



BOARD MEETING MINUTES

Via video conference (via zoom) and phone
Monday 17 January 2022 at 6.00pm

1. Attendees

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

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

Apologies: Alison Chinn

2. Register of Interests

Board members are asked to advise any possible conflict of interest relating to agenda items for this meeting. There is no new conflicts of interests for this meeting

3. Acceptance of Minutes

a. December 2021

Ben Page proposed, seconded by Neil Smith. All in favour, minutes carried.

b. Outstanding Actions

See table(s) below.

4. Director of Finance Report (Kent Peters)

The Balance is strong, receivables are low and overall, the finances are in a strong position. It is noted that the strong position is related to a number of grants which have been received in recent months.

Kent Peters proposes the report to be accepted by the board, Alison Creagh seconds, all in favour. Report carried.

5. Executive Officer Report (Sally Clark)

Report is attached in board papers.

A request for the board has come through from Ian Robson for a meeting to being a consulting process for the Rowing Australia Strategic Plan. Sally Clark to send out options for the board to discuss.

CLRC have asked the board to consider cancelling the Sprint Regatta due to be held on the 29th of January due to COVID concerns. Sally Clark asks the board to consider if the regatta could be moved elsewhere, providing all permits are approved. The board agrees to move the regatta to Weston Park, with provision of permits and if numbers are low, the regatta will be cancelled.

6. Head Coach Report (Dave Fraumano)

Training for the High Performance squad has been disrupted over Christmas due to COVID cases within the shed, along with an injury to Dave Fraumano. Due to COVID risks, athletes are no longer doing gym training on the AIS site.

The erg testing window for the Interstate Senior Squad has opened, with nominations for the Junior Team still open. On-water state team training has halted due to COVID risks and additional injuries. As part of the RA Grant received late last year, the services of Drew Ginn have been accessed to support the HP squad – he arrives Tuesday the 18th of January and will begin individual sessions with the athletes and Dave.

The HP Squad is aiming to travel to Sydney for the small boats regatta at the end of January. Two athletes have been invited to NTC camps, an additional athlete is training in Tasmania and 1 athlete has been invited to the National Para Training camp

Suggested that Dave to discuss with coaches and clubs regarding loaning of a central console tinny to support him during his injury recovery.

7. WHS and Safety Incidents Report (Sally Clark)

Nothing to report

8. Items for Decision

a. ACT Nomination – Rowing in Australia Working Group (Alison Cr)

The Rowing in Australia Working Group has called for nominations by the end of January. Due to a quicker than expected turn around, RACT has not formally approached any individuals to nominate as a representative.

Nick Hunter has nominated as individual representative, and therefore should consider if he should be approached and asked if he would be willing to be the ACT representative within the working group nominations list.

DECISION: AC to approach Nick Hunter to confirm he would like to be considered and if so he would be willing to represent the ACT

b. RA Strategic Plan – Rowing ACT Board Consultation (Alison Cr)

To be deferred to a later session, as Ian Robson has asked to meet with the board. Sally Clark will send out a poll with preferred times.

c. ACT Masters Commission Representative – Draft EOI (Alison Cr)

Alison Creagh is the current representative and is asking the board to approve the EOI to be sent out with a view to consider and elect a candidate at the February board meeting and have concluded a handover by May 2022.

DECISION: Alison Creagh to develop an expression of interest to be sent out to the community.

9. Items for Discussion

a. Regatta planning with ongoing COVID considerations (Sally)

See EO report. Alison Creagh, Sally Clark, Geoff Northam and Edwin Bien to work to develop COVID plans and contingencies.

b. Seat Fee Consultation Paper (Tobi)

See the board papers for full details.

Note no increase in seat fees in the past ten years, whilst regatta costs have increased. By increasing the seat fees, there could be investment in infrastructure, strategic planning, staff and other such investments to improve Rowing within the ACT.

The increase in fees would cover and take on:

- Affiliation fee: Rowing Australia fee and is separate to the Rowing ACT fees
- Registration Fees: Covers the costs around ensuring the sport of Rowing exists and operates within the ACT
- Seat Fees: The cost of running regattas.

There are three options into which a seat fee increase could occur.

- Immediate Increase
- An annual CPI increase
- An annual increase (\$2 per year for example)

ACTION: The board determined that community consultation needs to occur prior to a seat fee increase in order to determine the method and what needs to be covered in order for the members to agree to an increase. This would be sent out with a strategic forum survey. Tobi Wehr-Candler to engage with Neil Smith and Alison Chinn for feedback. Tobi to draft survey questions to the board. Survey to be sent out with strategic forum survey

c. LTRC – Request for financial support for Lake Tuggeranong pontoon refurbishment (Alison Cr)

Lake Tuggeranong Rowing CLUB has reported a safety issue on their pontoon. They have approached the ACT Government for repairs, as the pontoon is an ACT government asset. They have yet to receive a response on the issue. RACT have agreed to progress with the ACT Government on their behalf. In the short-term LTRC is seeking a subsidy from RACT to offset the costs of the repair. The board considered if they were to offer a subsidy to LTRC for the repair, would they need to offer subsidies to all clubs.

ACTION: inquire as to whose responsibility the repair and refurbishment of the pontoon is.

ACTION: determine cost to RACT if all clubs and schools received a grant and what would be the acceptable levels for a grant

d. National Integrity framework (Alison Cr)

This will be implemented by Australian Government. NSO's lose federal funding if they don't sign up, with a trickle-down effect, with 3 months to sign up or risk funding.

Still ongoing discussion, comments can still be provided. Member Protection Framework that is currently in play will be voided by the new framework.

ACTION: Sally to circulate documents to all board members. Comments due by the 4th of February

ACTION: GSC to review

10. Items for Noting

a. Rodney Palmer's memorial (Sally)

Memorial organised by Rodney Palmer's partner, a wreath from RACT will be provided.

b. Discrepancy with online membership application form and RM set up (Sally)

A discrepancy has been found in the online membership form, as the age on the online form is noted to be for the end of 2021, whereas Rowing Manager set-up has a different date. Rowing Manager to be changed to be line with the online form.

c. Update on Interstate Masters Selection (Neil)

Since the close of nominations, there has been 11x nominations for the Men's Quad 6x nominations for the Men's Eight, 4x Nominations for the Women's Quad, 3x Nominations for the Women's eight, 1x nomination for the Men's PR3 Single, 1x Nomination for the Women's PR3 Single and 1x nomination for a cox.

DECISION: The Women's Quad (Adair Ferguson, Dearne Grant, Selina Rowland and Kerry Knowler), and the Men's and Women's PR3 Singles (Stuart John and Sue Donoghue) are approved by the board on the basis of number of applicants. The Men's Quad will go through the selection process.

There has been one nomination for an external selector from Charles Lundy.

DECISION: The board approves Charles Lundy as the non-board sitting selector for the Master's Interstate Selection Panel, with Neil Smith and Luke Letcher to sit as Board Sitting Selectors.

There have been some emails from Nominees which have included elements which had tones of disrespect and a disgruntled nature. The board was asked to consider if a reply was warranted in this instance as previous years selection processes have seen such email escalated to increasingly disrespect and rude behaviour. The board determined that the emails would be responded to directly with no mention of the comments, whilst monitoring any further communication to determine if further action is required.

11. Other Business

7pm commencement for 21 February Board Meeting

11 April Board Meeting to accommodate Easter and the ANZAC Day long weekend.

12. In camera session (required)

Yes

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

Meeting & Action No.	Action Item	Person(s) Responsible	Due By	Remarks	Status
	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 Jan Board meeting update: Tobi to develop a survey to be sent out to members in conjunction with a Strategic Planning 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.	Ongoing
	Provide advice to the Office of the GG on the options for new trophies.	Sally/Alison Cr		Recommendation is GG Trophies for HOL Overall Point Score winners for Girls and Boys. Office of GG To be briefed.	Ongoing
	A review of the WTT series is to occur off-line,	Sally/Alison Ch/Catherine		Recommendations to be provided to Rowing ACT Board no later than March Board meeting.	Ongoing

				WTT Risk Registrar to be added to January agenda Review, distribute and update as required throughout 2022	
Oct 2021	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. Jan Meeting Update: Darrell Ninham meet with NCA and Echowise, David Wright will prepare a report between contractors and volunteers.	Ongoing
Oct 2021 - 08/21	Review incident reporting requirements	Safety Sub-Committee	December Board Meeting	No SSC meeting since Dec Meeting	Ongoing
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		Ongoing
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		Ongoing
Jan 2022	Follow up with ACT Government on LTRC Pontoon Repair	Alison Creagh and Sally Clark			New
Jan 2022	Determine the cost to RACT if all clubs were to receive a grant of some kind to aid in small shed repairs etc.	Kent Peters	Feb 2022		New
Jan 2022	RACT review of NIF	GSC		GSC to review the NIF to determine if there is any implications for Rowing ACT that the board should be aware of.	

Closed Action Items – as at Jan 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 Meeting w/ on Friday
Oct 2021 – 14/2021	Governance and Safety Sub-Committee Proposals	Neil Smith	December Board Meeting	The Proposal was agreed by the Board
Oct 2021	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.	GSC	January Board Meeting	Closed as a board action item. Governance Sub-Committee to investigate and report back to the board.

