



FEBRUARY BOARD MEETING AGENDA

Rowing Australia Board Room
Monday 24th February 2025 – 6pm

Attendees

Board: Kent Peters (President), Tobias Wehr Candler (Vice-President), Peter Wright, Jaime Fernandez, Kathryn Ross, Hugo Ellwood (Director of Finance), Catherine Garrington, Alice Arch

Staff: Sarah Davoren (Executive Officer)

Apologies: Virginia Hayward

Acknowledgement of country and that the Rowing ACT board meets on Ngunnawal land.

1. Register of Interests

No new interests added to the register.

2. Acceptance of Minutes

a. Minutes from the January Meeting

The board noted minor changes to be made to January minutes to reflect the discussions during the meeting accurately.

ACTION: Sarah Davoren to amend and recirculate the minutes for acceptance

b. Outstanding Actions

3. Director of Finance Report (Hugo Ellwood)

From the management report, a loss for the month of January was noted, however it was also noted that our income for January was limited due to no regattas during the report period. There was increases to expenses, particularly staff wages due to the departure of Dave Fraumano in January, as well as the registration of the rowing trailer. Other spent money is predominantly in relation to expenses under the Industry Partnership Program.

Current estimates are still predicting a surplus for the financial year, with the cash balance also remaining strong.

Hugo Ellwood noted that a number of pre-payments would be recognised in the system as expenses in the coming months, particularly those related to the Australian Rowing Championships.

One major outstanding debtor remains, despite numerous contact attempts.

ACTION: Kent Peters to follow up on debtor personally

Kent Peters moved the report be accepted, seconded Tobias Wehr-Candler, all in favour.

4. Operations Report (Sarah Davoren)

The EO noted that entries had closed for the upcoming Head of the Lake and Junior Championships weekend, and numbers were down from last year which could potentially be explained by a high-cost nationals. It was noted that there was one local school who chose not to participate in the Junior Championships. The board discussed how to provide a supportive program to schools and clubs to prevent issues like this arising in future years.

The EO provided an updated on the interstate selection, including noting that seat racing would be conducted on Wednesday morning, with the seat racing for the Youth Eight to be done on Wednesday morning. The EO also noted an issue had been raised with the Pathways selection, but the EO reinforced that the process had been followed, and that this was more an internal selection issue.

Tobias Wehr-Candler queried the Executive Officer on how Rowing ACT was maintaining records of Working with Vulnerable People Cards checks for coaches and umpires involved directly with RACT. Sarah Davoren noted that Rowing Manager has an administration upload of cards for umpires, and that as many as possible were recorded in there, with coaches needed to be verified in a different manner.

ACTION: Sarah Davoren and Catherine Garrington to provide an update of the percentage of coaches and umpires who have a WWVP card.

Tobias Wehr-Candler asked Sarah Davoren to confirm that all new staff have met the requirements for the National Integrity Framework and Sports Integrity Australia modules as required by the ACT Academy of Sport and Rowing ACT.

ACTION: Sarah Davoren to report back on the requirements at the next board meeting.

5. Safety Sub-Committee Report (Catherine Garrington)

Taken as read.

One report did provided feedback that video meetings could be utilised to inform schools. CG felt that this was not necessary as the schools visiting Canberra are not RACT jurisdiction and they are private visitors. The SSC will continue to review the best support mechanisms.

6. 'Way of Working' (Alice Arch)

The board participated in a group exercise to better help understand the skills and focuses of each board member, and how this can contribute, especially in light of updates on a skills matrix, and Diversity, Equity and Inclusion policies required by the ACT Government for reporting purposes.

7. Items for Decision

a. Winter Season Calendar

The board approved the dates for the upcoming winter calendar, with the exception of ACT Indoor Rowing Championships, given the date was outside of the school rowing period and the board queried whether a better date could be found.

b. Capital Expenditure

A paper was presented to the board, proposing the major purchases and expenses of new mooring points, capable of holding permanent moorings for the start platforms, as well as the purchase of 2 new umpire cats.

Permanent Moorings: The board considered that whilst the place of the start platforms permanently did need further community consultation, there is a need to update the current mooring points regardless of whether the platforms are placed there permanently. The board requested the EO gather further costings for the safety infrastructure and any upgrades to the platform, although agree that the new moorings are a necessary investment.

Umpire Catamarans: The board consider the proposition for the replacement of current umpire boats with two catamarans to be purchased new. It was noted that whilst aluminium cats are the preferred option, there is minimal options for these boats.

Board agrees to the new moorings, noting that the permanent moorings of the platforms need to go to community consultation before proceeding.

The board agrees that the single hull umpire boats are due for replacement.

ACTION: Sarah Davoren to continue to develop plans for the replacement and procurement of new umpire boats, with work needing to be done to determine the most suitable replacement boat.

The board to put the permanent mooring of the start platforms to a community forum.

c. Categorisation Action Plan Update

From the work that the Executive Officer began on updates required for the Categorisation process, a Governance Enhancement Working Group, comprising of Tobias Wehr-Candler, Alice Arch and Virginia Hayward have begun to consider the work required to meet ACT Government Standards.

Initial projects to be actioned by the Working Group and brought to the board are.

Governance and risk

- Refresh TOR and name for Governance sub-committee - to include audit, finance and risk
- Establish risk register and clear risk management process

Board ways of working

- Integrate DEI into board charter (drawing from RA)

Moved Kent Peters, seconded Catherine Garrington, all in favour.

ACTION: The Working group to commence on the initial projects as outlined, with all projects to be brought to the board for final approval.

8. Items for Discussion

a. Club Captains and Presidents Forum – Safety and Tinny Wash Discussion

Following continued discussion amongst the board and the greater community, Kent Peters and Tobias Wehr-Candler have been looking for opportunities to initiate a community discussion, with an external facilitator to support the session.

Brendon Lynch has been approached to facilitate the session. The board agrees that the next Club Captains and Presidents Forum is a suitable place for this discussion and that an external facilitator would enable Rowing ACT to be a part of the discussion rather than having to facilitate. The board agreed that there should be a maximum of three representatives from each club, and that Rowing Australia should be invited to the meeting to be part of the discussion.

The board noted that their ability to own this issue is difficult due to its nature. The discussion would be around lake safety and etiquette, with the community to own the practises and decisions made.

ACTION: Sarah Davoren to send the full survey results completed last year to the board for consideration.

ACTION: Date for the forum tentatively set for the 7th April. The board to determine the agenda at the next meeting. Sarah Davoren and Kent Peters to send out notice of the meeting a month prior.

9. Items for Noting

a. Head of the Lake and Junior Championships Trophies

The Executive Officer presented three trophies to the board that are not currently presented as options for events that currently don't have parity in the trophies allocated.

Trophies approved to be presented for appropriate events

10. Other Business

a. Alison Creagh – Rowing Australia Nomination

The board has been approached by Alison to endorse her re-nomination. The board agrees to re-endorse Alison for election to the RA board.

b. Vacant Board positions:

Tobias Wehr-Candler noted that there was two key positions (Secretary and Regatta Sub-Committee Chair) that are vacant.

ACTION: Tobias Wehr-Candler to develop position descriptions for Regatta Sub Committee Chair and board secretary to remove the roles from the EO.

11. In camera session

Required

Meeting closed 8:22pm.