



ROWING NEW SOUTH WALES INC

BOARD MEETING

Royal Sydney Yacht Squadron, Kirribilli
Tuesday 23 August 2011 at 6:45pm

MINUTES

Attendees: Bryan Weir (Deputy President), Ivan Adlam, Stephen Handley, Chris Noel, Joe Zammit, Bronwen Watson, Andrew Gannon and Christian Renford (CEO)

Apologies: Greg James QC

1. Welcome

B Weir welcomed all to the meeting of Rowing New South Wales Inc.

2. Confirmation of Minutes and Business Arising

2.1 Previous Meetings Minutes

Motion: To accept the minutes of the 20 July RNSW Board Meeting as true and accurate record of the meeting.

Moved: B Weir Seconded: C Noel

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 July was tabled. This report summarised the activities of RNSW programs and initiatives from the period 14 July to 17 August 2011:

a) Development Activities scheduled for the 2011/12 season

Activities are a result of growing demand from the membership. Most developments are self funding, generating a nominate surplus for the association. Some activities have been published on the website and printed calendar, where others will be promoted as standalone activities.

b) Level 3 NCAS Coaching

The conduct and management of the level 3 NCAS is undertaken by Rowing Australia. RA have invited the following NSW coaches to attend the next Level 3 NCAS on 6-11 October at the AIS in Canberra

- Mark Prater SUBC
- Debbie Fox SUWRC
- David Jennings Shore
- Gonzalio Briones SUBC
- Adam Vine-Hall Sydney
- Alfie Young Queenwood
- Tom Laurich Mosman

Due to demand, RA envisage that another L3 course will be conducted soon, however timeframes at this stage are unknown

c) 2013 and 2014 Australian Rowing Championships, Interstate Regatta and FISA World Cups

The following people have been nominated as potential members of the executive organising committee

- Chairman Chris Noel (RA Board Appointment)
- Finance Peter Crawford (RA Board Appointment)
- Event Director Matt Draper (RA Board Appointment)
- CEO Andrew Dee (RA)
- Marketing/Comms Linda Smith (RA)
- Administration Christian Renford (RNSW) Ross Symonds (RQ)
- NSW Events Kevin Simmonds
- Penrith Council Andrew Robinson (tbc)
- Operations Manager Tony Brown

Refer section 5.5 for further discussion.

d) RNSW Membership Growth Strategy – Non-Competitive Members

- The non-competitive membership growth strategy aims to attract non-competitive rowers and supporters of rowing in NSW, that previously have not been members, to join RNSW. This growth strategy assumes that consistent with recent trends, existing competitive membership categories remain stable.
- Marketing and promotion has been launched online and will be distributed in individual member packs in August
- Incentive program has been introduced for:
 - Individuals – member benefits scheme offering discounts of sponsors and supporters product and services.
 - Clubs and schools – clubs and schools that have the most number of supporting and recreational members can win equipment at the end of the season: Concept II Ergometers and NK Strokecoaches

e) NSWRA Annual Report

Collation of the 2010/11 Annual Report has been commenced. NSWRA Annual Report will be tabled at the Annual General Meeting on Tuesday 27th September 2011, and published again on the RNSW website

4.1 Finance Report

a. Finance Report and Balance Sheet

The CEO presented a detailed report on the management of accounts and Balance Sheet as at 31 July 2011. The CEO highlighted the following items within each business unit:

- i. Administration – Admin Income is slightly behind on budget forecast as membership card sponsorship has been invoiced in August. Expenditure is also less than forecast.
- ii. Operations – activity in operations has been primarily limited to the event management of the 2011 Australian Youth Cup. Some event expenditure was taken up in the 2010/11 financial year, hence positive variance in 2011/12 P&L
- iii. Development – Income is slightly behind forecast resultant from the payment of some NSW Youth Cup athlete's seat fees in 2010/11. Expenditure is in line with budget forecast.

The CEO also tabled a graphical summary of organisations financial performance from 2004/05 to 2010/11.

Motion: To accept the July Finance Report and Balance as presented.

Motion Carried

b. 2010/11 Audited Report

The CEO tabled a completed copy of the 2010/11 Audited Financial Report for the New South Wales Rowing Association Inc. and its Controlled Entity

Motion: To approve the 2010/11 Audited Report as presented.

Moved: I Adlam Seconded: J Zammit

Motion Carried

The CEO tabled the Directors Declaration for the New South Wales Rowing Association Inc. and its Controlled Entity

Motion: To approve the Directors Declaration and signed by I Adlam and B Weir.

Moved: B Weir Seconded: J Zammit

Motion Carried

c. Rowing NSW Auditors

The meeting noted that it is important for good governance to periodically review the financial control environment of the Association and one aspect of this control environment is auditor rotation. This is especially important in an organisation where staff numbers necessarily limit the extent to which the separation of duties and other control factors are able to be procedurally maintained at an ideal level.

With the implementation of a new legal entity and constitution effective 1 July 2011, as well as personnel changes at board level, now is considered to be an ideal time to make a transfer of audit services.

In accordance with Section 59 of the Constitution the Board resolved to appoint ESV Chartered Accountants as auditors of Rowing New South Wales Inc and the New South Wales Rowing Association for the coming financial year.

Motion: To appoint EVS Chartered Accountants as the auditors of RNSW and NSWRA for the 2011/12 financial year

Moved: I Adlam Seconded: C Noel

Motion Carried

The Board expressed its sincere appreciation for the contribution of JV Ryan as Auditors to the Association.

5 Board Matters

5.1 Board Casual Vacancy

Rowing NSW received the following nominations for the casual vacancy for the President of Rowing New South Wales:

1. Ivan Adlam Central Districts Rowing Association

As only one nomination has been received, effective the end of the August Board meeting, the Board elected Ivan Adlam to the position of President of Rowing New South Wales. The CEO noted that the term of this position is due for re-election at the 2012 Annual General Meeting.

Action 1 – I Adlam to submit resignation as the Rowing NSW Finance Director

Action 2 – CEO to commence casual vacancy procedures as per Section 35 of the Constitution

5.2 Regatta Commission – Board Appointments

The CEO noted that nominations were sought for the two remaining Board Appointee positions from individuals in the rowing community who have a demonstrated ability in regatta planning and management.

The CEO tabled the applications and CVs from the following nominees:

- Paul Coates SRC
- Phillip Titterton MRC
- Alex Butt NSW CIS

The Board reviewed the applications and supported the recommendation of the Regatta Commission Chairman and confirmed the following appointments to the Regatta Commission:

1. Phillip Titterton 2 year appointment
2. Paul Coates 1 year appointment

Action – CEO to confirm appointments with successful and unsuccessful nominees

5.3 Regatta Commission

a. Order of Events – Riverview Gold Cup

The 2011/12 Regatta Calendar and Order of Events was tabled and passed at the June General Meeting. St Ignatius College has subsequently requested the inclusion of a Women’s Masters Eight to the 2011 Riverview Gold Cup Regatta Program.

As the Regatta Commission has not yet met to discuss this matter (because not all the members have been appointed), K Jameson as Chairman of the Regatta Commission recommended that Women’s Masters Eight be placed in the program after event 12, Women’s B Grade Coxed four.

Existing Order of Events		Recommended Order of Events	
10	SGY10-4 4x+ Schoolgirl Year 10 Coxed Quad Scull Div 4	10	SGY10-4 4x+ Schoolgirl Year 10 Coxed Quad Scull Div 4
11	MB 4+ Men’s B Grade Coxed Four	11	MB 4+ Men’s B Grade Coxed Four
12	WB 4+ Women’s B Grade Coxed Four	12	WB 4+ Women’s B Grade Coxed Four
13	SG 4x+ Schoolgirl Coxed Quad Scull	13	WM8+ Women’s Masters Eight
14	SG 4+ Schoolgirl Four	14	SG 4x+ Schoolgirl Coxed Quad Scull
15	SBYr10-4 8+ School Year 10 4th Eight	15	SG 4+ Schoolgirl Four
16	SBYr10-3 8+ School Year 10 3rd Eight	16	SBYr10-4 8+ School Year 10 4th Eight
		17	SBYr10-3 8+ School Year 10 3rd Eight

The Board supported the recommendation of the Regatta Commission Chairman:

Motion: To include a Women’s Masters Eight to the 2011 Riverview Gold Cup Regatta Program.

Motion Carried

b. Rapid Promotion

At the 2011 June General Meeting, Sydney Rowing Club tabled a motion regarding the rapid promotion of athletes in the NSW Grade system. Section 3.1(3) of the June 2011 General Meeting minutes state:

That this meeting recommends to the Board that in exercising its power provided in Law 8(2)(A)(vii) to nominate the regattas at which the results of races may be used to determine or adjust the grade scores of competitors in accordance with Law 8(2)(A)(iv), the Board may consider only the NSW Championship Regatta and the National Championship Regatta.

As the Regatta Commission has not yet met to discuss this matter (because not all the members have been appointed), K Jameson as Chairman of the Regatta Commission recommended that the Board give approval to the suggestion that only the NSW Championship Regatta and the National Championship Regatta be considered when grade scores are adjusted as a consequence of winning Elite, Under 23 races, and Under 19 races.

The Board supported the recommendation of the Regatta Commission Chairman.

Motion: That only the NSW Championship Regatta and the National Championship Regatta be considered when grade scores are adjusted as a consequence of winning Elite, Under 23 races, and Under 19 races.

Motion Carried

Action: Regatta Secretary

5.4 Competition Commission

a. 2012 Event Requirements

S Handley tabled the draft 2012 Event Requirements for the Interstate Regatta as recommended by the Competition Commission. S Handley outlined the rationale of the Events Requirements and the process undertaken to provide the Board with the recommendation.

The meeting resolved to approve the 2012 Event Requirements subject to the inclusion of a priority consideration clause clarifying if after consideration of the trialling, there is a need to separate two or more athletes of equal ranking.

Motion: Subject to the amendments, approve the 2012 Event Requirements as tabled.

Motion Carried

Action – Sport Development Officer to publish on the RNSW website and distribute to members.

b. Appeals Policy

S Handley tabled the draft RNSW Appeals Policy as recommended by the Competition Commission. S Handley and C Noel outlined the rationale of the Appeals Policy and noted the process undertaken to provide the Board with the recommendation.

Motion: Subject to the endorsement of legal advice to approve the RNSW Appeals Policy as tabled.

Motion Carried

Action – CEO to obtain endorsement from legal advisor.

5.5 2013 and 2014 Australian Rowing Championships Interstate Regatta and FISA World Cups

The CEO tabled the minutes from the 2013 World Cup Bid Organising Committee Executive meeting and the proposed organising committee structure.

C Noel provided a verbal update on the 2013 and 2014 Australian Rowing Championships, Interstate Regatta and FISA World Cups. It was noted that the FISA World Cups are not officially awarded as yet but has the support of Events NSW. There is likely to be an official announcement on the Monday after the World Championships in Bled (5th Sept)

C Noel further noted under the terms of agreement with NSW Major Events and FISA, Rowing Australia will be the regatta host assuming the financial risk for the event. A secondary event agreement will be developed between Rowing Australia and Rowing NSW detailing the products and services requested and subsequent reimbursement.

The meeting agreed to appoint the following members to a subcommittee to review the event agreement when provided by Rowing Australia.

- Ivan Adlam
- Andrew Gannon
- Joe Zammit

Consideration by the subcommittee should be given, but not limited to, the return on investment for RNSW, the event legacy and what arrangements will be made with Rowing Queensland in 2014.

5.6 New Rowing Club – Lithgow Rowing Club Application for Affiliation

The CEO tabled an application for affiliation to Rowing New South Wales from the Lithgow Rowing Club. The application addressed all criteria requested in section 2.11(a) of the By-Laws.

The meeting noted that in accordance with Section 2.11(b) of the By-Laws, the application for affiliation to Rowing New South Wales from the Lithgow Rowing Club is required to be tabled for endorsement of the constituent members at the 2011 Annual General Meeting.

Motion: To support the Lithgow Rowing Club application for affiliation to Rowing New South Wales at to the 2011 Annual General Meeting.

Motion carried

Action: CEO

5.7 Illawarra Rowing Club

The Board noted the history surrounding the disbandment of the Illawarra Rowing Club, and the ceding of all former assets of IRC to Rowing NSW.

Accordingly, all assets, including all bank accounts, and undertaking of the Illawarra Rowing Club have been transferred to Rowing New South Wales Incorporated;

It was noted that with best endeavours, RNSW staff have not been able to contact the existing signatories on the Illawarra Rowing Club Accounts:

1. Savings Account: BSB: 032685 and Acc: 138470
2. Term Deposit BSB: 032695 and Acc: 179217

The Board resolved to appoint the following people as new signatories to the Illawarra Rowing Club accounts:

1. Ivan Adlam
2. Christian Renford

6 **General Business**

6.1 Vale Joseph Fazio

The meeting acknowledged the passing of Joseph Fazio. The meeting expressed its condolences to Josephs wife Di and children Dean and Kirsty.

6.2 JB Sharp Memorial Regatta Series

The meeting noted the success of the 87th J. B. Sharp Memorial Regatta Series, and congratulated Terry Maher as the Series Convenor, and all those involved in the regattas, on the conduct of the Series.

Meeting closed - 8:25pm

Next Meeting – 21 Sept 2011 @ 6:30pm - Royal Sydney Yacht Squadron, Kirribilli