



BOARD MEETING MINUTES
CGS Rowing Centre and via Zoom
Monday 21 November 2022 at **6.00pm**

1. Attendees

Board: Kent Peters (President), Vinhara Goonesekera, Seb Lang, Craig Jones. Tobias Wehr-Candler (via Zoom)

Staff: Sally Clark (Executive Officer), Stuart John (Regatta Operations Manager)

Apologies: Ben Page, Virginia Hayward, and Dave Fraumano

Joined the meeting at 6:20pm: Alison Chinn and Catherine Garrington.

The President opened the meeting at 6.11pm with an acknowledgment of country. Acknowledgement was made of the 3 new elected Board Members attending their first meeting. There was also acknowledgement that this was the final Board Meeting for Sally Clark in her role as Executive Officer and the Board extended its thanks to her for her work whilst at Rowing ACT and wished her the best in her new role at Netball ACT. Stuart John was also welcomed in his role as Regatta Operations Manager and acknowledging that he would take on the Acting Executive Officer role until the end of March 2023.

- 2. Appointment of Directors:** The President advised that the Board needed to consider the reappointment of two of the appointed Board Members – Alison Chinn and Catherine Garrington. Both had confirmed their willingness to be reappointed and it was felt that they both brought significant skills, experience, and commitment to Rowing ACT. The Board unanimously endorsed the reappointment of Alison Chinn and Catherine Garrington for a further two-year term.

Alison Chinn and Catherine Garrington joined the meeting following this appointment. The President congratulated them both on their reappointment and looked forward to their continued valuable contribution to the Board.

Confirmation of Appointments:

- Vice President – Tobias Wehr-Candler was nominated and appointed.
- Director of Finance – Alison Chinn was nominated and appointed.
- Board Secretary – the President advised that Virginia Haywood was not seeking reappointment – Vinhara Goonesekera nominated and was appointed to this role.
- Public Officer – Patrick Davoren was reappointed.
- Race Secretary – Stuart John was reappointed.
- Chief BRO – Geoff Northam was reappointed.

3. **Register of Interests.** Board members were asked to advise any possible conflict of interest relating to agenda items for this meeting. NIL arising.
4. **Presentation by LTRC for 2023-2024 season (Vince Townsend and Taryn Langdon):** Vince and Taryn were welcomed to the meeting and were asked to speak to their proposal for The Viking Cup. It is proposed to be a 1,000m match racing event based on a similar format to the Royal Henley Regatta. Planned for January 2024 and to be run in conjunction with Vikings. Will be an opportunity to showcase rowing and look to have other watercraft involved. The Board were very happy to endorse the concept in principle and look forward to continuing to work with LTRC to see the event become a reality in January 2024.
5. **Acceptance of Minutes**
 - a. October 2022 Board Minutes were circulated and accepted, with the acknowledgement that the Awards Panel consisted of the President and Vice President. Catherine Garrington proposed, Kent Peters seconded.
 - b. Outstanding Actions. Discussed and updates in tables below.
6. **Director of Finance Report** (Alison Chinn). Reports provided for period ended 30 October 2022. The Board noted the results, particularly: the cost of the medals incurred (restocked every 2 years); the impact of the increased staffing costs due to now having the two full time coaching staff in the HP program; noted that the interest rates for the term deposits will improve due to the interest rate increases; accounts receivable are all current. The Board also noted that this new season will see the impact of the increased seat fees in terms of revenue.
7. **RA Councillor Report** (Tobias Wehr-Candler). The Board noted the following update:
 - RA Strategic Forum to be held on 3 Dec. SA and VIC have had a change in Councillor. Tobi is current awaiting the papers and will look to circulate and seek advice once received.

RACT Governance Reports

8. **High Performance Report** (Dave Fraumano). Noting Dave's absence from the meeting the report was received and noted. It was however noted that we need to appoint selectors for the ACT team process – Donna Martin and Bruce Hick; also considered the appointment of a potential Ombudsman suggested approaching either Jaime Fernandez or Paul Thompson to fulfil this role.
9. **Executive Officer Report** (Sally Clark). Executive Officer report tabled, discussed, and accepted. Key points raised included:
 - From CEO meeting, noted Gender Inclusion paper was discussed; discussion around potentially change Penrith Cup to LW Mens 4X and Sport Integrity Australia currently doing a review of the NIF.
 - Marist/CGGS Regatta went well with pleasing support from Redlands bringing down their junior crews. Need to continue to work on volunteer engagement around regattas.
 - Sprint / Xmas Regatta preparation is underway.
 - Col Panton has been rescheduled for 20 Nov but potential issues with weather looming.
 - Membership currently 958 including 520 school rowers.

- Kat Ross was announced as a finalist in the CBR sports awards (Para Sport) – awards announced on November 25.

10. Safety Sub-Committee (Catherine Garrington). The Chair provided a verbal update. Will look to circulate a safety and Lake user reminder to clubs prior to the Christmas season.

11. Governance Sub-Committee Report (Kent Peters). Nothing significant to report.

Board items

12. Items for Decision.

- Christmas Shut Down period** – the President will confirm with staff and advise Andrea from a payroll perspective.
- RACT HP selection policy** - it was noted that we need to appoint selectors for the ACT team process – Donna Martin and Bruce Hick; also considered the appointment of a potential Ombudsman suggested approaching either Jaime Fernandez or Paul Thompson to fulfil this role.
- Masters Selectors** – it was agreed that the selectors be Craig James, ~~Neil Smith~~, and Luke Letcher, with Neil Smith to be the ombudsmen.

13. Items for Discussion

- ACT Sport and Rec grant review** – ACT Sport and Rec have undertaken a Sport and Recreation Grants Program review published in October 2022 – this will potentially have key impact on Rowing ACT in terms of how it is categorised in terms of its classification under the proposed structure. Rowing ACT is currently a tier 2 entity and receive \$45K per year. It could be that we are classified as a State Organisation Support Program and this will be in the form of a 3 year agreement with a maximum allocation of \$35K per annum. We would need to seek to be classified as an Industry partnership program (IPP) which would require a partnership with the ACT Government for 3 years – this would be as a Cat 1 or 2 sport – funding would be between \$75K - \$125K per year. To achieve this we need to meet the criteria and funding would be for projects of significance not just keeping the lights on... Currently there are no clear guidelines in terms of implementation, and we will receive further information from the Sport And Rec. There is an ACT Sport and Recreation – CEO Networking event on 8th December which Stuart and Tobi will attend.

Other aspects of the review include – community sports facilities program which will provide assistance to clubs and small associations to contribute to the development of basic, modern, and inclusive infrastructure (2 – 3 year funding cycle with a budget range of \$5 – 500 K); club enhancement program (CEP) designed to assist volunteer administered clubs - an annual funding agreement up to a maximum of \$10K.

The Rowing ACT Board will engage with the process as soon as the pathway has been released and with the recent release of our Strategic Plan we have a very strong starting point.

- b. **Gender Inclusion Policy** – RA Gender inclusion paper is taken as read. The Rowing ACT Board and EO have provided input into the development of this policy through the regular State CEOs meetings. RACT will consider how we can be more inclusive at our local regatta / events. We will need to classify each race or event in the ACT as either elite, sub-elite or recreational to appropriately ensure implementation of the policy in the ACT.

14. Items for noting.

- a. **CBR Sports Awards** – noting Kat Ross being named as a finalist (Para Sports)
- b. **ROTY Awards** – noting that Rowing ACT has submitted nominations for each category
- c. **World Rowing Commissions** – noting the very strong representation from Canberra based people in many of the separate commissions.
- d. **2025 Masters Games** to be hosted in Canberra – opportunities for indoor and possibly outdoor rowing.

15. Other Business. Government House Reception – confirmed for 14 December – can have up to 80 guests – decided to call for 4 nominations per club / school; RACT Board Members, RACT Life Members; VIP's. At the reception we will present the Volunteer of the Year Award – President asked for suitable nominees to be put forward. It will be a very fitting way to be able to celebrate the year in rowing.

16. In camera session. Nil.

The Meeting closed at 8:44pm.

The next Board meeting will be in January 2023 – President will circulate calendar of meetings

Future meetings/events:

Regattas: Christmas Regatta 26 Nov; Col Panton 20 Nov; Daramalan/BMRC Regatta 3 Dec; CGS Regatta 21 Jan

Prepared by

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' 21/11 Website work continuing in terms of making sure current data is accurate.	
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 CGGS/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
Governance sub-committee actions					
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	Ongoing

	basis and what turnover should they have.			18/7: AC commenced , to be circulated 17/10: Board discussed and scope extended	
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 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	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. 15/8: Rowing ACT Forum advised on 2022 AGM/Annual Report information 17/10: Annual Report finalised, printed and sent to Members to be presented at AGM 24 Oct.
May 22 Item closed 17 Oct	Preparing RACT for National Integrity Framework by Sep 22	SSC	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 17/10: First education session scheduled for 14 Nov.
Jun 22 Item closed Aug 22	2022-23 regatta calendar	EO & Alison Chinn	20/6: Alison Chinn provide proposed dates/program to EO for Regatta sub- committee consideration. 18/7: Circulated & adopted by Board. To be returned to RSC for development of regatta details and Order of Events. 15/8: Order of Events finalised. Next step is review annual process/timings for regatta calendar.
July 22 Item closed Aug 22	ACT Selection Policy	GSC	20/6: GSC draft policy for Board consideration (refer June 22 Board papers) 18/7: AC drafted policy for Board discussion. Board agrees to financial support, policy to be progressed for Aug decision. 15/8: Board agreed with minor amendments, finalised.
Dec 21	Review the by-laws for fair application to paras and by-law for AGM on role of Vice President	GSC	16/5: need by mid Oct for AGM 1. Neil Smith -review Vice President and mid-term President by laws (Neil Smith to action) – completed

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 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	Liase with parents for fundraising event. Item transferred to GSC June 22
Feb 2022 Apr 22 Closed - 16/5/22	Advice to ACT Rowing Community on new Sub-Committees and VO	President EO	Neil Smith requested the Board update the community on the establishment of Governance and Safety sub-committees and VP role. 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	<p>Darrell Ninham and Denis Dyer have offered to undertake buoy maintenance on the regatta course.</p> <p>Discussions with NCA on long term course maintenance are required.</p> <p>Update: Tobi has spoken with Darrell and Denis and offered CGS students to assist.</p> <p>Alison Chinn: Strong achievement on the behalf of all to see the improvement of the buoys</p> <p>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</p>
Feb 2022 Closed 11/4/22	Season Point Score	EO	<p>Alison Chinn requested the season point score be updated.</p> <p>11/4/22: Mid-season scores updated on website</p>
Feb 2022 Closed 11/4/22	Public Consultation on LBG Lake Ordinance	President EO	<p>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.</p> <p>RACT will make a submission – President and EO to prepare submission.</p> <p>11/4/22 : RACT provided submission. New Ordinance published 1/4/22.</p>

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 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