

## ROWING SECTION EXECUTIVE MINUTES

<b>DATE</b>	<b>March 3, 2010</b>
<b>ATTENDEES</b>	<b>Paul Harris, Rene Myrand, Carolyn Thompson, Diane Burgess, Nick Nagy, Anna Sloan</b>
<b>APOLOGIES</b>	<b>Keira St George</b>
<b>GUESTS</b>	<b>Don Buchanan, Dimas Craveiro, Angus Dinsdale, Anne Sproull</b>
<b>ATTACHMENTS</b>	<b>None</b>

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
<b>PROCEDURAL ITEMS</b>	<ol style="list-style-type: none"> <li>1. Meeting called to order at 7:35 pm</li> <li>2. Adoption of the Agenda. Motion to adopt by Carolyn, and seconded by Anna.</li> <li>3. Adoption of previous minutes. Motion to adopt by Diane and seconded by Carolyn.</li> </ol>		
<b>1. Action items from previous minutes (Feb 3, 2010)</b>	<ol style="list-style-type: none"> <li>1. <i>Volunteering and Liability.</i> Volunteers driving the trailer are adequately insured and not liable for damage.</li> <li>2. <i>Captain's dinner silent auction proceeds.</i> Item carried forward to April meeting.</li> <li>3. <i>Security measures for trailer.</i> Further security measures are still being investigated.</li> <li>4. <i>Trade in value for the Joy Fera.</i> The Joy Fera is younger than expected. The exact trade in value is still being determined.</li> <li>5. <i>Spare parts for the Fisher.</i> There are no spare parts available for the Fisher, not making it a viable long-term option as a LTR boat. Diane will look into purchasing a new LTR boat, but the purchase will take time.</li> <li>6. <i>Reasons why Fisher is not fully utilized for LTR.</i> The Fisher is a lightweight 8+, not suitable for inexperienced, mid- to heavy-weight rowers.</li> </ol>	  April 7, 10 April 7, 10 April 7, 10	  Keira/Diane Diane Diane

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<b>1. Action items from previous minutes (Feb 3, 2010)</b>	<ol style="list-style-type: none"> <li>1. First Aid training. First Aid training is offered on March 14<sup>th</sup>. 9 people have signed up so far. First Aid training is available to the whole membership.</li> <li>2. RCA coach training. 9 coaches are in need of training. Carolyn is trying to organize the training in-house in July. The cost is \$300 per person and will be covered by the club.</li> <li>3. Process for accepting new rowers. Item carried forward to April meeting.</li> <li>4. Letter of understanding for coach behaviour. Preliminary research by Nick has found that there is confusion between what is defined as by-law and what as policy. Nick requires more details from Keith. He will also conduct research into what other clubs are doing.</li> <li>5. Coach vacancy update. There has still not been a response. The job description will be sent out to the whole membership to appeal for referrals.</li> </ol>	<p>April 7, 10</p> <p>ASAP</p>	<p>Nick</p> <p>Paul</p>
<b>2. LTR program</b>	<ol style="list-style-type: none"> <li>1. <i>Growth of LTR program.</i> The LTR program is an important source of revenue for the Rowing section. The program has also acted as a vehicle to increase membership. With last year's waiting lists for LTR graduates to join either the Novice or Rec programs, Anne has already started communicating to LTR program participants that membership to the Rowing section is not guaranteed after graduating from the program. The executive will debate in subsequent meetings what the future direction of the LTR program should be. With input from the membership, the executive will explore the following questions: <ul style="list-style-type: none"> <li>• When is the rowing section at capacity?</li> <li>• What are the rowing section's attrition rates (how many rowers renew their membership year over year, how many years do they stay members)?</li> <li>• Introduction of daytime rowing – but would coaches be available to support such a program? Who from the membership would be interested?</li> <li>• LTR program vs. corporate LTR</li> </ul> </li> </ol>	<p>April 7, 10</p>	<p>All</p>

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<p><b>2. LTR program (continued)</b></p>	<p>2. <i>LTR instructor training.</i> Anne will provide in-house LTR instructor training and will develop a curriculum by the end of March.</p> <p>3. <i>Victor Spencer artifact.</i> A framed account of the significance of the Victor Spencer was found in the rowing office. The text will be added to the bow of the Victor Spencer in the BC Sports Hall of Fame as well as scanned and published on the VRC website.</p>		
<p><b>3. Presentation of Mandatory Participation proposal</b></p>	<p>1. Don presented the finalized proposal of mandatory participation. The proposal has been circulated to the membership last month for input, and the feedback of 4 members who responded has been incorporated into the finalized proposal. Debate amongst the Executive centered on the following points:</p> <p>a. Some members of the team believe the proposal is in violation of the existing by-laws, since its introduction is seen as altering the job description of existing Executive members, and its tone suggests that members can opt out of maintaining the rowing fleet by paying money, when in fact all members are obligated under existing policy to participate in maintaining the fleet. Some Executive members therefore see the proposal as unnecessary. However, although there is existing policy in place, the policy has not been enforced to ensure all members do their fair share of maintenance. The point of the proposal is to rally all members to participate. The membership should decide whether they want to accept the proposal or not.</p>		

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<b>3. Presentation of Mandatory Participation proposal (continued)</b>	<ul style="list-style-type: none"> <li>• The proposal suggests the introduction of a Volunteer Coordinator as an eighth member of the Executive, but the resolution points that the membership is asked to vote on in an Extraordinary General Meeting do not include a point on this new post. The Executive therefore asked for a 6th point – the introduction of the Volunteer Coordinator as an eighth member of the Executive – to be added to the resolution. Don will make the requested amendments.</li> </ul> <ol style="list-style-type: none"> <li>2. Paul will send out the final proposal to the membership ahead of the Extraordinary General Meeting.</li> <li>3. The Extraordinary General Meeting to vote on the Mandatory Participation proposal will be held on Sunday, March 28th at 10:30am at VRC.</li> </ol>	<p>March 13, 10</p>	<p>Paul</p>
<b>4. Presentation of Olympic Legacy proposal</b>	<ol style="list-style-type: none"> <li>1. Angus Dinsdale and Dimas Craveiro presented a proposal to establish a legacy fund from the proceeds of the Olympic rental and operations. The fund would be set aside and dedicated for specific purposes, or accessed if the Rowing Section needed to meet its fiscal requirements. The Executive approved the motion of setting up a committee to discuss the details of the purpose and administration of such a fund, as well as the administration of possible individual and corporate donations. The committee will present a proposal to the Executive and then the membership, who will vote on it.</li> </ol>		
<b>5. Finance</b>	<ol style="list-style-type: none"> <li>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:               <ol style="list-style-type: none"> <li>a) Boat replacement fee: The boat replacement fee is handled on a cash-basis and recognized in the statement as soon as the fee is collected.</li> <li>b) Fundraising: The increase in fundraising is attributable to a successful silent auction at the Captain's Dinner.</li> <li>c) Line item Social – Captain's Dinner: The proceeds from the Captain's Dinner are currently itemized under line item Special Events. They should be itemized under line item Social – Captain's Dinner. This mistake will be rectified for next month's report.</li> </ol> </li> </ol>		

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<b>5. Finance (continued)</b>	Noticeable differences in expenses between 2008 and 2009 include: a) Rowing BC and Rowing Canada Fees: Rowing BC and Rowing Canada did not send us an invoice in 2008. Fees from 2008 are now being paid in 2009, in addition to the fees for this year. b) Regatta entrance fees: The expenses for 2009 are higher since billing for regattas happened all at once and was paid in that billing cycle. c) Coaches Honorarium: The expenses for 2009 are lower because there are fewer coaches in 2009 than there were in 2008. d) LTR Coordinator: The expenses for 2009 are higher because the LTR coordinator received a different contract in 2009, resulting in higher costs. e) LTR Instructors: The costs for LTR instructors increased due to more instructors for a longer period of time.		
<b>6. Equipment</b>	1. Maintenance/Repairs update: During the February maintenance days, lightly less than half of the fleet was cleaned. There is still outstanding work for LTR maintenance. The Junior program has outstanding items from February that will be included with their March Maintenance. 2. March Maintenance Days: March maintenance days are scheduled for March 6 <sup>th</sup> and March 28 <sup>th</sup> . 3. Appreciation letter to Concept 2: Concept 2 provided the club with three complimentary erg sliders. Paul will send a letter of appreciation to Concept 2 to thank them for the gift. 4. Appreciation letter to Frances and Larry Crowley: Paul will send an appreciation letter. 5. Use of new trailer: With the purchase of the new trailer, boats are no longer allowed to be transported on the rooftop of cars.	ASAP     ASAP	Paul     Paul
<b>7. Rowing Liaison</b>	1. Rowing Club regatta: The intersectional rowing club regatta is set for Sunday, August 8, 2010. The membership will be informed well in advance of this date to ensure maximum turnout.		

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<b>8. Operational issues</b>	1. <i>Coxswain recruitment.</i> Coxswains should be paid the same rate as a LTR coxswains. Fees to be paid to RCA will be the responsibility of the section. Paul will confirm with Keith that coxswains are currently paid the LTR rate and are covered for insurance purposes.	April 7, 10	Paul
	2. <i>Membership renewal notice.</i> The Rowing office requires the renewing rower's program name, their full name and email address to pay for membership fees. All renewing members are asked to confirm their address and change addresses if applicable. All rowers will be required to sign off on a safety letter and confirm that they have read and understood the policies outlined in the Rowers Handbook.	ASAP	Paul
	3. <i>Acknowledgment for heaters.</i> The newly installed heaters are benefiting all rowers who erg during wintertime. They were instigated by the Club rather than the Executive. The Executive will send an acknowledgement letter to the Board to thank them for the installation.		
	4. <i>Accident procedures.</i> Accident procedures should be clearly laid out by the Safety committee to prevent further boat accidents. The safety committee will review the procedures, and bring forward any concerns to the Executive. If accidents occur, the committee should present their findings to the Executive. The Safety committee will also look at the feasibility of disciplining rowers who do not comply with the safety procedures.		
<b>9. Items deferred until April</b>	1. Request by coaches for reimbursement of travel expenses when attending regattas 2. Process for accepting new rowers 3. Solving inconsistencies in policy manual. Nick will go through the policy manual to familiarize himself with the language.	April 7, 10	Nick
<b>ADJOURNMENT</b> Motion to adjourn made by Paul and seconded by Anna at 10:32pm.			
Next meeting – April 7, 2010, 7:30pm.		Minutes respectfully submitted by: Anna Sloan.	