



BOARD MEETING
Royal Sydney Yacht Squadron, Kirribilli
Wednesday 15 June 2011 at 6:35pm

MINUTES

Attendees: Norma Perry (President) Bryan Weir (Deputy President), Ivan Adlam, Stephen Handley, Joe Zammit, Chris Noel, Greg James QC and Christian Renford (CEO)

Apologies: Bronwen Watson

Visitors: Andrew Rowley (Councillor)

1. Welcome

N Perry welcomed all to the meeting.

2. Confirmation of Minutes and Business Arising

2.1 Previous Meetings Minutes

Motion: To accept the minutes of the 18 May Board Meeting as true and accurate record of the meeting.

Moved: J Zammit Seconded: I Adlam

Motion Carried

2.2 Business Raising

The CEO tabled the Board action sheet. The President and CEO provided a verbal update on the status of pending items to be actioned from previous minutes. Additional to the action sheet the meeting resolved the inclusion of the following:

- a. The development of a capital expenditure budget for the 2011/12 financial year
Action CEO and Director of Finance
- b. The development of a brief to document rowings use of the Parramatta River to clearly quantify the location of rowing clubs and schools, the location where rowers generally train and the peak times, the number of rowers etc. Subcommittee to comprise:
 - i. Stephen Handley
 - ii. Murray Clarke
 - iii. Terry O'Hanlon
 - iv. CEO

Motion: To form a subcommittee with a view to identify and brief a consultant to document rowing use of the Parramatta River

Moved: G James Seconded: C Noel

Motion Carried

3 CEO Update

3.1 CEO Report

The CEO report for June was tabled. This report summarised the activities of RNSW programs and initiatives from the period 13 May to 10 June 2011. The CEO spoke further to the following sections of the Report:

A. Regattas

The last of the 2010/12 seasons regattas has been conducted. No regattas have been conducted in this reporting period. Four year comparisons of seasonal regatta statistics are summarized below. Detailed reports from RowingManager are to be analyzed by the Regatta Commission and are available upon request.

Season	Assoc	Regattas	Events	Entries	Seats	Participants
2010/11	RNSW	56	1,902	14,024	38,364	25,497
	CDRA	9	499	2,277	4,866	1,524
	NRRA	10	403	2,708	5,415	1,574
2009/10	RNSW	52	1,834	13,747	38,093	23,909
	CDRA	9	496	2,522	5,347	1,695
	NRRA	10	404	2,945	5,638	1,625
2008/09	RNSW	49	1,601	12,959	35,321	21,820
	CDRA	8	406	2,057	4,515	1,402
	NRRA	11	448	3,619	6,843	2,052
2007/08	RNSW	50	1,470	11,158	30,594	19,621
	CDRA	8	275	1,731	3,840	1,300
	NRRA	10	402	2,960	5,680	1,711

B. Membership

Any new members wishing to take up or renew their RNSW membership as of 31 May have been rolled over to the 2011/12 Membership season. This season memberships were slightly behind of recent trends indicating that the take-up of RNSW membership has reached a plateau for at least the last three seasons. The introduction of the recreational membership category and its planned promotion to clubs will address this stagnation in growth, resulting in increased total membership of RNSW in coming season.

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2007/08	0	459	1443	2015	3136	3424	3424	3506	3560	3663	3699	3828
2008/09	267	932	1454	3257	3582	3718	3797	4003	4146	4146	4146	4190
2009/10	715	1089	1793	3060	3494	3534	3737	3978	4125	4162	4183	4183
2010/11	581	1103	1758	3362	3543	3576	3774	3990	4107	4155	4179	4179

Action – at the July Board meeting, CEO to provide an overview of the recreational and supporter membership categories and underlying strategy to increase uptake membership Rowing NSW.

Note - RNSW Staff and S Croot have reviewed the membership renewal process for constituent and registered members for the 2011/12 season. It was envisaged that the FileMaker membership management database will be phased out in the coming

season. Any developments are on hold subject to the outcome of RA negotiations between RA and IMG (refer minute 4.2)

C. Communications

The number of unique visitors viewing the RNSW website has increased by 15% from this time last year. Effective communications has been one of the main target areas the office has focused on over the past season with regular and relevant updates of the website site and other electronic means.

Month	Unique visitors	Number of visits	Pages	Hits	Month	Unique visitors	Number of visits	Pages	Hits
Jan-10	9,638	25,200	383,650	1,015,372	Jan-11	9,644	26,277	211,112	982,303
Feb-10	14,198	46,860	572,400	1,840,556	Feb-11	17,013	54,975	438,181	2,164,249
Mar-10	17,324	53,976	665,065	2,100,786	Mar-11	16,582	54,789	398,856	1,962,222
Apr-10	9,043	26,142	355,425	980,867	Apr-11	13,600	35,658	217,783	1,242,909
May-10	7,884	22,406	362,365	838,504	May-11	8,749	26,743	151,430	845,215
Jun-10	6,301	16,570	237,932	611,817					
Jul-10	7,031	17,939	119,337	547,628					
Aug-10	6,768	17,849	111,884	509,898					
Sep-10	7,155	19,997	145,971	636,158					
Oct-10	9,077	25,389	204,871	834,185					
Nov-10	11,376	36,121	261,953	1,102,307					
Dec-10	8,297	23,481	159,781	638,897					
Total	114,092	331,930	3,580,634	11,656,975	Total	65,588	198,442	1,417,362	7,196,898

D. Staff Matters

- Hugh McLeod has tendered his resignation as the RNSW Regatta Secretary. The CEO congratulated Hugh on his valued contribution to the office and the organisation for the past 18 months. The revised position has been expanded to incorporate more event management responsibilities: Regatta Operations Manager. Refer Section 4.4
- RNSW Intern Kevin Endermann (Germany) will join the RNSW team from 12 September, 2011 to 9 March, 2012. A job description has been developed such that the intern will complete basic administrative tasks within the RNSW office with particular focus on data entry and the membership renewal process. This has been arranged through Australian Internships and is an unpaid position.

3.2 Finance Report

The CEO presented a detailed report on the management of accounts to 31 May 2011 and highlighted the following items within each business unit:

- Administration – Year to date income is ahead budget forecast due to the take up of the National Insurance Scheme
 - Operations –Regatta income and expenditure YTD is ahead against budget forecast from the NSW Masters Championships. The majority of seats fees paid on behalf of NSW clubs and schools for the Australian Masters Rowing Championships have been recouped after the event (in conflict with the debtors policy).
 - Development – limited financial activity in development for the reporting period.
- All income generating activities have ceased between now and the end of the financial year. June expenditure is still expected in line with budget

forecasts including activities such as the Annual Presentation Dinner and the Youth Cup (Team and Event).

- Finance Officer, CEO and Director of Finance to meet with VJ Ryan for a pre-audit meeting. Preparatory work conducted by the Finance Officer this season will considerably reduce the amount of expected time required from VJ Ryan to complete the audit and should result in savings on the audit fee.

Motion: To accept the May Finance Report as presented.

Moved: I Adlam Seconded: J Zammit

Motion Carried

4 Board Matters

4.1 Facilities Development Commission

A Rowley provided a verbal update on the status on the activities of the Facilities Development Commission. A Rowley reconfirmed that the Burroway Road, Homebush Bay and Chifley Dam, Bathurst projects are the FDCs priority. Specifically A Rowley noted:

- i. Burroway Road
 - Ongoing discussions with the architects of the bridge across Homebush Bay ensuring its design is suitable for current and future rowing activities
 - Response outstanding to NSW Maritime on the requirements for "rowing activity would be confined to the area between Burroway Rd and the end of Homebush bay to avoid significant increases in impact on other traffic, especially ferries, in their narrow part of the Parramatta River"
- ii. Ben Chifley Dam, Bathurst
 - The FDC will be meeting with the CTRC Management Committee and Bathurst Regional Council in the coming weeks
 - Site/ compound has been completed Kelso High School is the priority user in the short term

4.2 National IT Systems Update

The CEO tabbed a presentation provided to the State Rowing Associations outlining the findings of the review into ROMS highlighting that IMG has been identified by Rowing Australia as the preferred vendor and contractual obligations to the ROMS system cease on 31 Dec 2012

The CEO indicated that the exact cost associated with the use of the IMG system are still to be negotiated between RA and IMG however preliminary financial modelling has been conducted on the take up of the IMG system compared to existing RNSW investments. It was noted that future investments are required from RNSW to replace the aging FileMaker membership management data base. The IMG system is likely to match the level of membership management functionality required for RNSW as well as offering clubs the same level of functionality.

It was further noted that RA have secured a grant from the Australian Sports Commission to conduct a trial of the IMG system including an independent audit of the financial modelling and identification of including specific rowing functionality. Should the trial be successful, full reliance on the IMG system is envisaged by 1 Jan 2013.

Action: A Rowley to confirm RNSWs support of RA further researching and conducting a trial of the IMG system.

Councillor Update

A Rowley provided a verbal update on the recent RA Councillors teleconference and provided an overview of the agenda for the upcoming RA Mid Year Council Meeting:

- High Performance UpdateL: High Performance Development Coordinator appointments and coach development pathways
- Participation Funding: Adopt a school program
- 2013 and 2014 National Championships and World Cups update
- ROMS and National IT Systems update
- Driving participation: school to club transition and leveraging corporate rowing programs to increase membership

4.3 Board Casual Vacancy

Two applications for the Board Casual Vacancy were received in accordance with Rule 8(vi).

The meeting was encouraged by the very high standard of applicant and resolved to meet with and interview each nominee. The meeting resolved to appoint N Perry and B Weir to meet each applicant and report their recommendation to the Board via e-mail.

Action – N Perry and B Weir

Note – upon receipt of the recommendation the Board via e-mail confirmed the appointment of Mr Andrew Gannon to fill the casual vacancy in accordance with Rule 8(vi) effective 1 July 2011.

4.4 Regatta Commission

The CEO tabled a revised discussion paper relating to the Regatta Commission structure.

The meeting discussed the current functions and activities of the Regatta Commission and its relationship with the restructured Regatta Operations Manager position presently being advertised.

S Handley expressed concern about the discussion paper as presented. Amendments were made accordingly to the draft charter, specifically the strategic issues that should be undertaken by the Regatta Commission.

Additionally the meeting resolved that the Regatta Commission should comprise the following:

- Chairperson (2yr appt)
- RNSW Regatta Operations Manager
- Board Appointee (2yr appt)
- Board Appointee (1yr appt)
- Board Appointee (Board Member)

The meeting confirmed the re-appointment of Keith Jameson as the Chairman of the Regatta Commission. It was resolved that expressions of interest from the membership should be sought for the two Board appointee positions, noting that all appointed members should have demonstrated ability in regatta planning and management.

Action 1 – CEO, C Noel and S Handley to develop pre-amble for the expressions of interest

Action 2 – CEO to call for expressions of interest from the membership for two Board appointee positions

5 General Business

N/A

Meeting closed - 8:30pm

Next Meeting – 20 July 2011 @ 6:30pm - Royal Sydney Yacht Squadron, Kirribilli