

ROWING SECTION EXECUTIVE MINUTES

DATE	February 3, 2010
ATTENDEES	Paul Harris, Rene Myrand, Carolyn Thompson, Diane Burgess, Nick Nagy, Anna Sloan
APOLOGIES	Keira St George
GUESTS	Don Buchanan
ATTACHMENTS	None

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
PROCEDURAL ITEMS	<ol style="list-style-type: none"> Meeting called to order at 7:32 pm. Adoption of the Agenda. Motion to adopt by Anna, and seconded by Carolyn. Adoption of previous minutes. Motion to adopt by Diane and seconded by Paul. 		
1. Action items from previous minutes (Jan 5, 2010)	<ol style="list-style-type: none"> <i>Bow section of the Victor Spencer I.</i> No formal approval is needed from the VRC Board of Directors; the bow section is now on display at the BC Sports Hall of Fame and Museum; a loan agreement is being drafted. <i>1925 Trials 8 Trophy to be identified.</i> Nobody from the membership has been able to verify the trophy's identity; since the trophy has already been sold on eBay no further attempts will be made. <i>Volunteering and Liability.</i> We do not currently have comprehensive or collision insurance on the large trailer. It is also not clear what the insurance actually covers. The decision was made to look into changing the current insurance policy and inquire what and who the insurance covers, to make sure that volunteers driving the trailer are adequately insured and not liable for damage themselves. <i>Captain's dinner silent auction proceeds.</i> Item carried forward to March meeting. <i>Coach meeting schedule.</i> The coach meeting schedule for 2010 has been presented to and approved by the coaches. <i>Regatta committee.</i> The committee members are Tim Brown-Jackson (Regatta Chair), Holly Tomte, Bill Myra, Lindsay Kelly and Jane Bruner. 	<p>March 3, 10</p> <p>March 3, 10</p>	<p>Nick</p> <p>Keira</p>

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
	<p>7. <i>Trailer.</i> The newly purchased small trailer now has a parking pass, license plate, and collision and comprehensive insurance, deemed necessary due to theft concerns. Further investigation will be made into additional security measures, such as wheel clamps. The club name will be added by Dave Ellis. Due to its weight, the new trailer can only be towed by a pick-up truck.</p>	March 3, 10	Diane
<p>2. Equipment</p>	<p>1. <i>Repairs update.</i> All but 1 erg have been repaired and/or cleaned; the Croker and older C2 sculling blades have been checked, repaired and re-labeled.</p> <p>2. <i>February Maintenance Days.</i> February Maintenance Days are scheduled for February 13th and February 21st. Each program will be provided with a maintenance list.</p> <p>3. <i>Private Shells Policy.</i> Diane is currently reviewing the private shells policy in regards to club insurance and membership. A reminder will be sent to all private shell owners about insurance changes. There is currently no waiting list for storage of private shells. Private shell owners should also be reminded to sign out their shells, consistent with club policy.</p> <p>4. <i>Upcoming purchases.</i> A possible trade in of the Joy Fera for a mid-weight eight is in discussion. The value of the trade-in and cost-estimates for the new boat are currently being ascertained; Purchase of Croker sweep blades and C2 sculling blades is in progress.</p>	March 3, 10	Diane
<p>3. LTR program</p>	<p>1. <i>Boat usage of the LTR program.</i> Currently, the LTR program mostly uses the Ken Abbey and the Rosalie. The Rosalie is also being used for racing, which sometimes causes conflict. Diane will investigate whether the Fisher can be more fully utilized for LTR, freeing up the Rosalie. Use of the Fisher will depend on whether spare parts are available or easily obtainable. Carolyn will check with Anne to find out possible other reasons why the Fisher is not being utilized. The goal is to provide LTR with two dedicated boats – preferably the Ken Abbey and the Fisher.</p>	March 3, 10	Diane/Carolyn

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
<p>4. Finance</p>	<p>1. <i>Treasurer's report.</i> Rene presented a comparison of profit and loss figures from 2008 and 2009. Noticeable differences in income between 2008 and 2009 include: a) Grants: The club did not receive a grant from the lottery fund in 2009. b) Boat replacement fee: There is a \$2,000 discrepancy between 2008 and 2009. Rene is seeking further clarification from the office why there is a big difference – the fee is not pro-rated and is collected at the beginning of every year. c) Fundraising: There is an almost \$4,000 increase in fundraising efforts in 2009. Rene will seek further clarification. d) LTR private coaching: Private coaching has been offered in 2009 and was in high demand. e) Captain's dinner: Final numbers for the Captain's dinner have not yet been received. Noticeable differences in expenses between 2008 and 2009 include: a) Regatta Entrance fees: not all members who participated in regattas have fully paid, and have been issued with notices by the office. For 2010, members will only be able to participate in regattas if they have paid up fully in advance. Members who have not paid will not be allowed to race. The most recent Financial Report for the month of January will be available on Friday, February 5 in time for the Board meeting on Monday, February 8.</p>	<p>March 3, 10</p>	<p>Rene</p>
<p>5. Operational issues</p>	<p>1. <i>Regatta dates.</i> The Regatta dates that VRC will attend have been posted on the website. 2. <i>Weekday rowing.</i> In most cases, weekday rowing will begin with Daylight Savings, although this early start will be left up to the coach's individual discretion. Too little light on dark, rainy afternoons will mean no rowing that day. At its earliest, weekday rowing can begin on the following dates: Juniors: February 13, 2010 (sunset at 5:29pm) Masters, Novice, Rec: March 15, 2010 (sunset at 7:18pm) Rec Tuesday row: May 1, 2010 (8:29pm) 3. <i>Boat conflicts at regattas.</i> When boat conflicts occur for regattas, they will be settled by the coaches.</p>		

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
5. Operational issues (continued)	4. <i>First Aid training.</i> Emergency first aid with CPR training will be offered at VRC. The course is offered at \$895 with a maximum of 18 participants. Training for coaches will be paid by the section upon successful completion of the course. The class will be open to the section. If there is space, it will be opened up to others. A full enrollment of 18 means the course will be offered at \$50 per person. Dates are to be determined, probably offered in March.	March 3, 10	Carolyn
	5. <i>RCA coach training.</i> All coaches will be offered RCA coaching designation upgrade training. Carolyn will work with RCA Head Coach to get appropriate training for VRC coaches and hopes to offer this training at VRC's venue, opening it up to Lower Mainland coaches.	March 3, 10	Carolyn
	6. <i>LTR Instructor training.</i> RCA has increased its fees for LTR instructor training. Carolyn will consult with Anne Sproull (LTR Coordinator) to determine if we can offer RCA LTR instructor training. If reimbursement is not feasible, other options could be explored, such as the introduction of a training bonus in the coach's employment contract based on time served/customer satisfaction, etc.	March 3, 10	Carolyn
	7. <i>Fuel barge.</i> The Harbourmaster's office advised that the fuel barge will resume operations on Monday, February 8, 2010.		
	8. <i>Photos of coaches.</i> Photos of all coaches will be taken over the next 2 weekends in February and published alongside program information.		
	9. <i>Emergency telephone numbers.</i> The number for the marine police is posted in the shell bay (604-665-9086).		
	10. <i>Saturday Masters Program.</i> The Saturday Masters program is accepting new rowers into the program. The office needs to be aware of the process that should be followed when accepting new members (the process is clearly outlined on the website). Paul will confirm with office that process is followed.	March 3, 10	Paul
	11. <i>Floatplane safety.</i> Harbour Air is committed to being more safety conscious when docking and landing. They will follow the same procedures a boat would adopt. Incident notebooks will be carried in coaches' safety bags.		
	12. <i>Expectations of coach behavior.</i> The executive will work on creating a coherent policy and letter of understanding that clearly outlines a coach's responsibilities.	March 3, 10	Nick

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
5. Operational issues (continued)	<p>13. <i>Growth of rowing section.</i> There is an ongoing debate whether the rowing section should continue growing its membership. LTR graduates could not be absorbed into programs immediately last year leading to waiting lists. In 2009, there were 223 paid members (the Section is considered to be at capacity at around 200 members). An area of growth to pursue is corporate LTR programs, however, additional resources would be required to support the program. The executive will debate this issue further at subsequent meetings, and also invite Anne Sproull to the next meeting to get her input.</p>	March 3, 10	Carolyn
6. Captain's update	<p>1. <i>Saturday Masters program coach vacancy update.</i> The search for a new coach has produced no hits so far. Recruitment efforts will continue; Social Media efforts are being explored (LinkedIn, Facebook)</p> <p>2. <i>Membership fees.</i> There will be no need to increase membership fees for the upcoming membership year 2010/2011.</p>	March 3, 10	Paul
7. Mandatory volunteer committee update	<p>1. <i>Committee update.</i> Don presented on the progress of the committee's discussions to date. The committee has met twice since its inception. Its mandate is to flush out the details of the mandatory participation program, and present its findings to the overall membership at an Extraordinary General Meeting at the end of March 2010. There has been participation from every section other than Sunday Masters, so the next meetings will be on Sundays at 10:30am and an additional personal appeal will go out to this group.</p>		

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
<p>7. Mandatory volunteer committee update (continued)</p>	<p>The committee is currently discussing the following issues:</p> <ul style="list-style-type: none"> a) The issue of hiring a maintenance person rather than implementing a volunteer driven participation program keeps coming up. This is counter to the committee's mandate, however, since the rowing membership has voted for the adoption of the participation program in principle, and asked that the committee work on the details of how such a program could be implemented. The committee will put together a bit more background information on why the paid maintenance person is not a realistic option. b) The committee would like to better understand in broad terms how many hours of work there are to maintain and run the rowing section activities. The Equipment Manager (Diane) and LTR Coordinator (Anne) are asked to provide an estimate of volunteer hours to the committee, whether the tasks are monthly or weekly, and what type of tasks are available. c) The committee will be seeking input from the membership as to what constitutes volunteering. This will be done later in February, along with a summarized discussion document of the issues. d) The committee has proposed that all rowing members will be asked to sign a volunteer form at the time of membership renewal where they indicate their areas of interest. Volunteer hours will be credited towards the membership renewal in 2011/12. Volunteering activities are proposed to be self-reported rather than policed. 	<p>February 12, 10</p>	<p>Diane (Anne)</p>
<p>A draft of the program will be presented to the Executive on March 3, 2010.</p>			
<p>ADJOURNMENT</p>	<p>Motion to adjourn made by Paul and seconded by Nick at 10:14pm.</p>		
<p>Next meeting – March 3, 2010, 7:30pm.</p>		<p>Minutes respectfully submitted by: Anna Sloan.</p>	