



BOARD MEETING
Royal Sydney Yacht Squadron, Kirribilli
Wednesday 19 September 2012 at 6:30pm

MINUTES

Attendees: Ivan Adlam (President), Bryan Weir (Deputy President), Sam Crosby, Joe Zammit, Bronwen Watson and Chris Noel and Christian Renford (CEO and Secretary)

Apologies: Stephen Handley, Andrew Gannon and Deanna Fekete

Visitors: Mark Williams SC – Section 1 only

1. WELCOME

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

I Adlam invited Mark Williams to provide the Board some general legal advice relating to Rowing NSW's duty of care across all aspects of the associations activities.

M Williams tabled Section 5M of the Civil Liability Act which provides that there is no duty of care in a recreational activity if associations provide a risk warning. An example risk warning was also tabled.

The meeting discussed the verbal advice provided, with regards to the draft Heat Management Plan and made changes accordingly.

Action: B Weir to amend draft Heat Management Plan and develop a draft Risk Warning for discussion at the October Board meeting.

2. CONFIRMATION OF MINUTES AND BUSINESS ARISING

2.1 Previous Meetings Minutes

Motion: To accept the minutes of the 15 August 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.

3 CEO UPDATE

3.1 CEO Report

The CEO report for September was tabled. This report summarised the activities of RNSW programs and initiatives from the period 10 August to 14 September 2012:

a) Regattas

The following regattas were conducted in this reporting period.

	2011		
RNSW Regattas	Entries	Seats	Athletes
Scullers Head of the Nepean	90	90	90
Head of the Nepean	33	164	170
Henley on Hunter	153	272	113

2012		
Entries	Seats	Athletes
89	89	89
20	28	124
218	380	144

	2011		
CDRA Regattas	Entries	Seats	Athletes
Hunter Marathon	27	63	65
Newcastle Uni BC	140	367	123

2012		
Entries	Seats	Athletes
25	46	46
96	237	75

b) Membership

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

	Aug'11	Aug'12	Total: 2011/12
Metro Comp	451	398	880
Metro Jnr	245	181	1934
Regional Comp	145	146	361
Regional Jnr	136	89	379
Supporting	34	34	78
Official	70	105	261
AAGPS Jnr	114	98	495
Recreational	25	45	151
Patron	80	80	80
	1300	1176	4649

Online membership renewal has been rolled over for the 2012/13 season, and is now available on the website. Renewal e-mails have been sent to all 2011/12 members requesting that they renew membership for the coming season. Follow-up e-mails will be sent again in late September.

c) North Coast Academy of Sport

A MOU has been signed between RNSW and the North Coast Academy of Sport for the 2012/13 season. The purpose of the program is to support and develop promising junior rowers and the region's coaches in the following ways:

- To identify, recruit, develop and manage talented junior athletes on the North Coast.
- To identify, recruit and mentor talented coaches of junior athletes on the North Coast.

- To direct those athletes & coaches to clearly defined development pathways in rowing.
- To maintain a rowing program of excellence.

The target group is:

- Athletes 13-18 years of age.
- Athletes living in the NCAS Region and the NRRA & CDRA Regions.
- Coaches in the NRRA & CDRA Regions

The NCAS will also provide quality education and development opportunities for coaches presently afforded for in the Metropolitan and CDRA areas.

d) Regatta Central Trial

Rowing Australia has advised that all entries into the Sydney International Rowing Regatta (SIRR) to be held at SIRC next year 18-24 March will be made in the Regatta Central entry system. The Regatta Central system is a US based system that has been used in North America for a number of years. Rowing Australia has committed to using RegattaCentral for all future Rowing Australia events.

In order that the entry system gets a trial with regattas at SIRC prior to SIRR, Rowing Australia have asked that RNSW have three regattas in the Rowing NSW calendar run with entries only available via Regatta Central. These regattas will be;

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

In early October Schools and Clubs will be advised that the only way to enter the above three regattas is via Regatta Central.

To facilitate the education process to enable clubs and schools to become proficient in this entry management system, it is expected that RegattaCentral will offer web based training from 8–19 October. The Regatta Secretary will advise shortly how these tutorials may be accessed and the times they will be available. RegattaCentral will also run a telephone help desk to facilitate the entry process.

NSW Schools and Clubs should be cognisant of the fact that if they are going to enter the SIRR (that includes the National rowing titles) they will need to have a full understanding of the RegattaCentral entry system.

Rowing NSW are in the later stages of determining the direct and indirect costs associated with implementing this trial on behalf of Rowing Australia. A fee for service will be determined.

e) Sport Development Officer

Ian Evans has tendered his resignation as the Sport Development Officer effective 17 October.

The position has been offered to Alan Bennet. Former head coach at SUWRC "AB" is returning from a head coach position in Japan. He will commence in the RNSW office on 15 October 2012

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

- i. Operations - Negligible Income for both July and August with only Sculler's Head of Nepean and Head of the Hunter in the reporting period. Expenditure for the period was inline with budget forecast.
- ii. Development - Income has been generated from both Level 1 coaching course in Bathurst and Level 2 coaching course in Sydney. Development expenses relate to the courses, and investment in NCAS Rowing Program.
- iii. Administration - Income in line with budget and mainly consisting of membership revenue which is consistent YTD with last financial year. Administration expenses are slightly under budget forecast due to reversal of audit accrual costs. Salary expenses are higher due 3 pay periods in August.

Motion: To accept the August Financial Report as tabled.

Motion Carried

The CEO noted the majority of school rowing programs have paid for their seasons seat fees up front again. Schools are able to track their account balances via RowingManager, greatly reducing the level of administration required by Rowing Masters and Coaches, significantly increasing efficiencies between RNSW and schools. The same functionality is available for clubs and universities.

5 BOARD MATTERS

5.1 Rowing NSW Heat Management Plan

The Board discussed the heat management plan with regards to the verbal legal advice provide by M Williams,.

The Board endorsed the approach the sub-committee to date, and recommended seeking an appropriately experienced medical expert to confirm what the relevant temperature, humidity or other conditions should be for the implementation of Level I, Level II and Level III Heat Alerts.

The meeting agreed to seek the medical advice of former RA President and Australian Team Doctor, Dr Steve Hinchy.

Action: Noel to contact Dr Steve Hinchy

The meeting further acknowledged that once obtaining medal advice and integrating into the draft Heat Management Plan, key stakeholders such as Senior BRO's and volunteers, and RNSW Staff should be engaged.

5.2 2012 Annual General Meeting

The CEO confirmed that all relevant documentation has been published on the RNSW website and sent to all registered members via e-news. Additionally, the same information has been e-mailed to constituent members via the contact information provided in RowingManager. The following deadlines were met in accordance with the constitution:

- Director Nominations Open 22 August
- Director Nominations Due 5 September
- Notification of Nominations to members 7 September
- Publication of AGM Agenda 7 September
- AGM Tuesday 25 September

Election of Directors;

- President Ivan Adlam. One nominee – no election required
- Director of Finance Andrew Gannon. One nominee – no election required

Four nominees for three Director positions – election required:

- Miranda Bennett
- Sam Crosby
- Chris Noel
- Joe Zammit

5.3 Strategic Asset Management

The Board discussed the need to adopt a more strategic approach to addressing issues relating to safely accessing waterways that rowers train and compete on.

The meeting identified the need to develop a broader strategy when dealing with Government and the media, identifying a series of areas in the Sydney basin that the sport needs as either permanent or timed passive recreational zones. The objectives of the plan would include:

1. More Passive Recreational Zones:
 - a) An increase in the number of permanent zones – set aside for areas of heavy training and regattas
 - b) An increase in the number of timed zones – in areas of regular training between certain hours of the day
2. Moratorium on new swing moorings

Action: S Crosby to develop draft Government & Media Plan

5.4 Commission and Committee Structure

The CEO confirmed that the 2012-16 Strategic Plan is now published on the Rowing NSW website.

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 October meeting after the 2012 Annual General Meeting

5.5 Kings Cup Commemorative Plaque

The CEO tabled the proof of the commemorative plaque. The format and wording on the plaque has been endorsed by the Australian Defence Force and RA Hon. Historian, Andrew Guerin

The meeting congratulated Barry Moynahan for his efforts to date

Action: CEO and B Moynahan to develop presentation scheduled for the unveiling of the plaque at the 2013 NSW State Championships.

5.6 AYOF Event Requirements – Board Circular Resolution (24 August 2012)

The CEO presented the following event requirements as recommended by the Competition Commission

- 2013 Australian Youth Olympic Festival Event Requirements – Athletes
- 2013 Australian Youth Olympic Festival Event Requirements – Coaches

Motion: To endorse the Event Requirements as presented.

Motion Carried

6 GENERAL BUSINESS

6.1 CEO Annual Leave

The CEO noted that he will be on annual leave from 28 September, returning 15 October 2012. A Blower will be acting CEO throughout this period.

There being no other business the President declared the meeting closed at 8:35pm.



Ivan Adlam
President



Christian Renford
CEO and Board Secretary

Next Meeting: 17 October 2012 @ 6:30pm (Kirribilli)