



BOARD MEETING
Royal Sydney Yacht Squadron, Kirribilli
Wednesday 18 May 2011 at 6:35pm

MINUTES

Attendees: Norma Perry (President) Bryan Weir (Deputy President), Ivan Adlam, Stephen Handley, Joe Zammit, Bronwen Watson and Christian Renford (CEO)

Apologies: Chris Noel and Greg James QC

1. Welcome

N Perry welcomed all to the meeting. N Perry welcomed B Watson to the Board meeting, returning to Australia after 3 months in Japan.

2. Confirmation of Minutes and Business Arising

2.1 Previous Meetings Minutes

Motion: To accept the minutes of the 20 April 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.

3 CEO Update

3.1 CEO Report

The CEO report for May was tabled. This report summarised the activities of RNSW programs and initiatives from the period 15 April to 13 May 2011. The CEO spoke further to the following sections of the Report:

A. Youth Cup (NSW Team)

- We have received over 84 athlete, and 16 coach nominations. This is an excellent achievement and demonstrates the success of the efforts undertaken by the former Development Officers and the present Sports Development Officer. This also demonstrates the increased value that is being placed on the Youth Cup and NSW State teams by the membership.

B. Australian Junior and U/23 Fundraising Activities

- Date set for the 26 June 2011. Location TBC

- RNSW will administer all financial arrangements (formerly SU Sport and Fitness) and provide administrative support for the parent based organising committee.
- Any surplus generated from fundraising activities to be forwarded to the Bromley Trust

C. Membership

- April memberships are slightly behind of recent trends; 7 less members than in April 2010. This however is statistically insignificant, indicating that the take-up of RNSW membership has reached a plateau.
- Any members wishing to take up RNSW membership as of 31 May will be rolled over to the 2011/12 Membership season
- RNSW Staff and S Croot have reviewed the membership renewal process for constituent and registered members for the 2011/12 season. The FileMaker membership management database will be phased out in the coming season will all memberships managed via RowingManager.
- 2011/12 Greater functionality has been implemented within RowingManager to allow basic comparisons between membership seasons. Preliminary analysis indicates a membership churn rate of 33% annually. Further investigation should be undertaken by the regatta commission.

D. Retention Rates of Competitors at Key Regattas

- With our renewed efforts in marketing (NSW and interstate) we have done well to attract the new people to events on the RNSW regatta calendar this season. Further analysis of regatta statistics indicates that traditional comparative measurements of seats raced and number of competitors may not be a true reflection of the health of our regattas.
- The 2011 NSW Masters Championships witnessed a 0% increase in seats and a 16% increase in participants. There was a notable absence in the number of interstate attendees, particularly from Queensland. Further analysis of the 2011 regatta highlighted:
 - 265 people competed in the both the 2010 and 2011 regatta
 - 348 people competed in the 2011 regatta for the first time
 - 262 (50%) of the 527 people that competed in 2010 did not enter in 2011
- The 2011 Edward Trickett Regatta witnessed a modest 7% increase in seats and an 8% increase in participants. Further analysis of the 2011 regatta highlighted:
 - 199 people competed in the both the 2010 and 2011 regatta
 - 306 people competed in the 2011 regatta for the first time
 - 266 (over 57%) of the 464 people that competed n 2010 did not enter in 2011
- Further analysis by the Regatta Commission is required to identify the nature of this trend and if it is cause for concern.

E. Regatta Commission – 2011/12 Calendar Dates

- Regatta Commission has been meeting monthly with its primary objective to finalise the regatta calendar and order of events for the 2011/12 season. The compilation of the annual regatta calendar is seldom a straight forward process with many competing needs to be managed, however this process has experienced additional issues with the reduced availability of SIRC due to RA's Olympic Selection trials as well as those of Australian Canoeing.
- Key date changes from previous seasons include:

- AAGPS on the 10 March – same date as the Australian Rowing Championships in WA
- SBHOR and the SGHOR are unable to be accommodated on the same weekend
- Riverview Gold Cup on 3 December 2011
- St George RC and Nepean RC no longer share a weekend regatta format, and have been allocated a separate dates, both coinciding with NSWIS Time Trials
- NSW Sprint Championships rescheduled to a Sunday following to the December RNSW Regatta
- NSW Masters Championships one week earlier to avoid Mothers Day

Motion: To accept the CEO Report as presented.

Moved: J Zammit Seconded: S Handley

Motion Carried

3.2 Finance Report

The CEO presented a detailed report on the management of accounts to 30 April 2011 and highlighted the following items within each business unit:

- i. Administration – There has been limited activity in the administration accounts for April. Year to date income and expenditure is within line with the budget.
- ii. Operations – Regatta income and expenditure YTD is slightly down against budget forecast. Analysis of the Regatta module has shown slight positive variances within the April period. The seats fees paid on behalf of NSW clubs and schools for the Australian Rowing Championships have been recouped after the event (in conflict with the debtors policy). Australian Masters Championships seats fees will be collected in the May/June reporting period. All CDRA accounts have been finalised for the season.
- iii. Development – YTD Development expenses down due. Outstanding expenditure forecast for the May/June on Boat Race Officials and Regatta Equipment.

I Adlam further noted that:

- The development of the draft 2011/12 budget has been completed. The Finance Officer, CEO and Director of Finance have met to review the workings and assumptions within the budget. The 2011/12 Budget has been tabled and supported at the April Finance and Audit Committee meeting, and the May Treasurers meeting.
- In order to effectively manage the purchase of key regatta equipment and other infrastructure the development of a capital budget is required. With the upcoming 2013-14 Australian Rowing Championships at SIRC, the CEO is presently investigating the purchase of BRO catamarans to phase out our older BRO tinnies

Motion 1: To accept the April Finance Report as presented.

Moved: I Adlam Seconded: N Perry

Motion Carried

Motion 2: To accept the 2011/12 Budget as presented.

Moved: I Adlam Seconded: B Weir

Motion carried

4 Board Matters

4.1 RNSW Membership – Recreational Membership

The CEO noted that the challenge for Rowing NSW is to convert our massive supporter base into loyal members in order to reach our full potential. Full potential means raising the profile of our sport, attracting high end sponsors, competing against other sport in the market place. Presently RNSW membership is static and shows limited potential to grow from existing activities or membership categories that focus solely on ones right to compete.

Section 11 of the draft constitution to be presented to the membership for adoption at the 2011 June General Meeting, proposes the creation of a new category of membership – Recreational

The Board confirmed that the recreational membership category:

- Should cater for individuals involved in the sport year round and individuals involved for a limited time and/or set program ie learn to row and corporate regattas.
- Will be linked to the provision of Personal Accident insurance. In 2011/12 costs associated with PA will not be forwarded to individuals or clubs.
- Should be incentivised to make this an attractive category for clubs and schools to encourage people to join

The Meeting endorsed the creation of a three month Recreational Membership category for learn to row and corporate regatta participants only. This three month membership should include the current membership pack provided to members and charged at \$15.00 inc GST

Action: Administration Officer and S Croot to implement for the 2011/12 season

4.2 Secondary Transfers Working Group

The Secondary Transfers Working Group held a meeting followed by a workshop on 5 May 2011 attended by representatives from three rowing clubs. Only the attending three clubs made submissions to Rowing NSW on the matter. Resultant from the workshop, two proposals arose for the endorsement of the Board and subsequent presentation

Proposal 1 - That the Protocol for Ethical Transfer and Recruiting Practices approved at the February 2011 Board meeting be amended as follows:

- Delete the second paragraph
- Amend the fourth paragraph by replacing the words “such competition is” on the first line with the words “recruiting and transfer practices are”.

Motion 1: To accept the Proposal 1 as presented.

Moved: S Handley Seconded: N Perry

Motion Carried

Proposal 2 – The following Notice of Motion be tabled at the June General Meeting regarding the document “Special Rules Relating to Transfers of Year 12 School Leavers”. That the NSWRA Laws of Boat Racing be amended as follows:

1. For clarity and correctness amend Law 8 (8) a) – d) by:
 - i. Substituting names and terms with the correct defined names and terms found within the Rules, ByLaws and or Laws of Boat Racing
 - ii. Capitalising defined names and terms found within the Rules, ByLaws and or Laws of Boat Racing
 - iii. use of plain language
2. Amend Law 8 (8) b) to add proviso iii
3. Add new Law 8 (9)
4. Add new Form to Section 3 – NSWRA Forms & Schedules

Motion 1: To accept the Proposal 2 as presented.

Moved: S Handley Seconded: N Perry

Motion Carried

Although consensus appeared to have been achieved on the intent of the Notice of Motion to support the second Proposal “Special Rules Relating to Transfers of Year 12 School Leavers”, consensus did not appear to have been reached on the specific drafting on the notice of motion. Two versions were tabled.

The Board expressed a preference for the draft supported by messrs Jameson, Weir and Zammit, and it was resolved to adopt that wording in the Notice of Motion to the June General Meeting. It was further noted that any amendments to the Notice of Motion as drafted can be made by members from the floor at the June General Meeting.

Action – CEO to include Notice of Motion as presented above for the June General Meeting.

4.3 Regatta Commission

The CEO tabled a 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 role of the Regatta Secretary. Further to the discussion paper tabled, the meeting suggested amendments to the Regatta Commission in line with some task and activities presently undertaken by the Regatta Secretary. The CEO highlights the need to amend to the organisational structure of the RNSW Office to accommodate any proposed changes.

Action – CEO to update discussion paper and re-present to the Board

4.4 Annual Awards

The Selectors recommended the following recipients for awards at the Annual Presentation Dinner to the Board:

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|---------------------------------|-------------------------|
| 1. Oarsman of the Year | Nick Purnell (SUBC) |
| 2. Oarswoman of the Year | Amy Clay (MRC) |
| 3. NSW Coach of the Year | Curtis Jordan (NSWIS) |
| 4. Schoolboy Coach of the Year | Michael Smith (Grammar) |
| 5. Schoolgirl Coach of the Year | Alfie Young (Queenwood) |

Motion: To accept the Selectors recommendations as presented.

Moved: S Handley Seconded: N Perry

Motion Carried

Endorsed via e-mail (26 May 2011)

RNSW requested clubs to consider members of their club or school that they believe should be recognised for their excellent work and contribution to our sport for the Novice of the Year, and Volunteers of the Year awards. The Honours Committee recommended the following recipients for awards at the Annual Presentation Dinner to the Board:

- | | |
|--------------------------|-------------------------|
| 1. Novice of the Year | Stephen Knott (Balmain) |
| 2. Volunteer of the Year | Keith Swanson (Balmain) |

The Rusty Robertson MBE Award and Kevyn Webb OAM Award are discretionary awards, determined by the Board without the requirement of any nomination process. As such the Board may determine not to make an award, or to make more than one award, in any one year. Considering all nominations received, the Honours Committee also recommended the following to the Board:

- | | |
|------------------------------|-------------------------------|
| 3. Rusty Robertson MBE Award | Harold Kratz (Lower Clarence) |
| 4. Kevyn Webb OAM Award | Brian Kelleher (CDRA) |

Motion: To accept the Honours Committee recommendations as presented.

Motion Carried

4.5 Board Casual Vacancy

N Perry noted the resignation from the Board of Tim Clare due to escalating work commitments.

N Perry congratulated T Clare on his outstanding contribution to the Board since 2003, and coupled with his leadership of Leichhardt Rowing Club has shown the passion to develop and improve the sport of rowing in NSW. The successful introduction of the Grade Regattas stands as a lasting tribute.

Action – CEO to commence casual vacancy procedures as per Rule 8(vi)

4.6 Restructuring of NSWRA

B Weir tabled the following documentation relating the Restructuring of NSWRA and addressed each document individually:

1. Timetable for restructuring NSWRA
2. Authority for CEO to Register RNSW
3. Appointment of Committee of Management of RNSW
4. Appointment of sub-committee to finalise documents and convene Special General Meeting
5. Draft Notice of Motion and Explanatory Memo to NSWRA members

All attendees signed the authority form for the CEO to register Rowing New South Wales Incorporated. Additionally, the meeting appointed the following people to a sub-committee in order to finalise the necessary documents and convene a Special General Meeting of RNSW:

Norma Perry (President) Bryan Weir (Vice-President), Ivan Adlam (Treasurer), Joseph Zammit (Secretary) Stephen Handley, Bronwen Watson and Christian Renford.

The meeting confirmed the appointment of a subcommittee to review and finalise the relevant documentation relating the Restructuring of NSWRA: N Perry, B Weir and J Zammit.

The CEO confirmed the following key meeting dates:

- Special General Meeting of NSWRA
Wednesday 22nd June 2011
Subsequent Notice of Meeting and explanatory documentation relating to the proposed Draft Constitution will be circulated by no later than 30 May 2011.
- June General Meeting of NSWRA
Tuesday 28th June 2011
Agenda and any notices of motion will be circulated no later than 14 June 2011

Action – CEO to notify membership of Special General Meeting and rescheduled June General Meeting dates:

5 **General Business**

N/A

Meeting closed - 8:45pm

Next Meeting – 15 June 2011 @ 6:30pm - Royal Sydney Yacht Squadron, Kirribilli