



**BOARD MEETING**  
Royal Sydney Yacht Squadron, Kirribilli  
Wednesday 15 August 2012 at 6:30pm

**MINUTES**

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

**Apologies:** Bronwen Watson (Leave of Absence) and Chris Noel,

**1. WELCOME**

6:30pm - I Adlam welcomed all to the August 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 18 July RNSW Board Meeting as a true and accurate record of the meeting.

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. The meeting further discussed:

- Commission Structure:  
Upon the completion of the 2012-16 Strategic Plan, the meeting discussed the need to assess the current structure of all associations commissions and committees in accordance with achieving the objectives outlined in the strategic plan

*Action: Board to discuss at the September meeting*

**3 CEO UPDATE**

3.1 CEO Report

The CEO report for August was tabled. This report summarised the activities of RNSW programs and initiatives from the period 18 July to 10 August 2012:

a) Regattas

No regatta were conducted in this reporting period.

The CEO noted that the 2012/13 calendar has now been published on the Rowing NSW website. An icalendar format has been developed again so that members can import all regattas into outlook calendars.

<http://www.rowingsw.asn.au/regattas/icalendar.html>

The Events Calendar has been developed in parallel to more effectively manage and promote non-regatta related activities. A more dynamic calendar, it is updated regularly to include various meetings and courses, non-RNSW regattas, social occasions

b) Membership

2010/11 Total Membership of Rowing NSW 4,146

2011/12 Total Membership of Rowing NSW 4,646

• Memberships as at 8 August 2012

	July '11	July '12	Total: 2011/12
Metro Comp	275	253	880
Metro Jnr	140	58	1934
Regional Comp	49	75	361
Regional Jnr	22	18	379
Supporting	21	22	78
Official	26	62	261
AAGPS Jnr	43	0	495
Recreational	9	15	151
Patron (10/11 only)	80	80	80
	665	583	4649

Online membership renewal has been rolled over for the 2012/13 season, and is now available on the website. Reminder e-mails have been sent to all 2011/12 members requesting that they renews membership for the coming season

c) North Coast Academy of Sport

Rowing NSW has entered into a partnership agreement with the North Coast Academy of Sport to assist in the delivery of development camps and coach education in Northern NSW. Rowing NSW will be able to support and promote similar activities and programs that are presently being run in metropolitan areas, making them more accessible to regional members.

d) Development Camps

Programing for the Schools Development Camps is nearing completion:

School Boys 24-15 September 2012

School Girls 26-27 September 2012

Location Mosman Rowing Club

Cost tbc

Presenters senior club coaches and elite NSW athletes – tbc

Active promotion of the camp will commence once presenters and coaches are finalised upon return from London.

An inaugural Masters Camp was conducted in Oct 2011. Awaiting feedback from the masters Community about a recommended date, format prior to confirming (financial) viability. Possible date Sept/Oct

e) Weed control on the Nepean and Hawkesbury Rivers

On 7 August the NSW Government (Department of Primary Industries) announced a four-year \$800,000 project, jointly funded by the Department of Primary Industries and Hawkesbury River County Council, address weeds in Hawkesbury-Nepean river system:

- This includes mechanical harvesting at key points along the river
- The use of barrier booms to contain weeds and stop their spread to other downstream areas
- Decreasing nutrient runoff that feed the development of aquatic weeds and
- Biological control methods eg use of flea beetle that targets alligator weed

Rowing was identified as a beneficiary of this initiative and as such RNSW was invited to attend and speak at the announcement. Rowing was later promoted on the Channel 10 news that evening.

Rowing NSW will work with Hawkesbury River County Council to ensure that the appropriate priority and resources are allocated to the Nepean River component of the project in preparation for key times within the summer peak usage periods and in the lead up to the 2013 Sydney International Rowing Regatta.

f) Nepean River – Green Bridge Proposal

Issues paper and risk assessment was submitted to the Department of Roads and Maritime

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. RNSW has spoken to bridge designers Conybeare Morrison International Pty Ltd. and expects to be consulted throughout the bridge design phase.

## **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 10 August. The CEO highlighted scheduling and permanent budget variances, highlighting the following items within each business unit:

- i. Administration – Admin Income is slightly ahead on budget forecast resultant from club affiliation fees; some clubs paying for 12 months in advance. Expenditure is also slightly below forecast.

- ii. Operations – activity in operations has been primarily limited to the event management of the 2012 Australian Youth Cup, with some event expenditure was taken up in the 2011/12 financial year
- iii. Development –Income is slightly behind budget resultant from lower than expected member donations to the Steptoe Trust at the time of membership renewal. All income allocated to the trust is disbursed at the end of the financial year. Expenditure is also more than budget forecast resultant from overspend on the 2012 Youth Cup team.

Motion: To accept the August Financial Report as tabled.

Motion Carried

## **5 BOARD MATTERS**

### **5.1 2011/12 Audited Financial Report**

The CEO tabled the Annual Financial Report of Rowing New South Wales Inc. for the Year Ended 30 June 2012 as presented by ESV Chartered Accountants

Motion: To endorse the annual Financial Report of Rowing New South Wales Inc. for the Year Ended 30 June 2012 as audited by ESV Chartered Accountants and appoint A Gannon and I Adlam to sign the Directors Declaration on behalf of the Association.

Moved; B Weir                      Seconded; J Zammit

Motion Carried

The meeting congratulated M McCormack on her management of the associations accounts throughout the financial year.

### **5.2 Rowing NSW Heat Management Plan**

B Weir tabled the discussion paper and subsequent recommendations by the sub-committee of the Board (I Adlam, B Weir, and S Handley) in relation to the adoption of a “Heat Policy” for regattas held at the Sydney International Regatta Centre.

With regards to Rowing Australia’s “Extreme Heat Recommendations” the Board debated the discussion paper as presented. The meeting discussed all clauses in the Heat Management Plan in particular clauses relating to the responsibility for compliance and the consequences of non-compliance.

The Meeting endorsed the approach the sub-committee recommended, subject to:

- a) a legal review of the document, and
- b) an appropriately experienced medical expert telling us what the relevant temperature, humidity or other conditions should be for the implementation of Level I, Level II and Level III Heat Alerts.

*Action 1 – Board Sub-Committee to appropriate legal and medical experts to advice on the draft Plan*

### 5.3 Rowing Australia Member Protection Policy

The CEO tabled the RA Member Protection Policy. The Policy has been developed by Rowing Australia in conjunction with the Australian Sports Commission, and was endorsed by the RA Board in May 2012.

Honorary RNSW Solicitor, Torquil Murray has reviewed the RA Member Protection Policy on behalf of Rowing NSW and has recommended the Board adopts as presented, subject to amendment to nominate the SSO CEO, rather than the RA CEO where incidents can be reported to (discussed and agreed at the Mid-Year RA Council Meeting)

The CEO noted that the NSW Department of Sport and Recreation requires that sports adopt a member protection policy (and other similar policies and guidelines) in order to be eligible for financial support.

A template version of the Member Protection Policy has also been developed for clubs should they wish to use a similar policy themselves. The template club policy complements the national policy.

Motion: Subject to amendments discussed, endorse the RA Member Protection Policy as presented.

Moved; B Weir                      Seconded; S Handley

Motion Carried

### 5.4 2012-16 Strategic Plan and 2011/12 Scorecard

The CEO tabled the draft 2012-16 Strategic Plan. The 2012-16 Plan outlines the path Rowing NSW will take to achieve our vision of positioning New South Wales as Australia's leading rowing state. Five business areas are identified that cover all aspects of the sport from the elite level to the grassroots. Achievement of excellence in these areas will result in the best outcomes for the sport of rowing in New South Wales.

The president noted that the resultant document sets a framework to provide focus for our activities going forward. It is not a static document and will be revisited as appropriate to make sure we direct our efforts where they are most effective.

Motion: to endorse the 2012-16 Strategic Plan as tabled

Moved; B Weir                      Seconded; S Handley

Motion Carried

The meeting also discussed the Scorecard of activities for the 2011/12 season. The meeting was pleased with the overall progress made by the association throughout the reporting period against agreed metrics.

*Action: CEO to publish Strategic Plan on the Rowing NSW website*

### 5.5 Facilities Development - Long Term Strategic Asset Management

The Board discussed the desire to obtain a better understanding of the "risks" that we face as a sport to safely train and compete on waterways throughout the state

and preserving our access to these traditional bodies of water.

The CEO tabled a memo updating the Board on the status of various sites that rowers regularly use that have some element of possible restricted activity that could affect the amount, or quality of rowing activities. The Board acknowledged the implication here is wide reaching and may affect many rowing clubs and schools.

*Action: Board to discuss further at the September meeting*

#### 5.6 Sport Promotion

The meeting discussed the cycle of increased learn to row enquiries that clubs and Rowing NSW field after an Olympic Games

It was agreed that the coordination of enquires, and subsequent learn to row programs should be undertaken by and between clubs. It was noted however that Rowing NSW could assist clubs and schools in providing more effective promotion of learn to row or corporate rowing activities on the RNSW website

*Action: J Cole to review Rowing NSW website, and how clubs/schools inform RNSW of planned LTR or corporate rowing activities*

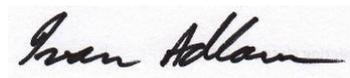
### 6 GENERAL BUSINESS

#### 6.1 National High Performance Director

The meeting noted the appointment of Chris O'Brien as the new National Performance Director of Rowing Australia and Jamie Fernandez as the Deputy National Performance Director,

The Board congratulated Rowing Australia on these successful appointments and looked forward to working with Chris, Jamie and the NRCE team in the coming seasons

There being no other business the President declared the meeting closed at 8:45pm.



Ivan Adlam  
President



Christian Renford  
CEO and Board Secretary

Next Meeting: 19 September 2012 @ 6:30pm (Kirribilli)