

ROWING SECTION EXECUTIVE MINUTES

DATE	May 5, 2010
ATTENDEES	Paul Harris, Carolyn Thompson, Diane Burgess, Nick Nagy, Anna Sloan, Rene Myrand
APOLOGIES	n/a
GUESTS	Samira Barakat
ATTACHMENTS	List of sponsors, legacy fund meeting minutes

AGENDA ITEM	NOTES/ACTION	TIME FRAME	COMMITTEE MEMBER
PROCEDURAL ITEMS	<ol style="list-style-type: none"> Meeting called to order at 7:36 pm Adoption of the Agenda. Motion to adopt by Anna, and seconded by Nick. Adoption of previous minutes. Motion to adopt by Diane and seconded by Paul. 		
1. Action items from previous minutes (April 7, 2010)	<ol style="list-style-type: none"> <i>Captain's dinner silent auction proceeds.</i> We raised \$5,175 from our silent auction with the value of donations for both the silent auction and the door prizes valuing \$12,700. The Executive asks that you take a moment to read through the list of our corporate sponsors appended to these minutes to recognize their valuable contribution to our section. <i>Security measures for trailer.</i> Rene is waiting for additional information from Michael Conway. Further security measures will be discussed at the next meeting. <i>Trade in value for the Joy Fera.</i> The Joy Fera is currently being offered for sale to other clubs. Diane is inquiring about prices for Hudson demo boats. We are closing in on a purchase. <i>Coach vacancy update.</i> Bill Myra is helping out as a coach. This will work as a temporary solution. **NOTE: as of Thursday, May 6, Bill accepted the position as a full time assistant coach in training for the SatM.** 	<p>June 3, 2010</p> <p>June 3, 2010</p>	<p>Rene</p> <p>Diane</p>

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<p>1. Action items from previous minutes (April 7, 2010) - continued</p>	<p>4. <i>Process for accepting new rowers.</i> The Executive has decided to accept the following process: 1) the office will be provided with a script to follow when people want to become members of the rowing section, including review of the rower's safety checklist with the coach and sign-off; and 2) names of new members will be presented to the Executive to ensure they are formally welcomed to the club and their program. The office will be asked not to accept any money from rowing section applicants until their application has been formally accepted by the Executive.</p> <p>5. <i>Legacy fund.</i> A committee has formed to make recommendations on how to spend the money that was made available to the rowing sections from the proceeds of the club rental to Saxony, Germany. The report from the first meeting can be found in the appendix of this agenda. Members are encouraged to submit their suggestions to the committee or the Executive. The members of the committee are Angus Dinsdale, Lana James, Roberto Dosil, and Dimas Craveiro. Once the committee has submitted its final proposal, the Executive will decide what direction to take. Paul reported on further details of the Vancouver Foundation fund: the minimum contribution is \$10,000. The annual administration fee is 1.17%; and there is a 3.8% annual return on investments.</p> <p>6. <i>Crew training by coaches for boat and blade maintenance:</i> The coaches will provide their crews with training on how to handle boats and blades to minimize wear and tear on equipment. (e.g.: Blades should be set on the dock resting with the back or round side of the spoons down, preferably on a life preserver; boats should be lifted straight over the heads on a count of three rather than swung at hip level a few times to gain momentum.)</p> <p>7. <i>Checklist for towing small trailer.</i> Diane has completed the checklist, which will be circulated shortly. The guidelines are applicable to all programs, and will be strictly enforced to ensure the safe transport of club equipment. The regatta committee has been set up to help coaches and crews with travel and transport arrangements to and from regattas – all programs are encouraged to rely on their expertise. The regatta committee consists of Bill Myra, SunM, Regatta Chair; Holly Tomte and Jane Bruner, Novice; Lindsay Kelly, SunM; Jo-Anne Martin, SatM.</p>		

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<p>1. Action items from previous minutes (April 7, 2010) - continued</p>	<p>8. <i>Review of restricted shell policy.</i> The restricted shell policy will be re-introduced to new members as of this year. New members are restricted to rowing novice-level equipment until they are able to demonstrate a number of skills (such as proper boat handling, safe and courteous bowing, following the course flow pattern, adherence to safety requirements, participation in boat maintenance). All rowers must complete a minimum of one maintenance day per quarter; failure to participate may result in suspension of restricted shell access. Attendance will be taken at maintenance days, and rowers who are at risk of losing their shell privileges will be informed to give them the opportunity to volunteer.</p> <p>9. <i>Debt collection.</i> The club has a small amount of bad debt due to outstanding membership fees from former rowing members. The debt will be added to the Accounting Software and written off. Keith Jolly is making enquiries as to whether it is feasible to recover some of the amount via debt collection. Any outstanding fees (from membership or regattas) will be added into the Accounting Software under Accounts Receivable. Members with outstanding amounts desiring to renew their membership the following year will be unable to renew until outstanding amounts are paid. The Executive will direct the office once a month to report on outstanding amounts from regatta fees.</p>	<p>June 7, 2010</p>	<p>Nick</p>
<p>2. Rowing liaison</p>	<p>1. <i>Policies and procedures handbook/bylaws.</i> Nick has completed the review of the policies handbook/bylaws. All sections have been labeled for the Executive to review. Each Executive member will review the document, make changes to their relevant sections if applicable, and report back at the next meeting. The aim is to create an updated, comprehensive document that reduces confusion and redundancies.</p> <p>2. <i>Coaches job description.</i> Nick has started creating a job description to summarize the expectations and responsibilities of coaches. The coaches would like input into the document as well. Carolyn and Nick will work on the job description and report back at the next meeting.</p>	<p>June 7, 2010</p> <p>June 7, 2010</p>	<p>All</p> <p>Nick/Carolyn</p>

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<p>3. Operational issues</p>	<ol style="list-style-type: none"> 1. <i>Safety report.</i> The Safety committee (Erin Hoess, SatM; Annette O'Shea, SunM; David Wood and Frances Crowley, Novice; Karen Imlah, Rec; Maddy Hoskins, Juniors) filled the First Aid kits. The large First Aid kit, intended for use at regattas only, has been moved to the LTR office. The small kit has been restocked and can currently be found near the doors to shell bay 2. The committee would like to relocate the safety area near the telephone. They would like a large corkboard to use for announcements, safety posters and emergency numbers. The committee will get a quote for the corkboard and report back to Carolyn for approval. 2. <i>Coaches Meeting Report.</i> <ul style="list-style-type: none"> • The Junior program requires an assistant; • The coaches request the finicky lock for locking the boats be replaced; • The Rec program has moved its Tuesday start time to 6:30 p.m. (from a 7 p.m. start), and its Sunday time slot from 11am-1:00pm. Tuesday rowing begins as of May 4th, and the new Sunday time slot is in effect as of May 16th; • The Rec program currently has 40 rowers, is the largest program, and there is a waiting list to join; • The coaches request deductions to be made from their pay cheques; • Program capacity: Coaches would like the Exec to discuss and decide when a program is at capacity. The coaches will also discuss this issue at their May 26 meeting. Currently, the Rec program is our growth area. In order to look at accommodating more people, the Exec will have to look at various options (for example: combining two of the existing Masters programs to free up existing program time, look at offering morning programs, or a combination morning/afternoon/weekend program.) • Coaches rowing in their own program: For any new coaches starting with VRC, the section has adopted a policy that coaches are not allowed to row in their own program. For existing coaches, the current arrangements will continue. 3. <i>Coaches salaries.</i> Each program has \$750 per month available to spend on coach salaries providing the coaches are coaching their programs three days per week. 		

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6. Equipment - continued	4. <i>July 1st Social Row and BBQ.</i> Simon Litherland suggested organizing a Social, inviting other Rowing clubs for a BBQ and rowing session. Samira will follow up with Simon to set up an organizing committee.	June 7, 2010	Diane
		June 7, 2010	Samira

ADJOURNMENT Motion to adjourn made by Anna and seconded by Rene at 10:10pm.

Next meeting – June 7, 2010, 7:30pm.

Minutes respectfully submitted by: Anna Sloan.

ATTACHMENTS:

- List of sponsors
- Legacy fund meeting minutes

List of corporate sponsors

Thank you for your valuable contribution to the Rowing section.

- Dr Kwong and Associates
- Fish House Stanley Park
- Harbour Cruises Ltd.
- Maximum Cardio Core Studio Ltd.
- Paul Minichiello International Designs
- pHresh Spa & Wellness
- Regatta Sport Canada
- Stanley Park Horse Drawn Tours
- Twist Conditioning Inc.
- The Sutton Place Hotel
- WestJet Vacations

Report on Legacy Committee Meeting – May 05, 2010

Members of Committee: Angus Dinsdale, Lana Janes, Roberto Dosil, Dimas Craveiro

Due to conflicts and training for the Windermere Cup, the committee has had only one meeting. The overall consensus of the group was that the windfall from the Olympic operations represented a once-in-a-lifetime opportunity for a Legacy Fund. In point form, the outcome of the meeting was as follows:

- The Legacy Fund should be augmented by private and corporate donations.
- Control of the Fund should stay completely with the Rowing Section and not the Club.
- Monies should be invested to provide the best rate of return consistent with minimal exposure.
- Consistent with the term “legacy”, the beneficiaries of the Fund are to be Juniors only.
- To the extent possible, the Rowing Section should enter into partnerships with organizations or societies that promote athleticism and leadership in young people.
- Some of the things the Fund may promote might include the following:
 1. Scholarships or bursaries for Juniors
 2. Assistance in helping Juniors who have achieved excellence in attending prestigious regattas.
 3. Entering into partnership with First Nations groups to assist young people in rowing. Rather than giving money, we would enter into a partnership agreement with shared financial responsibility. This means suitable candidates would be put forward by First Nations groups.
 4. Entering into partnership with philanthropic societies or foundations and sharing financial responsibilities.
 5. Assistance with specialized or intensive coaching for Juniors.
 6. Assist in buying of equipment.
 7. Entering into partnership with the Club in promotion of excellence in Junior rowing. The Club is considering its own legacy fund that will serve all sporting sections.

In summary, our group was enthusiastic and excited with the prospect of bringing recommendations to the Rowing Executive and our membership. The next meeting will take place in 1 ½ weeks. At this time, we will assign specific tasks to our committee members.

Sincerely,

Dimas Craveiro