



**BOARD MEETING**  
Royal Sydney Yacht Squadron, Kirribilli  
Wednesday 21 November 2012 at 6:30pm

**MINUTES**

**Attendees:** Ivan Adlam (President), Bryan Weir (Deputy President), Sam Crosby, Stephen Handley, Andrew Gannon and Deanna Fekete, Miranda Bennett, and Chris Noel and Christian Renford (CEO and Secretary)

**Apologies:** Bronwen Watson

**1. WELCOME**

6:30pm - I Adlam welcomed all to the November Board meeting of Rowing NSW Inc.

**2. CONFIRMATION OF MINUTES AND BUSINESS ARISING**

2.1 Previous Meetings Minutes

Motion: To accept the minutes of the 17 October RNSW Board Meeting, and the circular minutes of 12 November as a true and accurate record of the meetings.

Motion Carried

2.2 Business Arising

The CEO tabled the Board action sheet. A verbal update on the status of pending items to be actioned from previous minutes was provided.

**3 CEO UPDATE**

3.1 CEO Report

The CEO report for November was tabled. The report summarised the activities of RNSW programs and initiatives for the period 16 October to 16 November 2012:

a) Regattas

The following regattas were conducted in this reporting period.

RNSW Regattas	2011		
	Entries	Seats	Athletes
NSWIS TT2	141	141	141
Iron Cove Classic	19	152	170
Loreto Normanhurst	402	1191	1106

2012		
Entries	Seats	Athletes
102	102	102
22	176	195
395	1132	963

Loreto Kirribilli	310	761	620
Head of the Parramatta	115	676	754
Roseville ('11) MLC ('12)	302	745	598
St George Rowing Club	250	503	235
Nepean Rowing Club	263	542	264

275	657	516
101	592	661
208	546	450
397	781	342
272	499	233

<b>2011</b>			
<b>AAGPS Regattas</b>	<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
Junior Head of the Parra			
Sydney Grammar School	122	668	787

<b>2012</b>		
<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
34	168	201
132	712	834

<b>2011</b>			
<b>CDRA Regattas</b>	<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
Lake Macquarie	259	556	178
Newcastle University	189	425	162
Hunter Valley Grammar	245	511	191
Port Macquarie	157	306	106

<b>2012</b>		
<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
109	251	85
215	555	179
315	725	248
153	364	99

<b>2011</b>			
<b>NRRA Regattas</b>	<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
Lower Clarence Rowing Club	138	216	65
Murwillumbah Rowing Club	199	346	78
Grafton High School	174	295	83

<b>2012</b>		
<b>Entries</b>	<b>Seats</b>	<b>Athletes</b>
206	351	90
127	231	67
141	238	76

Detailed regatta statistics from June to October period have been published on the website. Feedback or analysis from the membership is requested to be sent to the Regatta Secretary

b) Membership

2010/11 Total Membership of Rowing NSW 4,146  
 2011/12 Total Membership of Rowing NSW 4,646

	<b>Oct'11</b>	<b>Oct'12</b>	<b>Total: 2011/12</b>
Metro Comp	640	644	880
Metro Jnr	1464	1596	1934
Regional Comp	270	315	361
Regional Jnr	316	374	379
Supporting	42	37	78
Official	201	213	261
AAGPS Jnr	400	594	495
Recreational	53	117	151
Patron	80	80	80
	3466	3970	4,649

The membership renewal rate has exceeded last seasons figures by approximately 500 individuals. It is too early in the season to determine if this will translate into overall membership growth, or the same number of members renewing earlier.

The Recreation and Supporting membership program has been launched for the 2012/13 season. Croker Oars have sponsored this program providing 5 sets of sculling oars

The following will be given to the Club / School with the most number of recreation and supporting members at the end of the season. A running tally has again be posted on the front page of the website. Winners will be announced at the Annual Presentation Dinner:

- Metro Club / school x 4 sets (Quad)
- Regional Club / school x 1 set (Single)

c) Post Regatta Surveys

Post regatta surveys have been conducted after each regatta this season including GPS, CDRA, NRRRA regattas. After each survey closes the office will review the responses and disseminate to the appropriate people (regatta host, BROs, Regatta Comm etc) for consideration or future implementation. Overall, we have been quite happy with how this initiative has been received by the members and the quality feedback that we have elicited

An important aspect of this process is that we demonstrate that after seeking feedback we listen, and where appropriate act upon members recommendations. We don't plan on providing analysis every week, however approx. once a month we will aim to give a brief overview of the responses for that period and what we have done about them for future regattas.

d) Regatta Central Trial

Three regattas in the Rowing NSW calendar were identified for entries to be submitted via Regatta Central system only;

1. Loreto Normanhurst on 3 November 2012
2. St George Rowing Club on 17 November 2012
3. Rowing NSW Reindeer Regatta on 8 December 2012

A full assessment will be conducted in due course, however majority of feedback to date appears to be related to lack of familiarisation and take up of training. Synchronisation with RP7 and live results has yet to be trialled, and will be done so at the Reindeer Regatta.

Members have experienced some elements of frustration in using the Regatta Central System for this trial period. This trial will ultimately prove advantageous for NSW clubs and schools entering SIRR.

A fee for service was determined and agreed upon between the RA and RNSW Presidents. Trialling the software for SIRR on behalf of RA is not contingent on RNSW fully adopting Regatta Central and moving away from the RowingManager platform. RNSW awaiting acknowledgement from RA

e) NSW Maritime

Regatta Secretary attends all (bi-monthly) NSW Maritime Rowing Steering Committee Meetings. At the November meeting the following ongoing issues were discussed:

- Lighting of pylons in the lane cover river – NSW maritime have formally approved lighting the western most pylons on the Lane Cover River
- Safety Video – RMS have committed to producing a safety video for rowing to include safety aspects with respect to lighting, ferry traffic and navigation.
- Sydney Ferries
  - RMS has been alerted to the problems with the Fantasy Class ferries and has acknowledged that they are unsuitable for the use of the Parramatta River. Senior management of Sydney Ferries were represented at the meeting and were advised by RMS that the use of these vessels is unsatisfactory.
  - AAGPS Rowing Masters have agreed to have a senior member of each school invited to gain a perspective of rowing's use of the harbour from the bridge of a River Cat.

f) Laurie Stepto Memorial Trust

Previously the only mechanism for members to donate to (or become aware of) the LE Stepto Memorial Trust was via the membership renewal page. This process elicited a modest amount of donations per season.

With the aim of providing information about LE Stepto Trust and how the Trust supports NSW rowers, a specific webpage has been published on the RNSW website and linked to the online payment system should members or supporters choose to donate other than via the membership renewal process.

## **4 FINANCE REPORT**

### **4.1 Finance Report and Balance Sheet**

The CEO presented a detailed report on the management of accounts and Balance Sheet as at 31 October. The CEO highlighted scheduling and permanent budget variances, highlighting the following items within each business unit:

- i. Operations - Income is ahead of budget for both the month and year to date, primarily due to increased entries at Spring Regatta and the retention of the NSWIS Timetrial seat fees. Expenditure is slightly behind for October, however in line with YTD budget forecast
- ii. Development - Income generating activities attributed to an unscheduled coaching course. Corresponding expenditure for the course and damage to equipment at the development camps
- iii. Administration - Increase in membership renewals for the October period, specifically Metro Competitors and Metro Junior have resulted in budget surplus for the month. YTD in membership is also ahead of budget forecast making up for the sluggish take up in Q1. Expenditure for October is in line budget forecast for the month as is YTD forecasts.

Motion: To accept the October Financial Reports as tabled.

Motion Carried

## 5 BOARD MATTERS

### 5.1 Rowing NSW Heat Management Plan

B Weir tabled the revised heat management plan and draft risk warning, incorporating feedback from the October Board meeting and the verbal legal advice provide by M Williams at the September Board meeting.

The Board discussed the heat management plan and draft risk warning and made changes accordingly.

*Action: B Weir and CEO to circulate final recommendation for Board endorsement via circular resolution*

### 5.2 Commission Structure

The Board assess the current structure of all associations commissions and committees in accordance with achieving the objectives outlined in the 2012-16 Strategic Plan

Regatta Commission	Status Quo
Governance and Audit Commission	Status Quo
Facilities Development Commission	Disbanded. Activities to be conducted on a per project basis
Competition Commission	Status Quo
Umpires Commission	Status Quo
Waterways Advisory Committee	Status Quo. It was noted that all tasks are now assumed by RNSW Regatta Secretary
Honours Committee	Status Quo
High Performance Committee	Disbanded. Activities incorporated into Competition Commission
State Event Management Committee	Status Quo

*Action 1: CEO to update Commission and Committee Structure on the website*

*Action 2: Board to discuss Waterways Advisory Committee at December meeting*

### 5.3 Board Governance

#### 5.3.1 Conflict of Interest Register

Upon election all Directors are required to sign a letter of appointment outlining Directors duties, powers and standards of behaviour. Directors are also required to nominate all potential and actual conflicts of interest.

The CEO tabled the Board Conflict of Interest register

### 5.3.2 RA Directors Declarations

The CEO tabled the RA *Directors, Officers and Employees Declaration of Undertaking and Acknowledgement* for reference.

Rowing Australia has redeveloped its *Directors, Officers and Employees Declaration of Undertaking and Acknowledgement* to more effectively incorporate the Anti-Doping and Member Protection Policies. All RA Board Directors and RA employees have signed this revised declaration. It is expected that Councillors will also be required to sign.

It is envisaged that RA will request all state associations to adopt a similar State based declaration for Directors and employees to sign.

### 5.4 Nepean River Green Bridge Proposal

The CEO gave a verbal update on the discussions with Department of Roads and Maritime on behalf of Nepean and Penrith Rowing Clubs. The issues raised in relation to design considerations and constraints have been carried forward in the development of the brief to RMS panel of bridge designers.

The CEO tabled a report presented to the Penrith City Council: *Nepean River Green Bridge – Submission to Roads and Maritime Services as part of Public Exhibition of Design Options*.

The report confirmed Penrith City Councils support for rowing and retaining the integrity of the river for the purpose of rowing is of “upmost importance”. The CEO confirmed that representations to date with the Penrith City Council have been very positive and effective.

The CEO will be meeting with the Minister for Sport and Recreation, The Hon Graham Annesley on 29 November to progress this matter further.

### 5.5 Head of the Parramatta – Ferries Incident

S Handley provided a verbal update in a series of incidents involving rowers and Rivercats on the Parramatta River in recent months.

Completing and lodging formal documentation is the most effective means of implementing change and making the river safer. It was acknowledged however that Clubs and schools failed to regularly lodge or report incidents to NSW Maritime when they occur.

Clubs and schools should be strongly encouraged to formally lodge incidents with NSW Maritime if and when they occur

## 5.6 Strategic Plan – Q1 Assessment

A Gannon tabled the 2012-16 Strategic Plan and revised scorecard for 2012/2013.

The Board discussed the Strategic Plan and process surrounding its assessment against the scorecard. A Gannon requested feedback from the Board on the scorecard by 5 December.

*Action: A Gannon to incorporate changes and re-issue before December board meeting.*

## 5.7 2013 State Team Coaching Appointments - 12 November Circular resolution

The CEO tabled the following Selectors recommendations as endorsed by the Competition Commission at its 12 November teleconference

Note - Lead coaching appointments were made last season for two years. Not meeting agreed KPIs after the 2012 Interstate Regatta, the W8+ and the ML4- appointments were re-advertised.

The recommendation is to appoint these two positions for one year only to realign with the remaining state team lead coaching appointments. All other assistant coaching appointments are made per season in line with the coach development pathway

<u>Name</u>	<u>Crew / position</u>	
Nick Garratt	M8+ - Lead Coach	Appointed for 2 years - 2012 & 2013
<u>N</u> Mark Prater	M8+ - Asst Coach	Appoint for 2013
<u>D</u> ebbie Fox	W8+ - Lead Coach	Appoint for 2013
<u>D</u> avid Gely	W8+ - Asst Coach	Appoint for 2013
<u>M</u> ark Prater	MY8+ - Lead Coach	Appointed for 2 years - 2012 & 2013
Adam Vine Hall	MY8+ - Asst Coach	Appoint for 2013
<u>A</u> lfie Young	WY8+ - Lead Coach	Appointed for 2 years - 2012 & 2013
Stuart Halsall	WY8+ - Asst Coach	Appoint for 2013
Tom Morris	ML4- - Lead Coach	Appoint for 2013
Rick van Hooydonk	ML4- - Asst Coach	Appoint for 2013
Ellen Randell	WL4x – Lead Coach	Appointed for 2 years - 2012 & 2013
Chris Holliday	WL4x – Asst Coach	Appoint for 2013

## 6 GENERAL BUSINESS

### 6.1 Amendment to W8+ Event Requirements

The Competition Commission met on 21 November and recommended the following changes to the Event Requirements for the Women's Eight at the 2013 Interstate Regatta:

- Withdraw the requirement for athletes to compete in the RNSW Small Boat Regatta
- athletes must compete in only one event at the RNSW Championships Regatta (formerly two)

Motion: To endorse the amendment to the WC8+ Event Requirements as recommended by the Competition Commission.

Motion Carried

There being no other business the President declared the meeting closed at 8:40pm.



Ivan Adlam  
President



Christian Renford  
CEO and Board Secretary

Next Meeting: 12 December 2012 @ 6:30pm (Kirribilli)