



## BOARD MEETING MINUTES

Tuesday July 23<sup>rd</sup> 2024 at 6pm

CGS Rowing Centre

### 1. Welcome and Acknowledgement of Country

In attendance: Kent Peters (Chair), Virginia Hayward, Catherine Garrington, Jaime Fernandez, Alice Arch (Teams), Sebastian Lang, Hugo Ellwood, Sarah Davoren (Executive Officer)

Apologies: Tobias Wehr-Candler, Peter Wright, Dave Fraumano (Head Coach)

### 2. Register of Interests

No new interests declared.

### 3. Acceptance of Minutes

- a. Minutes from the May Club Captains and Presidents' Forum

Accepted

- b. Outstanding Actions

Item Name	Progress	Assigned To	Notes
Commercial Working Group - TOR and Development	For Decision	Peter Wright, Kent Peters	For decision July Board Meeting.
Winter Time Trial Documentation	In Progress	Catherine Garrington, Sarah Davoren	Ongoing item. Documentation updated after safety concerns from WTT2
High Performance Program Review	In Progress	Alice Arch, Tobi Wehr-Candler, Jaime Fernandez	Ongoing
2024/25 Budget	In Progress	Hugo Ellwood, Sarah Davoren	Underway, with draft to be presented in the coming months.

### 4. Director of Finance Report (Hugo Ellwood)

- a. Finance Report

Financial position is strong, with the report highlighting the previous financial year in addition to the previous month. Hugo Ellwood is currently progressing with the action items for the Audit and Annual Report papers, with the 2023/24 Financial year likely to have a strong surplus for the year. Report accepted by the board.

Action Item: Hugo Ellwood to prepare the End of Financial Year statements and papers

- b. 2024/25 Budget:

Hugo Ellwood and Sarah Davoren have begun preparing a budget for the current financial year with the intent to present the budget to the board in the upcoming month. Intent will be to present budget versus actuals in financial reports for the next year. Key focuses for the next months are the expenditures and acquittals of the IPP grant along with expenses for University Championships.



## 5. Head Coach Report

Report Noted, acknowledging the head coach is an apology for this meeting.

For noting, a high performance program review is underway, with the review to look to address and support aspects noted in the Head Coaches report as areas of concern.

## 6. Executive Officer Report (Sarah Davoren)

Report Accepted.

The Executive Officer thanked the board and in particular Catherine and Kent for support during her medical leave from a hand laceration.

The Executive Officer commented on the upcoming meetings and discussions of note between the State Bodies and Rowing Australia, particularly the National Affiliation Fee Working Group meetings to determine the application of the fee to members.

## 7. Safety Sub-Committee (Catherine Garrington)

Taken as read. One training report noted and a regatta report from Geoff Northam made regarding risks highlighted during the second winter time trial – small boats. Catherine, Geoff and Sarah have commenced a review of the Safety Measures and Risk Management processes.

Agreed outcomes:

1. Increase overall tinny requirements from each club by 1 per day. The extra tinny will sit off the WTT finish line at the turning buoy. This was the identified area with least accessible coverage, noting that the finish boat is tied to the white poles and unable to respond to incidents without cancelling the WTT.
2. Messaging to clubs to note that if all positions are not filled by COB Thursday, RACT reserves the right to cancel the WTT on safety grounds. On the sign-up sheet, there is now a formula that will count the blank cells in each marshal location and count down as to how many more are required for the WTT to proceed.
3. Senior Official (Chief BRO or their delegate) to be stationed at Weston Park as part of the dry land response.
4. EO to move to a land-based contact role rather than an active on-water role to retain EO role oversight rather than in a volunteer role.
5. Commencing from the 2025 WTT season, WTTs to be actively advertised to the wider BRO cohort to encourage participation and bolster club/school volunteer numbers.
6. Updated WTT marshal location map has been prepared and distributed.
7. Cold water safety reminders have been added to the RACT website, were circulated in the newsletter and included in a social media post.

In regards to the issues highlighted by the Winter Time Trial review, the board noted and discussed that one individual club did not provide the request support in a timely manner and their volunteers displayed less than ideal attitudes during Winter Time Trial 3, following increased risk management strategies enacted. This incident response will form part of the ongoing winter time trial review process.



## **8. Councillors Update (Alice Arch)**

### **a. Rowing Australia AGM and Strategic Forum**

The Councilors and Rowing Australia had discussions on further revenue options ahead of Brisbane 2032, and supporting countries that may want to train in Canberra. This is inclusive of Paddle Sports teams.

Councilors also had a broader discussion on the integrity discussion challenges as well as good discussions on broader strategies and comparisons between states.

## **9. Items for Decision**

### **a. 2024/25 Regatta Order of Events (Seb lang)**

Following feedback received on the 2023-24 Regatta Season on the Order of Events and the discussions from the first regatta sub-committee meeting, the 2024-25 Season Order of Events was presented to the board for endorsement by the Regatta Sub-Committee, as chaired by Sebastian Lang. The OOE was drafted by the Executive Officer, taking into account feedback presented, as well as data collected from the season.

Board endorsed the order of events as proposed.

### **b. Commercial Working Group Terms of Reference (Kent/Sarah/Peter)**

Draft Terms of Reference for a Commercial Working Group were endorsed by the board, noting that the Working Group will continue to develop their scope over the coming months.

## **10. Items for Discussion**

### **a. Annual Report**

Catherine Garrington to take the lead on the annual report in conjunction with the EO. Board determined the theme of the report to be "Participation and Growth of Rowing, now and in the future".

### **b. Lake Burley Griffin lowering update (including CRC)**

CGS had been in discussions with the NCA on adding a pontoon to Yarralumla Bay, however CRC have expressed that they do not wish to have a second pontoon permanently positioned on the Western Edge of Yarralumla bay. Therefore plan is to relocate one of pontoons at Weston Park that is not going to be accessible during the lowering of the lake level.

## **11. Other Business**

No other business noted.

## **12. In camera session (if required)**

No required.

Meeting conclude 8:01pm.



**Future meetings/events:**

**2024 Board Meetings:**

August 20

September 17

October 15

November 19

**Other Events:**

WTT4 24-25 Aug

Uni Games 11-14 Sept

WTT5 20-21 Sept



## 1. Acceptance of Minutes

Club Captain's and President's Forum – May 2024

CGS Rowing Centre – 21<sup>st</sup> May 2024 @ 6:30pm

**Attendees:** Catherine Garrington, Mackenzie Moore (Radford), Alice Arch, Sebastian Lang, Tom Trobe (CRC), Leigh Gordon (BMRC), Vince Townsend (LTRC), Jenny Simmons (BMRC/Red Shed), Tony Frazier (LTRC), Marissa Thomas (Marist), Steve Grzeskowiak (CLRC), Virginia Hayward, Kent Peters, Hugo Ellwood, Sarah Davoren, Caroline Pijpers (CGGS), Sandra Sweeney (CRC), Peter Wright

**Apologies:** Tobias Wehr-Candler, Jaime Fernandez, Nick Hunter, Gordon Marcks

## Minutes

Meeting Opened: 6:40pm

1. *Acknowledgement of Country and introduction around the room*
2. *President's Update*

### a) Funding updates:

Following the categorisation process last year, of which Alison Chinn, Virginia Hayward and Sarah Davoren did a large body of work for, the ACT Sport and Recreation Department has used this process to change the funding allocations to sporting bodies. Sports will no longer receive money with "no-strings attached" and ACT Government funding needs to be utilised to further develop participation and engagement in our local sporting communities.

Following the categorisation process, where Rowing ACT received a Level 2 classification, we have been able to apply for up to \$85,000/year over a three year period for a "game-changing" project. RACT has applied for this funding to upgrade and optimize our regatta systems. It must be noted that this project does require a 25% co-investment from Rowing ACT as part of the reporting requirements. Whilst we are still waiting on the outcome, the board is relatively confident that our application will be accepted. If we receive the funding, RACT will work towards upgrading a number of our regatta systems inclusive of timing, BRO technology and infrastructure, supporting infrastructure and live streaming capabilities.

Beyond this grant, Rowing ACT will need to look to additional revenue sources and other methods of ensuring we are covering the deficit from the previous funding.

### b) Insurance:

Queries have been raised by a club around the details of the insurance policies under V Insurance. Rowing ACT is awaiting a response from V Insurance and will communicate with the clubs the schedule and appropriate documentation once we have received it.

3. *General Updates:*

### a) Communications (Virginia Hayward/Sarah Davoren)



Following last years Strategic priorities in which communications was a priority across all pillars', Rowing ACT has developed some operational plans inclusive of utilising tools like Mail Chimp to send out the new Catch! Newsletter; Rowing Manager bulk emails for membership or regatta specific updates; website updates; club contact emails and messaging; and social media to convey necessary messaging.

#### **b) Rowing Australia and Rowing ACT Affiliation Fees Update (Kent Peters/Hugo Ellwood)**

As part of the discussion around RACT budget and revenue drivers, Rowing ACT also discussed the increases to the Rowing Australia Affiliation Fees. A percentage of the affiliation fees that RACT received from clubs and members are allocated to Rowing Australia through the National Sporting Organisation Affiliation Fee. This fee is charged to the State Bodies on an annual basis, and historically has been on charged per Senior (19+) competitive member.

Following an increase to the Senior Competitive Fee in this membership year, Rowing Australia, pending a constitutional change at the upcoming AGM, will also charge the State bodies per Junior Competitive Member (U19). This is inclusive of School athletes. The first year of this change will be a transitional period, and Junior Competitive Members will be counted by those who compete at a Senior State Championship level. From July 1 2025, the expectation is that states will be charged for all Junior Members.

Rowing ACT has highlighted the fact that this change to the fee structure is not something that RACT can absorb and as such will need to be passed on to our members through the affiliation fees.

TT acknowledged the fact that the fees would need to be passed down, and asked firstly what RACT position on the constitutional change is, and secondly for Rowing Australia and Rowing ACT to consider the value of the affiliation fees to the clubs and their members.

Kent Peters (KP) acknowledged that whilst we may not want to increase the affiliation fee, the change for Rowing Australia and the states was overdue and as such ACT would be supporting the constitutional change. As part of the communications around the upcoming fee increase, Rowing ACT and Rowing Australia are working on a value proposition information package for the clubs.

#### *4. Rowing ACT Strategic Priorities 2024 (Virginia Hayward)*

Virginia Hayward (VH) presented the updated 2024 Strategic Priorities from the Rowing ACT Strategic Plan 2022-2027. Each Pillar has priorities that have been revised or added from last year. Key updates include:

#### *5. Regatta Updates (Kent Peters/Sarah Davoren/Sebastian Lang)*

##### **a) Season Round-Up**



This season will look at opportunities to maximise participation whilst also ensuring we weren't adding to volunteer strain. Goals included driving interstate participation, and focusing on particular cohorts throughout the regatta season through alternating regatta programs. Data from the season was presented at the meeting, with the Regatta Sub-Committee and Board to continue to utilise and find data points to support the RSC.

TT highlighted that the season was overall positive and the data presented was interesting, though would be good to see more theory and focus on regattas where particular cohorts are targeted.

#### b) Future Season goals and optimizations

Sebastian Lang (SL) noted that the regatta sub-committee would continue to look for ways to optimise our regatta programs, and reminded the forum of the RSC meeting next Wednesday 29<sup>th</sup> May. The draft calendar was sent out to the RSC and Club Presidents following the conclusion of the forum.

Sarah Davoren (SD) noted that much of the planning around the optimisation of regattas was dependent on the grant application process mentioned earlier, and once the board has heard back, that further discussions will take shape.

#### 6. Safety and Lake User Update (Catherine Garrington/Sarah Davoren)

Catherine Garrington (CG) spoke to the current focuses of the Safety Sub-Committee, with the SSC reviewing all safety reports that come through to consider whether action from the Sub-Committee is required, noting that the committee doesn't get involved in disputes or enforcement of safety regulations. LG noted that it was good to hear that the SSC is actively reviewing all reports and queried on how the SSC might respond to reports such as no lights on boats.

CG also presented to the forum the educational pieces that the SSC had been developing following the last safety officers meeting, including posters to be delivered to every club, increased safety messaging through communication platforms (inclusive of messaging responding to community concerns such as lights on boats), and the planning stages of safety videos to demonstrate safe practises on the lake.

#### 7. Questions/Other Business

Caroline Pijpers (CP) asked whether any update on the lowering of the lake level has been reported. SD noted that she had been in meetings with the NCA regarding the lake lowering – they have closed the tender process and are in the budgeting stage now, with the NCA to directly contact some clubs regarding access assistance and other clubs to work with RACT and the NCA on finding solutions. Latest update was that the lake would likely be lowered from July at the earliest.

Sandra Sweeney asked whether there was a suitable location for Learn to Row enquiries, particularly noting that there would likely be an uptake in enquiries post Olympics. SD to update the RACT webpage and provide support to clubs where feasible, inclusive of contact points.

Meeting closed 8:01pm



## **8B: Item for Decision – Commercial Working Group Terms of Reference**

### **1. Background:**

Rowing ACT is looking for development in our commercial spaces to help maintain financial sustainability, drive new and existing partnerships, and develop further financial opportunities. Under the Strategic Plan 2022-2027, the Commercial Pillar highlights the following as the intent:

- Develop a targeted and contemporary business plan to maintain and grow current donors and optimises grant opportunities.
- Develop a specific plan to identify and secure new donors, supporters and partnerships to significantly increase Rowing ACT's income.
- Support the Rowing ACT Board with the review of membership (registration and affiliation) and seat fee model to ensure it is contemporary and reflects appropriately Rowing ACT's efforts in organising and operating rowing in the ACT.

To lead this strategic pillar, a working group was found to be a suitable structure by the Rowing ACT board. The following terms of reference lay out the scope and objectives of the working group, and highlight measures of success for commercial viability and sustainability.

### **2. Reporting Lines**

The Commercial Working Group will report to the Rowing ACT Board.

### **3. Scope, Roles and Responsibilities**

From the Strategic Plan 2022-2027, the measures of success for the commercial pillar will form the basis for the scope of the working group:

- Diverse revenue streams underpinned by physical assets and digital and technology investment (website, Rowing Manager).
- Increased financial support through grants, sponsorships, partnerships or other opportunities aligned to support Rowing in the ACT and the delivery of regattas.
- *Development of a Strategic Asset Management Plan for regatta resources, infrastructure requirements, facility upgrades and new regatta technology.*

### **4. Objectives**

“Consistent and diverse revenue achieved through grants, partnerships and income-generating assets.”

The operational deliverables from the Strategic Pillars form the objectives of the working group, along with the strategic priorities for this year:





- Establish a business plan that identified and leverages existing partnerships and creates new opportunities centred around rowing's unique brand and culture.
- Year on year increase in sponsorship and grants.
- Develop Industry partnerships and sponsorship opportunities.
- *Develop Strategic Asset Management Plan that ensures facilities and waterways are maintained at acceptable levels to enhance waterways used for rowing.*
- Pursue ACT Government Sport and recreation and other Government funding opportunities.

#### 5. **Membership Make-Up:**

Peter Wright

Kent Peters

Tobi Wehr-Candler

Hugo Ellwood



**9A: Item for Discussion – Annual Report 2024**

The organisation for the 2024 annual report needs to begin shortly to have the report prepared for the October AGM. Whilst the EO has been taking on the secretary duties for the board meetings due to limited capacity of board members, the Annual Report needs to be led by the board. The board should consider the following:

Previous themes have been youth and building for the future. Suggestions for the theme for this year’s annual report could include:

- Inclusion:
- Growth of the sport and community

<b>AGM Tasks</b>	
AGM Date – historically last Monday in October (28/10/2024)	
Theme: Participation and growth of the sport now and looking forward	
Agenda for the AGM	
Annual Report Lead	Catherine Garrington
<b>Annual Report tasks</b>	
Patron’s Message – Kim Brennan <ul style="list-style-type: none"> <li>• Include song for Rowers from Mrs Hurley</li> </ul>	EO/President
Theme Report	Catherine Garrington
Strategic Plan Update	Virginia Hayward
President’s Report	Kent Peters
Director of Finance Report/Audit/Financial Accounts	Hugo Ellwood
Minutes from the 2023 AGM	EO to provide
Regatta Report/Major Trophy Winners	EO
Boat Race Officials Report	Geoff Northam
Life Members – any new to be added?	New: Geoff Northam: Catherine Garrington to prepare citation Darrell Ninham: Kent Peters and Sarah Davoren to prepare citation
Members/Participation Report	EO/Tobi Wehr-Candler
HP Report	Dave Fraumano with Tobi Wehr-Candler to support if necessary

<b>Weeks to run</b>	<b>DATE DUE</b>	<b>TASK</b>	<b>RESPONSIBILITY</b>
0	Mon 28 Oct	2024 AGM	ALL
1	Tues 22 Oct	RACT Board Meeting  Annual Report issued to rowing community	ALL  EO
2	Mon 14 Oct	Final review, send to printers	President/EO/ Annual Report (AR) Lead
3	Mon 7 Oct	21 days notice of AGM notified to ACT Rowing community	EO
4	Mon 30 Sep	DRAFT Annual report circulated	Annual Report (AR) Lead
5	Tues 24 Sep	RACT Board Meeting & Annual Report review and AGM preps	ALL
6	Mon 16 Sep	draft circulated to Board & provided to Graphic designers	Annual Report (AR) Lead EO
7	Mon 9 Sep	Financial /Audited statements report due	Director Finance
8	Mon 2 Sept	Report coordination	Annual Report (AR) Lead
9	Mon 26 Aug	Reports due to Secretary	ALL
10	Tues 20 Aug	RACT Board meeting – finalise 2024 AGM agenda Report drafting, photos	ALL
11	Mon 12 Aug	Report drafting, photos	ALL
12	Mon 5 Aug	Report drafting, photos	ALL
13	Mon 29 Jul	Report drafting, photos	ALL
14	Tues 23 July	RACT Board Meeting - AGM Decisions & content	ALL
15	Mon 15 Jul	Contact graphic designers	EO