



BOARD MEETING MINUTES
RA Board Room and via Zoom
Monday 15 August 2022 at 6.00pm

1. Attendees

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

Apologies: Catherine Garrington, Ben Page

Staff: Sally Clark (Executive Officer), Dave Fraumano (Head Coach via Zoom).

The President opened the meeting at 6.06pm with an acknowledgment of country.

The President provided the Board an update on the ACT Rowing Forum conducted for Presidents and Club Captains on Wed 10 Aug 22. The forum had representatives from ADFR, BMRC, CGS, CCGS, CLRC, CRC, and Radford and was facilitated by the RACT President and Vice President. . Key items discussed were: the 2022 AGM (24 Oct 22) and position nominations; RA National Integrity Framework, Rowing in Australia Strategic Plan 2022-32, RA Delivery framework, RACT Board and sub-committee activities, and the DRAFT RACT Strategic Plan 2022-27. It was positive forum with sharing of documents with members clubs keen for additional safety feedback and communications.

- 2. Register of Interests.** Board members were asked to advise any possible conflict of interest relating to agenda items for this meeting. Alison Chinn advised she has recently been appointed as Treasurer CRC.
- 3. Acceptance of Minutes**
- a. July 2022 Board Minutes were circulated and accepted. Neil Smith proposed, Alison Chinn seconded.
 - b. Outstanding Actions. Discussed and updates in tables below.
- 4. Director of Finance Report** (Alison Chinn). Financial reports circulated for the month ended 31 July 2022, including the Profit and Loss Statement, Balance Sheet and Aged Receivables Summary. The Board noted the results, particularly the new 3 and 12 month term deposits and the RA quarterly invoice.
- 5. High Performance Report** (Dave Fraumano via Zoom). The RACT High Performance Head Coach Report was tabled and discussed. The Board noted the good representation from the ACT for World Championships and experiences to be gained, WTT prognostics and selection policy for review with Clubs. The Head Coach left the Board meeting at 1830.

6. **RA Councillor Report** (Tobias Wehr-Candler). The Board were advised on the proposal to submit an EOI to WR for classic rowing to be considered for inclusion at Commonwealth Games 2026. The WR Olympic Strategy centres on the inclusion of Coastal Rowing in future Olympic Games along with classic Rowing, and their preference is for Coastal Rowing to be submitted in the EOI for CG2026. This approach was supported by the Board.

RACT Governance Reports

7. **Executive Officer Report** (Sally Clark). Executive Officer report tabled, discussed and accepted.

Key points raised included:

- NIF adopted by RA on 01 July 2022 and this applies to states/clubs
- no further development on the replacement/upgrade of Rowing Manager
- Disher Cup 22 Oct 22 is being hosted by RMC with organisation underway including a move to Yarramundi Reach with the Governor General to attend
- Renae Domaschencz hosted an online coxswains forum with 85 attendees.

The EO attended the Rowing in Australia Working Group on 15 Aug 22.

Neil Smith provided a brief overview on the recent Masters Commission meeting, which included the date change to AMRC for 01-04 June 2023 at SIRC, with discussion on the inclusion of NZ.

8. **Safety Sub-Committee** (Catherine Garrington). The SSC met on 11 Aug 22 and report tabled on 15 Aug 22. Key items discussed included:

- Jurisdiction of NTC time trials to continue to run as previous, however additional support sought from RACT
- Board to send letter to Geoff Northam advising decision that WTT series should fall under same safety requirements as summer regatta season
- Para rowers - EO to develop an "Action Plan" template to send to Club Presidents to gain information relevant to individual members that may require additional considerations in relation to on water management at regattas
- SSC still seeking a community representative

Action: The EO to provide a vote of thanks to NCA and Ecowise for their recent clearance of the lake debris which enabled a safe return to rowing and the conduct of WTT 4/22.

9. **Governance Sub-Committee Report** (Virginia Hayward). The GSC continues to progress the 2022 AGM requirements and development of the RACT Strategic Plan 2022-27 (SP). Update on RACT SP to be covered in agenda 11c.

Board items

10. **Items for Decision.**

- a. **RSC report – order of events.** The RSC met on 11 Aug 22 Board with the order of events finalised. Another action for RSC to progress is a review on membership and understanding and documenting the development process for the regatta calendar.
- b. **Support of Rowers in Australian teams.** The Board discussed the proposal drafted by Alison Chinn for national representative subsidies for rowers, Boat Race Officials, Coaches and Team Officials.

Decision: The Board agreed to the proposal with minor amendments to be undertaken by Kent Peters and Alison Chinn.

11. Items for Discussion

- a. **Veterans Grant 2.** Further information is sought from Catherine Garrington on the Vet Grants 2 program recently advertised on RACT Facebook to clarify the Grants proposal being undertaken by Neil Smith.
- b. **Fines for WTT Series.** The Board discussed an efficient method for scratching/substitute for WTT that was similar to the process used by summer regattas. It was agreed to align the WTT and summer process by using a pre-paid phone/text message system.
- c. **RACT Strategic Plan.** The Board discussed the DRAFT Strategic Plan and made further amendments to the participation and growth; high performance; commercial; and people and culture strategic pillars. The DRAFT SP remains on track for endorsement at the 2022 RACT AGM.

12. Items for noting.

- a. **Staff and volunteers credentials.** Sarah Davoren is still chasing outstanding credentials.
- b. **Vets Grants 1 –** has been acquitted.

13. Other Business.

- a. RA building renovated and the EO will be working elsewhere for 7-9 weeks.

14. In camera session. Not required.

The Meeting closed at 7.42 pm. The next Board meeting is 19 Sep 22, CGS Rowing Centre

Future meetings/events:

2022 Board Meetings:

19 Sept 17 Oct **24 Oct RACT AGM** 21 Nov 19 Dec

Regattas: WTT 5/22 : 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
Aug 22	Communication with para rowers	EO/SSC	Oct 22	15/8: EO to develop an "Action Plan" template to send to Club Presidents to gain information relevant to individual members that may require additional considerations in relation to on water management at regattas	Open
Aug 22	WTT series safety requirements	EO/ President	Sep 22	15/8: Following review by SSC . Board agreed to send letter to Geoff Northam advising decision that WTT series should fall under same safety requirements as summer regatta season	Open
Aug 22	Review of regatta calendar process	RSC	Nov 22	15/8: Rowing ACT forum held on 10/8 & Board agreed to review RSC process and key timings for development of Regatta Calendar to ensure timely notification to community .	Open
May 22	Women competing in A Grade Men's event- by law review	EO Ben Page Kent Peters	June 22	EO to provide data & review with Ben Page. 20/6: Discussed. Seek input from Clubs and discuss at future Board meeting 18/7 & 15/8 : Ongoing	Ongoing
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. 15/8: RACT waiting for RA Education resources and sessions to be held Q4/22 and Q1/23	Ongoing

Feb 22	Updating of RACT website	EO	May 2022	<p>The EO is to seek quotes and report back to the Board.</p> <p>20/6: Discussed. President to seek advice from Vince McMahon on options</p> <p>18/7: discussions initiated</p> <p>15/8: Update provided with technical work ongoing, next stage is visual layout</p>	Ongoing
2021	Infrastructure 'life of type' review – to establish what will need replacement and when.	Sally Director Finance and Neil Smith		<p>Edwin Bien to trial new communications infrastructure at the CCGS/Marist Regatta and report back.</p> <p>Mar 22: Still working with Edwin on the comms infrastructure.</p> <p>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</p> <p>15/8: ongoing. Note development of SAMP included in RACT SP 22-27.</p>	Ongoing

Governance sub-committee actions

July 22	RACT AGM & Annual Report	GSC	Oct 22	<p>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.</p> <p>15/8: Rowing ACT Forum advised on 2022 AGM/Annual Report information</p>	Open
July 22	ACT Selection Policy	GSC	Sep 22	<p>18/7: requirement discussed at item 13a. ACT Selection Policy to be drafted, including Masters selection.</p> <p>15/8: Luke Letcher reviewed Masters selection policy, minor amendments with policy to be circulated to Clubs for comment.</p>	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 15/8: : Draft SP provided to Club Presidents/Captains at Rowing Forum 10/8. Board reviewed SP and provide input to strategic pillars	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 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. 15/8: ongoing	Ongoing

Closed Action Items – 2022

Meeting & Action No.	Action Item	Person(s) Responsible	Outcome
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Jun 22 Item closed Aug 22	2022-23 regatta calendar	EO & Alison Chinn	<p>20/6: Alison Chinn provide proposed dates/program to EO for Regatta sub-committee consideration.</p> <p>18/7: Circulated & adopted by Board. To be returned to RSC for development of regatta details and Order of Events.</p> <p>15/8: Order of Events finalised. Next step is review annual process/timings for regatta calendar.</p>
July 22 Item closed Aug 22	ACT Selection Policy	GSC	<p>20/6: GSC draft policy for Board consideration (refer June 22 Board papers)</p> <p>18/7: AC drafted policy for Board discussion. Board agrees to financial support, policy to be progressed for Aug decision.</p> <p>15/8: Board agreed with minor amendments, finalised.</p>
Dec 21 Item closed Aug 22	Review the by-laws for fair application to paras and by-law for AGM on role of Vice President	GSC	<p>16/5: need by mid Oct for AGM</p> <ol style="list-style-type: none"> 1. Neil Smith -review Vice President and mid-term President by laws (Neil Smith to action) – completed 2. Mark K – para rowing (Alison Chinn to action) – completed <p>18/7: AC drafted Para rowing proposal. Board agreed and be included in AGM</p>
Dec 21 Item closed Aug 22	Determine the jurisdiction of events such as the NTC Time Trials and who should be the responsible person in the event of safety concerns.	SSC	<p>11/4/22: President and EO to discuss</p> <p>16/5/22: Discussed. EO to identify how other states conduct these activities</p> <p>15/8: SSC met 11/8. EO conducted review of procedures in other states. Jurisdiction of NTC time trials to continue to run as previous, however additional support sought from RACT .</p>
Dec 21	A review of safety aspects of WTT series is to occur off-line,	SSC	<p>Recommendations to be provided to Rowing ACT Board no later than March Board meeting.</p> <p>WTT Risk Register to be added to January agenda</p> <p>Review, distribute and update as required throughout 2022</p>

Item closed Aug 22	Review to consider the skill transfer between key personnel. Safety Elements regarding weather etc.		16/5/22: SSC advise Chief BRO of Board decisions. Tobi liaise with Alison Creagh to obtain RACT WHS/Safety report 15/8: SSC met 11/8. Board agreed to same safety requirement for WTT as summer regattas. Board to advise Chief BRO
Dec 21 Item closed 15/8	Work around communication with para rowers and providing relevant information to the BROs.	SSC	11/4/22: Item needs to progressed before next season 15/8: SSC met 11/8. New action arising for EO to liaise with Clubs on para requirements.
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	Advice to ACT Rowing Community on new Sub-Committees and VO	President	Neil Smith requested the Board update the community on the establishment of Governance and Safety sub-committees and VP role.

Apr 22 Closed - 16/5/22		EO	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 - 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 Closed 11/4/22	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	Season Point Score	EO	Alison Chinn requested the season point score be updated. 11/4/22: Mid-season scores updated on website

Closed 11/4/22				
Feb 2022	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.	
Closed 11/4/22				
Feb 2022	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 events 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	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.	
Closed - 11/4/22				
Feb 2022	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	
Closed – 11/4/22				

