - Women competing in men’s events review 	Ongoing
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		Ongoing
Safety sub-committee actions					
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	11/4/22: President and EO to discuss 16/5/22: Discussed. EO to identify how other states conduct these activities	Ongoing
2021	A review of safety aspects of WTT series is to occur off-line, Review to consider the skill transfer between key personnel	Sally/Alison Ch/Catherine Moved to SSC		Recommendations to be provided to Rowing ACT Board no later than March Board meeting. WTT Risk Register to be added to January agenda Review, distribute and update as required throughout 2022	Ongoing

	Safety Elements regarding weather etc.			16/5/22: SSC advise Chief BRO of Board decisions. Tobi liaise with Alison Creagh to obtain RACT WHS/Safety report	
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.	Ongoing
Dec 2021	Work around communication with para rowers and providing relevant information to the BROs.	Safety Sub-Committee	Feb 2022	11/4/22: Item needs to progressed before next season	Ongoing

Closed Action Items – 2022

Meeting & Action No.	Action Item	Person(s) Responsible	Due By	Outcome
Feb 2022 Apr 22	Advice to ACT Rowing Community on new Sub-Committees and VO	President EO	Apr 2022	Neil Smith requested the Board update the community on the establishment of Governance and Safety sub-committees and VP role. 11/4/22: EO to produce message and include appointment of Virginia Hayward, VP and sub-c'tees and call for EOIs for sub-committees

Closed - 16/5/22				
Oct 2021 - 09/21 Closed 11/4/22	Review requirement to appointment Public Officer and ensure RACT Constitution and By-laws reflect current ACT Govt Requirements. Consider re-appointing Public Officer at AGM each year.	Neil Smith	December Board Meeting	Defer to January 2022 Meeting 11/4/22 – revert to core business
Oct 2021 Closed 11/4/22	Review incident reporting requirements	Safety Sub-Committee	December Board Meeting	11/4/22 – revert to core business SSC
Oct 2021 Closed 11/4/22	Yarramundi Reach Course maintenance	Sally/Alison	December Board Meeting	Darrell Ninham and Denis Dyer have offered to undertake buoy maintenance on the regatta course. Discussions with NCA on long term course maintenance are required. Update: Tobi has spoken with Darrell and Denis and offered CGS students to assist. Alison Chinn: Strong achievement on the behalf of all to see the improvement of the buoys 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

Feb 2022 Closed 11/4/22	Season Point Score	EO	Feb 2022	Alison Chinn requested the season point score be updated. 11/4/22: Mid-season scores updated on website
Feb 2022 Closed 11/4/22	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. 11/4/22 : RACT provided submission. New Ordinance published 1/4/22.
Feb 2022 Closed 11/4/22	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 community as soon as possible. 11/4/22: insufficient noms rec'd to select W8+ or M8+
Feb 2022 Closed - 11/4/22	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 th 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.

Feb 2022 Closed – 11/4/22	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 th of February. 11/4/22 - accepted
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