



BOARD MEETING MINUTES

RA Board Room and via phone
Monday 11 April 2022 at **6.00pm**

1. Attendees

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

Apologies: Neil Smith.

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach).

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 accepted.
- b. February 2022. Minutes accepted. EO to provide summary including highlights from Head Coach and Finance Reports and then publish.
- c. Outstanding Actions. Discussed and updates in tables below.

4. Director of Finance Report (Kent Peters). Financial report provided and accepted. Advised the Partnerships Agreement with ACT Government 01 Jan 22 - Dec 21 ongoing.

5. Executive Officer Report (Sally Clark). Executive Officer report tabled, discussed and accepted.

6. Head Coach Report (Dave Fraumano). Head Coach report provided, discussed and accepted.

- a. Results from Australian Rowing Championships 2022. President congratulated all competitors, coaches, officials, umpires and supporters for the great ACT results at ARC 22. Highlights included the achievement of the ACT HP Program athletes and ANU's 5th place in the overall medal tally.
- b. HP Coaching arrangements. Dave Fraumano has been selected by RA to coach MLW2X whilst continuing in role as ACT HP coach. Assistant coach interviews progressing.
- c. Head Coach departed Board meeting at 1855.

7. WHS and Safety Incidents Report (Sally Clark). EO received 1 x incident (near miss).

WHS and safety reports will form part of Safety sub-committee business.

8. Governance Sub-Committee Report (Neil Smith). NSTR - no formal report provided. Sub-committee membership discussed at agenda item 11.

9. Safety Sub-Committee Report (Sally Clark). NSTR.

10. Items for Decision

a. Cliff Hill Memorial trophy

The Cliff Hill Award will be presented at the end of season presentation. The board discussed a range of nominees and acknowledged many worthy recipients.

Decision: The Board selected Alan Butorac for the Cliff Hill trophy winner for 2022.

b. Insurance claim from HOL regatta

The Board discussed the adverse weather incident at the HOL Regatta which resulted in the Rowing ACT tent being blown away and causing damage to both Sally Clark and Edwin Bien's cars. Insurance claims through AON investigated, but not pursued, and Sally and Edwin will need to use their own insurance.

Decision: The Board provided in-principle support for insurance excess costs to be covered by Rowing ACT, once costs advised. President and Director Finance to finalise.

c. Sponsorship Proposal Tranche 2

The RACT Sponsorship Committee has continued to progress sponsorship opportunities for RACT. The Board acknowledged the sponsorship of OrthoACT (\$5000 – from 01 Apr 22- 31 Mar 23) and discussed the ongoing activities and approaches to pursue prospective sponsors.

Decision: The Board:

- **noted** the current state of sponsorship within RACT, and the plan moving forward
- **identified** one contact in EY (Kim Brennan) who Luke Letcher may approach
- **approved** the approaches to the 'Tranche 2' Prospective Sponsors for 22/23 season sponsorship
- **agreed** to the President signing the letters to the identified list (as tabled in April Board papers)

11. Items for Discussion

a. End of Season Review

End of season presentation event. The EO addressed the Board and advised the end of season presentation is proposed for Friday 7th May from 5.30-7pm . The Board discussed the date, possible venues and format and agreed accessibility and increased attendance was important for the ACT rowing community. Tobi and Virginia will provide support to Sally for event coordination.

Decision: The Board agreed for the end of presentation to be held outside near RACT ACTAS Shed on Fri 7 May from 5.30 – 7 pm using a 'pop up van' catering option and a limited bar.

BRO Appreciation Dinner. The BRO Appreciation Dinner is currently being arranged with Sally liaising with Geoff Northam to have the guest list identified and dates

Decision: The Board agreed to hosting the event at Pialligo Estate and the Director of Finance will liaise with Pialligo Estate.

b. Rowing ACT Strategic plan – next steps

The Board noted the public consultation planned for 24 Feb had been deferred and discussed the next steps in progressing this important Plan.

Decision: The Board agreed to:

- use the ‘strategic consultant’ (Jo Burnand) offered by the President for review and advice
- use the Governance sub-committee to progress the Plan
- have the Strategic Plan consulted and ready prior to the 2022 AGM.

c. Insurance

The Board noted that AON will finish its sponsorship arrangement with RA at the end of the year and discussed if this arrangement should continue or align with RNSW.

Decision: The Board agreed for the Director of Finance to liaise with insurers and obtain costs and conditions.

d. RA AGM, Strategic Forum, RiA Strategic Plan and Board positions

RACT Board and Sub Committee Positions.

The Board noted the resignation of Neil Smith from the roles of Vice-President and Chair of the Governance. The President called for Board nominations for the:

- i. Vice President
- ii. Chair and Members of Governance Sub Committee
- iii. Chair and Members of Safety Sub Committee

Decision: The Board agreed to the following internal appointments:

- i. Vice President – Tobias Wehr-Candler
- ii. Chair (Virginia Hayward) and Members of Governance Sub Committee – Alison Chinn and Kent Peters plus a community member
- iii. Chair (Catherine Garrington) and Members of Safety Sub Committee - Tobias Wehr-Candler, Sally Clark (EO) and a community member

Action: RACT Board and sub-committee positions and community member EOI to be promulgated by Wed 13 Apr.

The RA AGM and Strategic Forum

The RA AGM and Strategic Forum will be held on 14 May 2022 and RA has advised that three director positions are open for election at the 2022 RA AGM. Nominations for these positions are due by 13 Apr. The RiA Strategic Plan will be considered at the RA Strategic Forum and a copy was provided for Board consideration.

Decision: The Board:

- **noted** Alison Creagh's intention to resign as RA Councillor
- **endorsed** Tobias Wehr-Candler as the interim RA Councillor
- **endorsed** Aiiison Creagh's nomination for the RA Board

12. Other Business

Catherine Garrington requested both Technical Officers and Umpires be formally recognised for their significant contribution to both local and national regattas. This will be included in newsletter communications to our community, Annual Report, and presentation events.

A special mention to Catherine Garrington who umpired the Queen's Cup at ARC, a career highlight and great achievement.

Interstate selection policy is to be reviewed and will be allocated to the Governance sub-committee.

CEO RA, RACT President, and EO RACT are meeting with ACT Govt Minister Berry this coming week to raise profile of ACT Rowing and support for hosting interstate events and related infrastructure requirements.

The Meeting closed at 8.31pm and the next Board meeting is scheduled for 16 May 22.

Future meetings/events:

2022 Board Meetings:

20 June 18 July 15 Aug 19 Sept 17 Oct 21 Nov 19 Dec

Regattas: WTT series

14/15 May 18/19 June 8/9 July 13/14 Aug 10/11 Sept

Prepared by

V. HAYWARD

Secretary, RACT Board

A. CREAGH

President, RACT

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

Meeting	Action Item	Person(s) Responsible	Due By	Remarks	Status
Feb 2022	RACT Strategic Plan	EO Governance sub-c'tee	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
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 Rowing ACT consider supporting ACT State Technical Officials who attend ARC 22 11/4/22 – Director Finance to examine funding model	Ongoing
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-	Ongoing

				c'tees and call for EOIs for sub-committees	
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.	Ongoing
2021	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
2021	A review of safety aspects of WTT series is to occur off-line, Review to consider the skill transfer between key personnel Safety Elements regarding weather etc.	Sally/Alison Ch/Catherine Moved to SSC		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 Moved to SSC (Safety element)	Ongoing
Dec 2021	Determine the jurisdiction of events such as	Alison Creagh and Safety	March 2022	11/4/22: President and EO to discuss	Ongoing

	the NTC Time Trials and who should be the responsible person in the event of safety concerns.	Sub Committee			
Dec 2021	Review the by-laws for fair application to paras.	Governance Sub-Committee	March 2022		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
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 – as at Dec 2021

Meeting & Action No.	Action Item	Person(s) Responsible	Due By	Outcome
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
2021 Closed action items – recommend remove once Apr 22 Board minutes and actions circulated				
	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	Alison Cr/Ben		To be included in Indoor Rowing plans for 2022.

	progressed with LTRC to determine possible support to Indoor Rowing events/training and participation in the ACT Indoor Rowing Sub Committee.			
	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.