



RCC Board of Directors Meeting

Sept 14 2017

357 Hamilton Ave

7:00 pm

Present: Tom Hoferek, Andrew Stead, Ron Sibthorpe, Terry Longhorn, Kerry Fagan, Barb Gibbon, Connie Downes , Fiona Smith Bradley, Jennifer Ballentine, Stephanie Joab,

Absent: Karen Rainboth

Guest: Hector Carranco

Approval of July minutes: Andrew Stead 2nd Connie Downes

Approval of August minutes: Kerry Fagan 2nd Fiona Smith Bradley

Approval of Agenda: Kerry Fagan 2nd Fiona Smith Bradley

Commodore's Report

- Congratulations to all – coaches, athletes, and all volunteers regarding the success at Nationals.
- Board of Directors – Treasurer – still looking and meeting with people. New members are also mentioning their interest.
- Survey – Some select athletes have been interviewed. Coaches have received their surveys. The paddling committee members will review the survey results and present the outcomes to the board and to the Executive Director.
- Upcoming – EOD board meeting – week of October 18, 2017
- CKC board meeting – November 28, 2017
- Tom spoke with president of Dragon Boat festival, and the topic of parking came up. The perspective of the Dragon Boat group is that the parking affects the first impression of the club to dragon boat participants. There was a time in the past, when parking on the field was available during the festival. Festival participants are looking for an option to open up parking prior to the festival. This needs to be discussed over the winter. Dragon boat president is also complaining that on the day of the festival, we charge for parking on the field. He was insistent that we need to do something about it, he wants some resolution

Director's Report- Equipment

- Van has mechanical issues. It broke down at EOD Championships, and over the winter an alternate plan will be explored vs the costs to repair the van.

Executive Director's Report

- Nationals outcome was very successful, with a second place at Nationals and CanMas. The overall sprint program, from the EOD level upward, was a success.
- 121 racers/paddlers in the fall paddling program. A successful season in enrolment. There are 7 visiting paddlers.
- Challenges – U17 athletes who are not committed to racing, and have not purchased their own boats, therefore the competing U15 athletes do not have the boats available to them. This is posing a challenge in practice, as we are then short boats and as a result of a U17 having the boat, the U15 is not going out on the water. This needs a longer-term solution, perhaps a policy is needed about use of boats for non-competing athletes.
- Coordinators are working on their annual plan; to be ready to present at the next board meeting. We have asked that they address the recommendations for strength, flexibility, for the athletes are as per previous board meeting discussions.
- Florida camp – Hector has not been able to contact them since Hurricane Irma, earlier this week. Plan is to begin March 8-April 7, 2018. The coordinators are working on the package. Main issue is the van, to transport the boats and people. Cost to replace would be \$6500
- Picnic Shelter, - NCC approved the shelter, then City is now in their process of approval. Biggest challenge is an engineering stamp; we are waiting on a response from an engineer. The City has Community Partnership Mayor Capital Program. The Annex does not qualify, because it does not directly enhance participation in the program, but the shelter will qualify for application. We cannot apply before August 2018. This is a 50/50 grant. Hold the Shelter until next season?
- Riley Brockington, our local counsellor, visited the site; he recognized that we need a fence at the very minimum to protect our boats from theft. He viewed the site for the picnic shelter, and the dock, where there is a need to have repairs.
- Dock – an inspection has been completed by a City consultant, per the City, and the assessment project is currently on schedule in the “execution” part of the process, scheduled for completion by the end of September 2017. We are awaiting further notice from the City regarding their plan to complete the repairs. City is communicating with Hector. Finger docks are still a consideration
- Canoe Kids program 394 participants, up by 13 from last year. 7 weeks were full, two weeks at 70% and one week low (last week of June, before Canada Day); net revenue is approx. \$82K
- Rec Program – affected by weather this season. Private sessions were more successful than group sessions. Net \$41K; 80% of gross revenue (coaches 20%)
- Dragon Boat was affected by water levels in May 2017 (low levels), therefore the festival had fewer teams, \$180K revenue to date less coaches \$130K; 70% of gross revenue.
- Rental Service –very few weekends with people on the beach. Inclement Weather was a factor, Loss: \$285.00. Hector to meet with the city; explain there was an additional cost of bringing the boats to/from the beach. Suggestion will be that boat rentals be at the club.
- Grants – reporting season.
 1. We have applied for Para Sport Jump program –decision in October 2017.

2. Attending Celebrate Ontario information session to learn about the grant opportunities.
3. Aviva Community Fund –voting contest; followed by judging. We need to come up with an idea in the community health category; docks? Picnic shelter? Initiative is to promote activity through sport for health of people. Submission due October 3, 2017. Hector will send the link with the program details to the board members interested in thinking of ideas.

- Events – Head of the Rideau – Sunday September 24, 2017
- Fallapalooza cancelled at Carleton Place.
- Long Distance Regatta – September 30-Oct 1 2017; winning team at the end of the Regatta wins the Nathan Cirillo Cup.
- Nathan Cirillo Long Distance Event – this is a recreational paddle, not a race. RCC is loaning 10 sea kayaks for \$10 per boat to go. Otherwise other participants bring their own boat.
- Thursday, October 12, 2017 – banquet \$35 per person at St. Elias Centre.
- AGM October 26, 2017
- Human Resources - Payroll issues are presenting as a challenge. Timesheets are not in a consistent format, and not always correct, becomes a time consuming process. Payroll is our biggest cost. HR system software, timesheets.com, for a one month trial, integrates with Quickbooks. Testing the use of the software's timesheets and payment system. Cost US\$4 per active user per month. This will be a fluctuating cost, depending on the paddling season. Goal is to create efficiencies in the payroll system.
- Finances - \$188K in the bank; compared to \$163K at same time last year. Big change since last month is due to large August payroll. Both Revenues and expenses are lower this year, net \$53K higher than last year
- Looking at phasing in minimum wage increase

Correspondence - Terry

- Letter from Ingrid Ermanovics - re: need for increased support of women's canoe read to the Board. Ask is for RCC to be more vocal in support for C4; and for women's canoe in general. Affirmative Canoeing suggested in her letter as an initiative, to create affirmative action to support women's canoe. Board is supportive. Thanks to Ingrid, Recommendation: the paddling committee discuss and action, include coaches in the discussion

Director's Report- Canoe Kids

- Stephanie Joab has agreed to take over the Canoe Kids responsibility.

Paddling Director – absent; no report

Director's report- volunteers – Kerry

- Met with kitchen volunteers on Tuesday, documented challenges, what worked, what didn't? Decided to form a committee: canteen/hospitality committee. When EOD schedule comes out; assign leads. Be proactive in getting numbers for regattas, volunteers, Race director etc.
- Need to formalize a process of counting cash at day's end, need more privacy and 2 people.

Business arising

- Nationals invoice are being prepared
- Junior dance- Reimburse Kerry \$600 she paid, RCC can chase down athletes for their payments
- Club Clean-up; October 14

Motion: Tom motioned to Adjourn, Approved
Meeting finished 8:32 pm

Next meeting Thursday October 19, 2017 7:00PM

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