



BOARD MEETING MINUTES

RA Board Room and via phone
Monday 18 July 2022 at **6.00pm**

1. Attendees

Board: Kent Peters (President), Tobias Wehr-Candler, Virginia Hayward (Secretary), Alison Chinn (Director of Finance), Neil Smith, (via teams), Luke Letcher

Apologies: Catherine Garrington, Ben Page

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach), Tom Creber (ACT HP Assistant Coach)

2. The President opened the meeting at 6.02 pm with an acknowledgment of country. He welcomed Tom Creber, the ACT HP Assistant Coach, and introduced him to the Board members. The Board looks forward to working with him and his support to the Head Coach.
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. June 2022 Board Minutes were circulated and accepted with two amendments: para 5 remove "for submission to the Auditor" and para 13 a remove "discussed" and insert "noted the intent questions". Kent Peters proposed, Alison Chinn seconded.
 - b. Outstanding Actions. Discussed and updates in tables below.
5. **Director of Finance Report** (Alison Chinn). Financial report circulated, and the Board noted the strong result. The Financial Statements were endorsed for review by the Auditor. The Board noted the outstanding requirement for Veteran's Grant acquittal and the remaining \$4,400 expenditure proposal for the second grant.
6. **RA Councillor Report.** The tabled Report from the ACT RA Councillor on the National Integrity Framework (NIF) was discussed. The Board were advised that RA has formally adopted the NIF, which will replace the Member Protection Policy for any incidents that occur from July 1st 2022 onwards. RACT has until 30 Sep 22 to adopt the NIF. It was agreed that a gap analysis on policies is required to scope implementation requirements, including education support.

Decision: The Board agreed that Rowing ACT will need to formally adopt the NIF at the Sep 22 Board meeting, to be in effect from 30 Sep 22.

Action: Tobias Wehr-Candler will lead the implementation Plan with EO assistance. RACT Community to be advised.

RACT Governance Reports

- 7. High Performance Report** (Dave Fraumano). The RACT High Performance Head Coach Report was tabled and discussed. The positive overseas results were noted and the current interstate squad training. It was also noted the Head Coach is continuing work with the Australian's Men's Lightweight Double until the World Championships and will be away for 4 weeks from 27 Aug. The Board thanked Tom Creber for his work in covering the HP Program in Dave's absence.

The Head Coach and Assistant Coach left the Board meeting at 1830.

- 8. Executive Officer Report** (Sally Clark). Executive Officer report tabled, discussed and accepted. Key points raised included: the next State CEO's meeting is scheduled for 02 Aug; no further development on the replacement/upgrade of Rowing Manager; most insurance renewals have been paid; and the second hand trailer purchased from Radford has been transferred to RACT. The EO thanked Tom Creber for his assistance with the trailers.

The EO attended the Rowing in Australia Working Group on 18 July 22. Key item for discussion was on ideas/events/marketing on how to maintain U21 rowers who do not make national selection engaged in rowing.

Neil Smith provided a brief overview on the recent Masters Commission meeting, which included discussion on potential date change to AMRC 2023.

- 9. Safety Sub-Committee** (Catherine Garrington). The SSC has not met since the last Board meeting, with nothing significant to report.
- 10. Governance Sub-Committee Report** (Virginia Hayward). The GSC met on Fri 15 July 22 to discuss the 2022 AGM requirements and progress the development of the RACT Strategic Plan (SP). The paper at agenda item 11 a details the key discussion points and items for decision.

Virginia Hayward provided the Board an overview of the status of the RACT SP including: consistent alignment and same format as the *Rowing in Australia Strategic Plan 2022-32*; RACT SP cover period 2022-2027; inclusion of a Foreword recognising our community; adopt RinA vision, values and drivers for success; modify RinA mission to RACT purpose; use RinA 5 strategic pillars to map our current draft 4 objectives, actions and KPIs.

The Board noted the proposal, pending final quote, for the development of the RACT SP to use the same graphic designer and timelines as for the RACT 2022 Annual Report.

Board items

11. Items for Decision.

- a. **RACT 2022 Annual Report and AGM.** The Board discussed the report tabled by Virginia Hayward on the preparations and requirements for the 58th RACT Annual General Meeting.

Decision: The Board agreed on Youth Development as the 2022 Annual Report theme including: the development and focus on youth talent, U19 trials, U21, Pathways VIII, ARC 22 results, and CRC Winter Rowing Program.

Decision: The Board agreed to hold the RACT AGM on Mon 24 Oct, following the 17 Oct RACT Board meeting.

Decision: The Board agreed to the items for inclusion in the Annual Report and noted the need to discuss at Aug Board meeting the 2022 AGM Agenda.

Action: Virginia Hayward to re-work the timings for Annual Report development and circulate the 2021 Annual Report.

- b. **Naming of start pontoons.** The Board discussed the proposal to name the starting pontoons and decided to rename the AIS Cats – Rodney Palmer and Kevin Mongan, as the Cats are more visible to the community than the pontoons. This proposal would include a Boat Christening/Blessing during a 2022-23 regatta.

Decision: The Board agreed to name the AIS Cats instead of the start pontoons.

12. Items for Discussion

- a. **Financial support for selected underage athletes.** Alison Chinn circulated a draft policy for Board discussion. The subsidy arrangements and trust funds in place in other states were noted. The Board agreed support should be offered and that the policy cover eligibility criteria and financial assistance guidelines.

Action: Alison Chinn to finalise policy for Board consideration at next meeting.

13. Items for noting.

- a. **ACT Selection Policy.** Alison Chinn raised the issue of selection policy, including Master's selection need to be reviewed and ready for the 2022-23 regatta season.

Action: The Board agreed this Policy be added to the GSC for action.

14. Other Business.

- a. RACT HPP Report. Add Renae Domaschez to the coaching support section of the next Report.

15. In camera session. Not required.

The Meeting closed at 7.36pm and the next Board meeting is scheduled for 15 Aug 22.

Future meetings/events:

2022 Board Meetings:

15 Aug 19 Sept 17 Oct 21 Nov 19 Dec

Regattas: WTT series

13/14 Aug 10/11 Sept

Prepared by

V. HAYWARD

Secretary, RACT Board

A handwritten signature in black ink, appearing to read 'K. Peters', with a large, stylized flourish at the end.

K. PETERS

President, 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. 20/6: Discussed. Seek input from Clubs and discuss at future Board meeting 18/7: Ongoing	Open
May 22	Preparing RACT for National Integrity Framework by Sep 22	SSC	Sep 22	20/6: Discussed and waiting for RA adoption/guidance 18/7: Discussed. RA adopted at 1 July 22, RACT has 3 months to adopt. T W-C and EO to scope Implementation Plan and provide notification to Community.	Open
Feb 22	Updating of RACT website	EO	May 2022	The EO is to seek quotes and report back to the Board. 20/6: Discussed. President to seek advice from Vince McMahon on options 18/7: discussions initiated	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. Mar 22: 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
Jun 22	2022-23 regatta calendar	EO & Alison Chinn	Jul 22	20/6: Alison Chinn provide proposed dates/program to EO for Regatta sub-committee consideration.	Open

				18/7: Circulated & adopted by Board. To be returned to RSC for development of regatta details and Order of Events.	
Governance sub-committee actions					
July 22	RACT AGM & Annual Report	GSC	Oct 22	18/7: Board agreed to 2022 AGM and Annual Report requirements at item 11a. 2022 AGM to be held 24 Oct 22. VH to revise timings and circulate to Board for necessary drafting action. 2022 AGM agenda to be discussed at Aug Board mtg.	Open
July 22	ACT Selection Policy	GSC	Sep 22	18/7: requirement discussed at item 13a. ACT Selection Policy to be drafted, including Masters selection.	Open
Jun 22	Financial support to underage athletes	GSC	Sep 22	20/6: GSC draft policy for Board consideration (refer June 22 Board papers) 18/7: AC drafted policy for Board discussion. Board agrees to financial support, policy to be progressed for Aug decision.	Open
Feb 22	RACT Strategic Plan	Governance sub-c'tee	Oct 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: item discussed at agenda 11(b). Responsibility transferred to Governance sub-c'tee 16/5: as per items 10 and 12. Board agreed to proposed approach	Ongoing
Dec 21	Review the by-laws for fair application to paras.	Governance Sub-Committee	Oct 22	16/5: need by mid Oct for AGM 1. Neil Smith -review Vice President and mid-term President by laws (Neil Smith to action) 2. Mark K – para rowing (Alison Chinn to action) - completed 18/7: AC drafted Para rowing proposal. Board agreed and be included in AGM	Ongoing

Dec 21	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	Action was with Alison Creagh and Luke Letcher – NFA. 20/6 : Matrix of roles and appointments to be drafted, including all Board appointments, Public Officer, Chief BRO, Regatta Secretary 18/7: AC commenced , to be circulated and finalised	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 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 Register to be added to January agenda Review, distribute and update as required throughout 2022 16/5/22: SSC advise Chief BRO of Board decisions. Tobi liaise with Alison Creagh to obtain RACT WHS/Safety report	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
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Closed Action Items – 2022

Meeting & Action No.	Action Item	Person(s) Responsible	Outcome
Feb 22 Item closed July 22	Financial support to RACT members attending ARC as State technical Officials	EO Dir Finance	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 20/6: Dir Finance provide allocation breakdown and draft guidance for 2023 allocation

2021 Closed June 22	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 W-C	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 20/6/22: EO sent new seat fee increases and proposal to all Clubs/Schools
May 22 Closed June	ACT U19 Australian team fundraising event	EO	Liaise with parents for fundraising event. Item transferred to GSC June 22
Feb 2022 Apr 22 Closed - 16/5/22	Advice to ACT Rowing Community on new Sub-Committees and VO	President EO	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 EOs for sub-committees
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	Defer to January 2022 Meeting 11/4/22 – revert to core business

Oct 2021	Review incident reporting requirements	Safety Sub-Committee	11/4/22 – revert to core business SSC. Closed
Oct 2021 Closed 11/4/22	Yarramundi Reach Course maintenance	Sally/Alison	<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 Chinn: 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>
Feb 2022 Closed 11/4/22	Season Point Score	EO	<p>Alison Chinn requested the season point score be updated.</p> <p>11/4/22: Mid-season scores updated on website</p>
Feb 2022 Closed 11/4/22	Public Consultation on LBG Lake Ordinance	President EO	<p>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.</p> <p>RACT will make a submission – President and EO to prepare submission.</p> <p>11/4/22 : RACT provided submission. New Ordinance published 1/4/22.</p>

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	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	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