



BOARD MEETING MINUTES

CGS Rowing Centre and via Zoom
Monday 19 September 2022 at 6.00pm

1. Attendees

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

Staff: Sally Clark (Executive Officer)

Apologies: Dave Fraumano (travelling with RA team)

The President opened the meeting at 6.06pm 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. Virginia Hayward advised she has recently been appointed as Secretary CGS Rowing Association for 2022-23.

3. Acceptance of Minutes

- a. August 2022 Board Minutes were circulated and accepted. Kent Peters proposed, Neil Smith seconded.
- b. Outstanding Actions. Discussed and updates in tables below.

4. **Director of Finance Report** (Alison Chinn). 2021-22 Financial Accounts for year ended 30 June 2022 provided and the Independent Audit Report to members of Rowing ACT. The Auditor noted “.. Rowing ACT financial reports presents fairly and Association has well maintained accounting records”. These documents will be included in the 2021-22 Annual Report and presented to the AGM on 24 Oct 22. The Director of Finance noted a couple of items: the treatment of GST, acquittal of Grants, cash management, and the Australian Sports Foundation Fund. The President thanked the Director of Finance for her work in coordinating and presenting the Annual Finance reports.

Reports circulated for the month ended 31 August 2022, including the Profit and Loss Statement, Balance Sheet, Aged Payables and Aged Receivables Summary. The Board noted the results, particularly the structure of cash holdings, an outstanding account and the fall in equity.

5. **RA Councillor Report** (Tobias Wehr-Candler). The Board noted the Councillor’s 13 Sep 22 Report in particular: the completion of the Rowing in Australia Delivery Framework – to be circulated out of session; the re-establishment of the Oceanic Rowing Confederation; the next RA strategic

annual forum will be held in Dec 22; and RA have set up an ethics and integrity working group within the Audit and Risk Committee.

RACT Governance Reports

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

Key points raised included:

- RA meet at a minimum of twice face-to-face per year, next strategic forum 3 Dec
- Data Management – update sent to all State associations (matter ongoing)
- CBR Sport Award nominations due 5 Oct 22
- Inaugural Coastal and Beach Sprint regatta held in Noosa Aug 18021 – athlete briefing pack provided to the Board for their awareness
- No change in grant funding for 2023 so Rowing ACT will not be able to reply for higher tier of funding
- Naming 2 x Cats will be scheduled for first regatta 12 Nov
- WTT and Col Panton presentation will be held on Sun 23 Oct , hosted by CRC with BBQ breakfast and coffee cart

7. Safety Sub-Committee (Catherine Garrington). The SSC met on 29 Aug and the Chair provided a verbal update on two safety incidents that have occurred in last month.

Action: RACT President will write to President BMRC formally advising on the incidents with the recommended action.

8. Governance Sub-Committee Report (Virginia Hayward). The GSC met on 14 Sep 22 and the Chair provide a update to the Board on the DARFT RACT Strategic Plan 2022-27. The latest version was included in the meeting papers and includes feedback from the Board, CLRC and CRC. Implementation Plans were discussed and was agreed the Performance Pathways Monitoring group would establish a High Performance Plan. Implementation activities of the other strategic pillars would be governed by the Board and respective sub-committees.

Board items

9. Items for Decision.

- a. **Formal adoption of the National Integrity framework** . The Board of Rowing ACT has formally adopted the National Integrity Framework, in line with RA Constitution and adopted effective 01 Jul 22.
- b. **Veterans Grant.** The Board discussed the proposed grant by Alison Creagh and Catherine Garrington. The RACT Board supported the grant application process. for national representative subsidies for rowers, Boat Race Officials, Coaches and Team Officials.

10. Items for Discussion

- a. **NIF update.** Education rollout is scheduled for first week in Nov (TBC).
- b. **Rowing Manager update.** The Board discussed the proposed updated business model and raised the following issues: commercialisation/ licencing issues; costs do not include RP7;

unclear of state/territory breakdown costs; and the requirement for a transition plan for the handover of technology (software) between the two systems.

- c. **CBR Sport Award nominations.** The Board discussed awards and agreed for TW-C to coordinate an award working document and Alison Chinn to advise on previous nominees/winners to guide future nominations.
- d. **RA Events – 10 year Plan.** RA issued a presentation on proposed events. The Board noted and identified that the new RACT Strategic Plan 2022-27 addresses requirements for hosting national events.
- e. **Junior Development – TID.** The Board discussed the proposal to develop an ongoing Junior Talent Identification Program (JTIP) across ACT rowing and to broaden the base of junior participation. It was noted that this proposal was part of the new RACT Strategic Plan 2022-27, captured in the Participation and Growth Strategic pillar. It was noted the proposal should continue to be developed further.

11. Items for noting.

- a. **AON public liability insurance.** RA remains in talks with AON to see if they can extend the public liability policy to 31 May 2023. This would suit RACT with a certificate of currency extended through the summer regatta season.

12. Other Business.

- a. Virginia Hayward raised the RACT Annual Report was close to finalisation and preparation on track for the RACT AGM on 24 Oct 2022.

Executive Officer departed the Board meeting at 7.21 pm

13. In camera session. Conducted.

The Meeting closed at 7.47 pm. The next Board meeting is 17 Oct 22, CGS Rowing Centre.

Future meetings/events:

2022 Board Meetings: 17 Oct **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	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 . 19/9: Discussed	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	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.
Closed June 22			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 EOs 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					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	Public Consultation on LBG Lake Ordinance	President EO			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 Masters Selection: Re-open nominations for W8+ and 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 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.
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 24th of February. 11/4/22 - accepted

