



BOARD MEETING
Royal Sydney Yacht Squadron, Kirribilli
Wednesday 19 May 2010 at 6.30pm

MINUTES

Attendees: Norma Perry (President), Tim Clare, Peter Trives, Bryan Weir, Joe Zammit, Chris Noel, Stephen Handley, Bronwen Watson, Greg James QC and Christian Renford (CEO)

Visitors:

Apologies:

1. Welcome

N Perry welcomed all to the meeting, and congratulated B Watson on her appointment to the Board.

2. Previous Meetings Minutes

Motion: To accept the minutes of the 21 April Board Meeting as true and accurate record of the meeting.

Moved: P Trives Seconded: J. Zammit

Motion Carried

3. Business Arising

N/A

4. Items For Resolution

4.1 Finance Reports as at 30 April 2010

The CEO tabled the aged receivables and the monthly analysis of the budget as at 30 April 2010.

The CEO noted that action taken to reduce the aged receivables has been successful with debtors decreasing from approximately \$199,000 in March to approx \$90,000 by 30 April. The CEO noted this is on target for the end of the financial year and congratulated the Finance Officer on the work to date.

The CEO further noted the invoicing and debtors process developed by the Finance Officer was presented at the Club Treasurers Meeting. The meeting endorsed the tabled debtors process. It is envisaged that implementation of this procedure in conjunction with the upgrades to the RNSW website will significantly reduce

The CEO tabled a summary of recommendations from the Selectors. It was resolved to approve the recipients for the Athletic and Coaching Awards as follows:

2.1	Oarsman:	Daniel Noonan (MRC)
2.2	Oarswoman:	Bronwen Watson (SUWBC)
2.3	NSW Coach:	Mark Prater (SUBC)
2.4	Schoolboy Coach	Joe Donnelly (KWRC)
2.5	Schoolgirl Coach	Gonzalo Briones (Queenwood)

Additional to the recommendations from the selectors, the meeting resolved to call for nominations from the membership for the Athletic and Coaching achievement awards for the 2010/11 season onwards.

Action – Operations Manager in update yearly planning schedule.

The meeting noted that the eligibility criteria for the above awards outlined in Section 5.4 of the By-Laws is somewhat indistinct and further explanation of the awards intent is required for greater clarification.

Action – Operations Manager and Honours Committee

5. Items For Discussion

5.1 Commission and Organisational Structure

The CEO tabled the RNSW Commission and Committee structure, including a summary of each commission or committee's charter, members, meeting schedule etc. The meeting discussed the structure and debated the reporting and operational functionality of each commission and committee:

- 5.1.1 Governance and Audit Commission – status quo
- 5.1.2 Regatta Commission – update charter to remove responsibilities for BRO and volunteer recruitment and development (refer BRO Commission)
- 5.1.3 Facilities Development Commission – commission chairman to invite B Weir to attend FDC meetings by where appropriate and assist with reporting to the Board
- 5.1.4 Competition Commission – debate held over to June Board meeting for presentation from the Selectors.
- 5.1.5 Boat Race Officials Commission - commission chairman to invite C Noel to attend BROOC meetings by where appropriate and assist with reporting to the Board
- 5.1.6 Honours Committee – status quo
- 5.1.7 Waterways Advisory Committee – status quo

It was noted that the Facilities Development Commission will be reporting at the June Board meeting.

Action 1: CEO to forward updated Commission and Committee structure to Board for final approval.

Action 2: CEO to publish the RNSW Commission and Committee structure and charters on the RNSW website.

5.2 Policy Review Schedule

The CEO tabled a draft procedure for the review of association policies and key organisational rules and guidelines. The CEO noted the review cycle for each document may vary depending on the policy type and its scope, but three years would be typical. There should be no more than five years between policy reviews. Procedures are likely to be reviewed more frequently with review dates set to allow adequate time for revision and approvals processes.

Action 1: Operations Manager to consolidate all key RNSW Policies and key documentation on one summary page on the RNSW website

T Clare provided a verbal update on the actions to date reviewing the Laws of Boat Racing by the BRO Commission and the subsequent endorsement of the proposed revisions by the Regatta Commission. It was noted that the Laws of Boat Racing as recommended are primarily an adoption of the RA Rules, however maintaining those rules that cover those situations which the Board and members may feel should be retained in NSW. Key changes recommended to the current Laws of Boat Racing include, but aren't limited to:

- Time for withdrawals extended from 30 minutes to 60 minutes
- Lane numbering in accordance with FISA rules
- Requirement to lodge a fee with written protests

The CEO noted the recommended Laws of Boat Racing had not been tabled in time for the Board meeting and the Board should consider the document electronically.

Note – the Board reviewed the Laws of Boat Racing via e-mail following the meeting. The Board acknowledged and thanked the Boat Race Officials Commission for their considerable efforts undertaken to review the Laws of Boat Racing.

It was agreed that more time was needed to get the proposed Laws of Boat Racing into an acceptable format for presentation to the June General Meeting, with the relevant supporting documentation that highlighting to the membership the changes between the current Laws of Boat Racing and the proposed.

It was agreed that the proposed Laws of Boat Racing should not be tabled at the June General Meeting, The next available time for the Laws of Boat Racing to be presented to the membership will be at the Annual General Meeting in September 2010.

Action – BRO Commission to continue with revision and formatting of the Laws of Boat Racing for presentation at the 2010 AGM. N Perry, B Weir, S Handley to review Laws of Boat Racing in conjunction with BRO Commission.

5.3 Regatta Commission Presentation – 2010/11 Regatta Calendar

T Clare tabled the draft 2010/11 regatta calendar as recommended by the Regatta Commission. T Clare provided an overview of the consultation process undertaken to develop the calendar commencing in December 2009, and the methodology in the sequencing of the regatta calendar format.

The meeting noted minor typographical errors and amended accordingly.

Action 1: Regatta Secretary to update the 2010/11 regatta calendar

The CEO noted that the Regatta Commissions recommended order of events and events listing will be distributed to the Board for endorsement electronically following the meeting.

Motion: To accept the 2010/11 Regatta Calendar as presented and order of events and events listing.

Moved: C Noel

Seconded: B Weir

Motion carried

Action 2: CEO to distribute endorsed regatta calendar, order of events and events listing to the membership for presentation at the June General Meeting.

Action 3: CEO to invite representatives of clubs to form a working group to assist with the promotion and organisation of the State Championships and Trickett Regatta.

5.4 Strategic and Business Plan

The CEO tabled the draft Rowing New South Wales Strategic Plan (2010-13). The aim of this document is to detail a strategic plan and business plan for Rowing New South Wales. The Plan consists of two parts:

- Part One - Introduction, Strategic Guidance and Objectives
- Part Two - The Business Plan

The Whole of Sport plan identifies three strategic objectives that cover all aspects of the sport from the elite level to the grassroots, and three supporting core capabilities of the Association:

- i. Objective 1 – Maximise the New South Wales community’s participation and involvement in rowing
 - ii. Objective 2 – Make New South Wales the most successful state in interstate competition and in developing State representatives
 - iii. Objective 3 – Provide rowing opportunities for life through well supported clubs and schools
- i. Core Capabilities 1 – Grow the financial resources available to invest in Rowing New South Wales
 - ii. Core Capabilities 2 - Ensure first class governance and management of Rowing New South Wales
 - iii. Core Capabilities 3 – Increase the capacity of the sport to grow and cater for organisational development

The Board debated and broadly agreed with the strategic and business plan tabled.

Action: CEO to prioritise nominated critical success and propose a summary of the quantified targets in the Business Plan for Board review at the June Board meeting.

6. Items For Information

6.1 RNSW Office and CEO Report

The CEO tabled the Staff Operational report. The report provided an overview of issues/actions that RNSW and NSWIS staff are actioning for the month preceding the Board meeting.

6.2 Supplementary Operational Reports

The CEO tabled the following supplementary reports for April/May:

- 6.2.1 Membership
- 6.2.2 Regatta entry comparison
- 6.2.3 Regatta entry v membership

6.3 Australian Sport: The Pathway to Success

The Australian Government recently announced a substantial funding increase of \$195 million to be divided amongst the numerous Australian sports over the next four years. To determine the potential for any additional funding allocations, the Australian Sports Commission (ASC) will assess submissions by each of the various National Sporting Organisations, including Rowing Australia (RA).

Rowing Australia will update all States on the ramifications of this report for rowing at the mid-year Council meeting in June 2010.

7. General Business

N/A

Meeting closed – 10:10pm

Next Meeting – 16 June 2010 @ 6:30pm
Royal Sydney Yacht Squadron, Kirribilli