



## BOARD MEETING MINUTES

RA Board Room and via phone  
Monday 20 June 2022 at 6.00pm

### 1. Attendees

Meeting opened at 6.05pm.

Board: Kent Peters (President), Virginia Hayward (Secretary), Alison Chinn (Director of Finance), Neil Smith, Catherine Garrington, Ben Page (via phone)

Apologies: Luke Letcher, Tobias Wehr-Candler (Vice President), Dave Fraumano (Head Coach)

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. It was noted that Alison is currently overseas and the Board will arrange a farewell event on her return.
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. May 2022 Board Minutes accepted with one minor amendment. Neil Smith proposed, Katherine Garrington seconded.
  - b. Outstanding Actions. Discussed and updates in tables below.
5. **Director of Finance Report** (Alison Chinn). Financial report provided, and approved by the Board for submission to the Auditor. Report proposed by Neil Smith and seconded by Kent Peters.
6. **RA Councillor Report.** Update noted in Board papers .

### RACT Governance Reports

7. **Executive Officer Report** (Sally Clark). Executive Officer report tabled, discussed and accepted. Key points raised included: the reactivation of the Australian Sports Foundation; identification of participants for the Level 3 coaching course in Canberra 31 Oct – 4 Nov 22; and a request for social media for the Indoor Rowing interstate regatta 19 -26 June. It was noted that the EO correspondence to Club Presidents and Heads of School Rowing on fee increases was sent with no feedback yet received.

8. **High Performance Report** (Dave Fraumano). The RACT High Performance Head Coach Report was tabled and discussed. It was agreed to invite Thomas Creber (new RACT Coach) to the next Board meeting.
9. **Safety Sub-Committee** (Catherine Garrington). The SSC has not met since the last Board meeting.
10. **Governance Sub-Committee Report** (Virginia Hayward). The GSC has not met since the last Board meeting.
11. **Regatta Sub-Committee** (Sally Clark). The RSC met on 14 June 22 and Report tabled with discussion held at agenda item 12a Regatta Calendar.

### **Board items**

#### **12. Items for Decision.**

- a. **Regatta Calendar.** The Chair of RSC (Sally Clark) submitted a draft calendar of events for Board consideration with an alternate regatta calendar proposed by Alison Chinn. Discussion followed, particularly on the option to change to an ACT All Championships regatta.

Decision: The Board agreed it needs to support the RSC and will propose some new regatta dates for further RSC consideration. This will not include changes to Order of Events at this stage.

Action: Alison Chinn will provide proposed dates/program to EO.

#### **13. Items for Discussion**

- a. **Women competing in Men's A grade events – review.** The Board discussed the 'intent' questions and agreed to seek Club input to further inform review and will be discussed at next meeting.
- b. **Financial support for selected underage athletes.** The Board discussed and noted the EO had reached out to undertake a fundraising event for current athletes. This offer was not taken up due to the short timeframes involved. The Board agreed support should be offered and that a policy be drafted to cover criteria and financial assistance amounts.

Action: GSC to draft a policy for Board consideration.

- c. **RA travel subsidy distribution to support those who travelled to Nagambie.** The Board discussed this item and agreed to see the current breakdown and allocation of monies for 2022. This would enable a greater understanding and inform the work required for next year noting ARC will be held in Perth.

Action: Director of Finance to provide the Board with the distribution of the 2022 RA travel subsidy (\$3,886).

- d. **BRO numbers for the upcoming season.** The Board discussed there was a requirement for attracting both new BROs and regatta volunteers. This will entail the conduct of formal BRO training and the recruitment and promotion to Clubs to attract volunteers, particularly boat drivers and other regatta coordination roles to assist BROs and Umpires.

Action: Neil Smith to liaise with the Chief BRO to clarify the roles required of BROs and volunteers.

- e. **Website Update/quote.** The Board discussed and agreed for the President to liaise with Vince McMahon to gain his advice so a firmer proposal can be agreed.
- f. **National Time Trial Safety consideration.** This item was discussed and agreed through the Safety sub-committee and are reflected in the May 22 Board minutes.

**14. Items for noting.**

- a. **Rowing ACT Blazer Policy.** The Policy was noted and agreed with one minor amendment to the eligibility for Boat Race Officials to include Umpires and STOs.

Action: Board agreed in principle to the Policy and Katherine Garrington and Ben Page to amend out of session.

**15. Other Business.**

- a. WTT issues. EO to remind the ACT Rowing Community that WTT entries close on the Wednesday and there are no substitutions on the day.
- b. AGM requirements. It was confirmed that the AGM notice requires 14 days' notice and by-laws 21 days' notice.

**16. In camera session.** Not required.

The Meeting closed at 8.20 pm and the next Board meeting is scheduled for 18 July 22.

**Future meetings/events:**

2022 Board Meetings:

15 Aug            19 Sept            17 Oct   21 Nov            19 Dec

Regattas: WTT series

8/9 July            13/14 Aug            10/11 Sept

Prepared by  
V. HAYWARD  
Secretary, RACT Board



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	Open
May 22	Preparing RACT for National Integrity Framework	SSC	June 22	To be discussed at June Board meeting  20/6: Discussed and waiting for RA adoption/guidance	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	Ongoing
Feb 22	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 20/6: Dir Finance provide allocation breakdown and draft guidance for 2023 allocation	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.  Mar 22: Still working with Edwin on the comms infrastructure.	Ongoing

		Director Finance and Neil Smith		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	
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
<b>Governance sub-committee actions</b>					
Jun 22	Financial support to underage athletes	GSC	Sep 22	20/6: GSC draft policy for Board consideration (refer June 22 Board papers)	Open
Feb 22	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  16/5/22: 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	Jul 22	16/5/22: need by mid Sep 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)	Ongoing
Dec 21	Review of the regatta roles and which positions need to be appointed on a regular	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	Ongoing

	basis and what turnover should they have.				
<b>Safety sub-committee actions</b>					
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	Safety Sub-Committee	Feb 2022	11/4/22: Item needs to progressed before next season	Ongoing

	information to the BROS.				
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**Closed Action Items – 2022**

Meeting & Action No.	Action Item	Person(s) Responsible	Outcome
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  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 EOIs 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	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	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	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	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 25th 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 24th of February. 11/4/22 - accepted