

**RCC Board of Directors Meeting
October 9, 2012**

Present: Sue Holloway, Hector Carranco, Terry Longhorn, Kim Hodges, Scott Seaby, Louise Hine-Schmidt, Derek Mersereau, Ron Sibthorpe, Andrew Stead, Brent Schmidt

Regrets: David Fortier

Guest: Mike Robinson

Approval of Minutes: 2nd

Signatures:

Opening Remarks: Ski season has begun, paddling not done yet. It's a crazy time! Awesome Banquet! Kudos to Michelle for an excellent job. Any feedback would be appreciated. Sue and Michelle are meeting to set-up an Agenda. In terms of the awards; all coaches should be aware starting in the spring of the categories etc so that it isn't a scramble come banquet time. AGM is coming up.

Action Items

Item	Person Responsible	Start date	End date
City of Ottawa \$3000 Grant-hosting a special event	David Fortier	Mar 6, 2012	For next year
Address position of Executive Director vs Administrative Support and how to post at AGM	Board	Mar 6, 2012	After AGM
House planning meeting to discuss options and priorities, wish list	Andrew	Feb 13, 2012	After AGM
Sponsorship committee recruitment	Dave	Feb 13, 2012	Fall, ongoing
Parking lot lines & handicap to be painted- can we mark off 2 more handicap; pylons with signs; you will be ticketed	Andrew Kim- signs for pylons	May 9 July 12	Hoping Tracy at City will do

Future use of CKC Grant-proposal for the Board	HPC	June 11	Oct 10
Letter to CKC re Grant- edits done just finalizing. Will send to Board via email	Mike	July 12	Pending, See A below
Items Club needs but could be donated	Board	July 12	
We need a nominating committee & succession planning Heather Hollingsworth, Wade and Kris Foss	Sue	July 12	AGM See B below
Book-keeping job description- what can you off-load?	Derek and Finance Committee	July 12	Working on
Online Registration- \$5K allocated to, proposal from Meaghan re Wild Apricot- Monthly fee- Budget	Meaghan Scott to follow-up cc:Hector &Derek	July 12	Done (completion deadline Nov 1)
Volunteer list	Sue and Meaghan	July 12	Done
Order purple T-shirts for RCC volunteers	Meaghan, Sue	July 12	Done
New message board for wish list for club, volunteers etc	Brent	July 12	Fall
Order of Ottawa- Nomination of Mike Scott	Sue to contact Bruce Raymond	July 12	Next year?
Trillium Grant Application for ICF race course-huge deal to organize and apply, We'll need a separate entity to drive this, planning meeting. any other grants available?	Sue, Meaghan	July 12	Fall
Radios, hailers & bins required, put in budget next year? + 2 outdoor speakers	Board	Aug 14	Nov 13 Budget
Winter Program fees- raise or same- out of town fees a little higher than members	Louise – will send to Derek to help her with projections	Aug 14	Done
Invoice CKC for lost seat and \$3,000 + HST	Derek	Aug 14	Done

SUP board purchase? Boards are in Manitoba Proposal for purchase of boards, get 3 quotes	Finance	Aug 14	Nov 13 Budget
Club truck	Hector	Aug 14	Spring 2013
Radio Protocol course	?	Aug 14	Spring 2013
Develop new work plan for Meaghan- Need info from ALL Directors to Sue	Board	Sept 11	ASAP
Price list for facility rental	Sue/Meaghan	Sept 11	
Announce AGM 2 weeks prior Oct 25, 2012 7:00pm. Three positions available; Treasurer, Board members (Canoe Kids?)	Meaghan	Sept 11	Calendar
Wild Apricot monthly fee	Finance	Sep 11	Nov 13 Budget
15 bins-radios, hailers, flags, clipboards etc approx=\$9k 2 out door speakers	Finance	Sept 11	Nov 13 Budget
Club's sound system isn't working	Andrew	Sept 11	Nov 13
Brant Farquharson's Brymark invoice	Derek	Sept 11	Done
Stand-up freezer and kettle	Finance Cindy's budget	Sept 11	Nov 13 Budget
Sheltered Events Board	Finance	Sept 11	Nov 13 Budget
Survey to Members and parents Add box to differentiate parents, athletes, masters Did you read the newsletter, etc	Andrew	Sept 11	Nov 13
Buy new Nelos- check budget for money remaining	Derek, Louise	Sept 11	Has budget, Masters coaches want boats too
Call out to members to return previous year's plaques	Meaghan- Newsletter	Sept 11	Oct 4
SUP calendar to City of Ottawa 2 lessons/week	Brent	Sept 11	October 31

HPC Mission Statement, terms of reference and objectives,	Paddling committee	Sept 11	Oct 10
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A. CKC Grant letter almost finalized. Mike will send to NT athletes and ask for comments, not asking for permission, just informing them. We have three issues; communication, Structural (HPC-their role is to create opportunities for HP athletes) and monetary. Mike would like to post the contents of the letter on the Website so everyone knows. We have Tom Hall and Mark Oldershaw confirmed for Canoe and Mark Dion for Kayak. We will have 2 Olympians at the club around AGM timeframe, this portion will happen. Also, the athlete testing will get done.

Motion 1: Mike will finalize the letter, we move ahead with balance of plans. Cheques written for Germany trip, \$3K: Andrew, 2nd: Ron. Approved

Summary; Mike do edits, send draft to NT athletes, talk to other athletes at club, post online. Draft by the 16th. Louise will email to the Board, we will all vote and then it is done. Mike should prepare something for the AGM.

B. Derek stepping down, we need 3 people. Possibilities:

- Caroline Landry
- Leo Tardoli
- Marc Richard- Sue will contact
- Scott Chandler
- Naomi Cappuccino- Andrew will contact
- Stephane
- Sue or Bob Rainboth
- Ryan Cuthbert
- Ryan Handler's Dad?
- Kim Nussbaum
- Any other Bantam parents?

Business Arising

Parking lot use- New board can deal with as it is a spring issue, however we should be consistent and if we tell people no parking, stick to it.

EOD membership numbers and dates to remember- Our numbers are good.
EOD AGM Sunday October 28th, 10:00am in Beckwith
OCSRA/Canoe Kayak Ontario AGM Nov 4th in Peterborough
CKC AGM Nov 30-Dec 2- In Ottawa, This is a voting year, rule changes

ICF Hosting opportunity 2017- No, too soon after Nationals

Director's Reports

Paddling Report- Louise- Mike has secured time for the white water guys to do CKC Slalom flat water sessions. Emily Raymond and Emmett Schmidt are coaching; they are using our sprint boats. We will make approximately \$800. Cascade would like 2 hours on our Ergs, Sundays 2-4:00pm for approximately 13 weeks, 8-10 athletes. They provide coaching.

Recreation and Paddle All- Kim- Paddle-All had their party, big success! Kim is meeting with Rebecca tomorrow regarding a proposal to have a para-canoe group train through the winter. Christine Bain has some interested athletes. Mark Grainger just hired to be para-coach.

Dragon Boat Report; Scott- Season almost done, most accounts are paid. Survey went out to the teams this week. He is organizing a dragon boat banquet, possibly at the Lone Star, Captains and coaches paid for. Looking at purchasing 2 dragon boat ergs, good numbers this year. Scott will re-circulate his proposal for compensation to the Board

Treasurer's Report; Derek- Emailed report to the Board
Comments from the Board- You have done an incredible job Derek! Everyone is thrilled with the work you have done, best Treasurer ever!

General Discussions;

AGM- How do we get people here?

CCA 2015 discussions after meeting? We are putting our name in on behalf of EOD. Snacks after meeting, door prizes?

All reports are due

2011 AGM minutes to Sue to read and post, Post countdown to AGM

Club Clean-up this Saturday, Oct 14, 10:00am. House, Andrew, Wade and Brent will compile list of tasks to post. Scott to send his list.
 Can Cindy come and package up kitchen; all food either in containers or garbage.
 Provide food for athletes? Coffee and pizza at 1:00?
 Athletes are training, they could help but we need to feed them

Sue- Meaghan to come to Board meetings as secretary assistant to do minutes

Action Items

Item	Person Responsible	Start date	End date
Note regarding use of CKC Grant money for HP athletes vs assimilation into general budget	Mike	Oct 9	AGM
Club clean-up,	Calendar	Oct 9	Oct 14
Kitchen clean-up and food for helpers-contact Cindy	Terry	Oct 9	Oct 14
Countdown to AGM	Calendar	Oct 9	Oct 25
EOD AGM Oct 28 OCSRA AGM Nov 4 CKC AGM Nov 30-Dec 2	Calendar	Oct 9	
2011 AGM minutes to Sue	Terry	Oct 9	Oct 11
Dec Board meeting	Calendar	Oct 9	Dec 11
Xmas party, 7:00-11:00	Calendar	Oct 9	Dec 20

Meeting adjourned 9:21 pm.

NEXT MEETING

Nov 13, 7:00pm.