



**BOARD MEETING MINUTES**  
CGS Rowing Centre and via Zoom  
Monday 17 October 2022 at **6.00pm**

**1. Attendees**

Board: Kent Peters (President), , Virginia Hayward (Secretary), Alison Chinn (Director of Finance), Neil Smith, Luke Letcher, Catherine Garrington,

Tobias Wehr-Candler , Ben Page and Dave Fraumano (via Zoom)

Staff: Sally Clark (Executive Officer)

The President opened the meeting at 6.14pm with an acknowledgment of country.

**2. Register of Interests.** Board members were asked to advise any possible conflict of interest relating to agenda items for this meeting. NIL arising.

**3. Acceptance of Minutes**

- a. September 2022 Board Minutes were circulated and accepted. Neil Smith proposed, Ben Page seconded.
- b. Outstanding Actions. Discussed and updates in tables below.

**4. Director of Finance Report** (Alison Chinn). Reports provided for period ended 30 September 2022. The Board noted the results, particularly: the short-term deposit is due to rollover in October; a negative accounts receivable amount due to a duplicate payment; and credit in both accounts receivable and accounts payable. The Board also noted the Profit and Loss Summary and the impact expense of additional part time coaches to cover for Dave Fraumano absence overseas.

**5. RA Councillor Report** (Tobias Wehr-Candler). The Board noted the following update:

- Commonwealth Games 2026 (Victoria) decision to include Coastal Rowing (media statement included). RA to create pathways to that event.
- RA Strategic Forum to be held on 3 Dec. SA and VIC have change in members. Tobi will seek input / perspectives from the Board for respective agenda items, to be discussed at November Board meeting in alignment with our new RACT Strategic Plan.

**RACT Governance Reports**

**6. High Performance Report** (Dave Fraumano). A new formatted Report was provided which aligns to what is provided to RA as part of the Operational Plan reporting metrics. Key points raised included:

- Interstate Time Trials and racing commenced this week
- RA held Pathways Symposium in CBR last week and covered: pillars, pathway program, National Team guidance, Training standards and guidelines.
- RA advised National team selection standards will be harder this year and coaches will need to apply for positions and be selected.
- Alison Chinn provided congratulations on results from World Championships and World Cup.
- The President noted the revised Report format and its consistency with RA is excellent.
- Tobias Wehr-Candler noted the great Report as it provided opportunity to link with Strategic Plan and transparency to Board on ongoing KPIs and metrics.
- Catherine Garrington requested an additional section be inserted for any free text or comments.

Dave Fraumano departed the Board meeting at 1847.

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

Key points raised included:

- RACT moved back into refurbished RA facility 17 October
- Rowing Manager upgrade is still being discussed within the CEO forum – matter appears to be at impasse due to code/IP ownership
- Regatta Season 2022/23 commenced with Disher Cup (22 Oct) to be held at Yarramundi Reach; low school entries for Capital Head Race (22 Oct) and ; Col Panton (23 Oct). Busy weekend with Winter Time Trial presentation and naming of the cats – *Rodney Palmer and Kevin Mongan* and presentation to Alison Creagh. Trailer and spectator parking at Yarramundi Reach limited due to Public Land Use permit constraints.
- A tentative date for Government House reception has been requested
- CBR Awards submitted.

**8. Safety Sub-Committee** (Catherine Garrington). The Chair provide a verbal update on an accidental collision that occurred on 21 Sep between CRC and BMRC crews. Key learnings from this incident are:

- SSC is not an investigative body, this is remit of Clubs to investigate for insurance etc.
- The Reports received provide an overview of the incident and allow the SSC to determine further action, including associated on-water behaviour
- No feedback has been provided, this will be undertaken and include the acknowledgment of the rescue efforts
- Publishing of Annual Safety Incidents.

**9. Governance Sub-Committee Report** (Virginia Hayward). Nothing significant to report, matters will be covered at item **11a – RACT AGM preparations**.

**Board items**

**10. Items for Decision.** Nil.

**11. Items for Discussion**

- a. **RACT AGM preparations.** 4 Board nominations received for 3 positions – 2 x 2 year terms and 1 x 1 year term. Catherine Garrington will act as Returning Officer. By-law amendment for establishment of Vice-President role to be circulated to members.

The President acknowledged this was last Board meeting for Neil Smith and Luke Letcher and acknowledged their tremendous contribution to RACT. The Board endorsed Neil Smiths retaining representation on the Masters Commission and for Luke Letcher to remain as a Masters selector.

**12. Items for noting.** Nil.

**13. Other Business.** Ben Page advised he was deploying in mid-September and returning in Jan 23. Luke Letcher advised HP Sport Australia has a new Strategic Plan.

**14. In camera session.** Nil.

The Meeting closed at 7.55 pm. The next Board meeting is 21 Nov, RA

**Future meetings/events:**

2022 Board Meetings:    **24 Oct RACT AGM**    21 Nov    19 Dec

Regattas: Disher Cup 22 Oct    Capital Head Race 22Oct    Col Panton 23 Oct

*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	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	Ongoing
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 17/10: letter drafted – EO to check status and send	Ongoing
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 . 19/9 and 17/10 : Discussed with AC and TWC to commence review	Ongoing
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 action with President	Ongoing
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 18/7: discussions initiated 15/8: Update provided with technical work ongoing , next stage is visual layout	Ongoing

				17/10: Website ready for 'go-live'	
2021	Infrastructure 'life of type' review – to establish what will need replacement and when.	Sally Director Finance and Neil Smith		Edwin Bien to trial new communications infrastructure at the CCGS/Marist Regatta and report back. Mar 22: Still working with Edwin on the comms infrastructure. 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 15/8: ongoing. Note development of SAMP included in RACT SP 22-27. 17/10: Asset Procedure being created	Ongoing
<b>Governance sub-committee actions</b>					
July 22	ACT Selection Policy	GSC	Sep 22	18/7: requirement discussed at item 13a. ACT Selection Policy to be drafted, including Masters selection. 15/8: Luke Letcher reviewed Masters selection policy, minor amendments with policy to be circulated to Clubs for comment. 17/10: check status of policy amendments and EO to send to Clubs (Board endorsed)	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 18/7: AC commenced , to be circulated	Ongoing

	basis and what turnover should they have.				17/10: Board discussed and scope extended	
<b>Safety sub-committee actions</b>						
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 17/10: NCA engaged Deloitte to develop Lake Safety Management Plan – draft will be circulated to LUB members.		Ongoing

**Closed Action Items – 2022**

Meeting & Action No.	Action Item	Person(s) Responsible	Outcome
Feb 22 Items closed 17/10	RACT Strategic Plan	GSC	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 17/10: RACT SP 22-27 finalised, printed and will be presented to AGM 245 Oct.

July 22 Item closed 17/10	RACT AGM and Annual Report	Secretary	<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> <p>17/10: Annual Report finalised, printed and sent to Members to be presented at AGM 24 Oct.</p>
May 22 Item closed 17 Oct	Preparing RACT for National Integrity Framework by Sep 22	SSC	<p>20/6: Discussed and waiting for RA adoption/guidance</p> <p>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.</p> <p>15/8: RACT waiting for RA Education resources and sessions to be held Q4/22 and Q1/23</p> <p>17/10: First education session scheduled for 14 Nov.</p>
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 &amp; 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	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> <p>1. Neil Smith -review Vice President and mid-term President by laws (Neil Smith to action) – completed</p>

Item closed Aug 22				2. Mark K – para rowing (Alison Chinn to action) – completed 18/7: AC drafted Para rowing proposal. Board agreed and be included in AGM
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		11/4/22: President and EO to discuss 16/5/22: Discussed. EO to identify how other states conduct these activities 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 .
Dec 21 Item closed Aug 22	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.	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 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	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 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 25 <sup>th</sup> 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 24 <sup>th</sup> of February.  11/4/22 - accepted

