



***RCC Board of Directors Meeting
November 17, 2015***

Start time: 7:04pm

Present: Ron Sibthorpe, Terry Longhorn, Gillian Bryenton, Barb Gibbon, Karen Rainboth, Mike Brownlie, Fiona Smith Bradley, Tom Hoferek, Lorraine LaFrance, Connie Downes

Regrets: Andrew Stead

Guests: Hector Carranco, Wade Farquharson, Meaghan Davis

Approval of October Minutes as amended: Barb Gibbon 2nd Karen Rainboth

Approval of Agenda: Karen Rainboth 2nd Fiona Smith Bradley

Opening Comments from Chair and Commodore's Report

New Board was welcomed and encouraged to get involved early.

Review of meeting procedures; Agenda sent out prior to meeting, items for discussion and Motions to be sent to Secretary prior to meeting. Guests are invited but adjourned prior to BOD specific discussions.

Meeting next week with EOD to discuss Nationals financing.

EOD Summit; Regatta schedule will solidify very soon. Goal to have it 2-3 years in advance.

Concerns; continuation of smaller clubs, EOD not incorporated, individuals open to liability

Action Items

1. *Barb: Report on the Board's evaluation of the previous year.*

Priority 1; Review handout and prepare for discussion next meeting

Priority 2; Strategic Planning **Motion:** Barb motioned and it was seconded that she chair and strike a sub-committee to implement her proposal. Passed

Executive Director's Report:

Welcomed new board, we are missing Treasurer and Past Commodore.

Responsibilities: come prepared to meetings, send information ahead to the Secretary

Review Vision and Mission: We are a Sprint Racing Club

By-laws: Four standing committees-

- **House-** Andrew Stead
- **Paddling-** Karen Rainboth
- **Finance-** No treasurer
- **Public Relations and Social-** Needs Terms of Reference

Additional Committees required-

- **Governance-** Barb Gibbon
- **Equipment-** Tom Hoferek
- **Volunteers-** Lorraine Lafrance
- **Fundraising -**
Club now requires-
- **Strategic Planning Committee-** Barb Gibbon Chair

Reviewed 2015 revenues and expenses, \$83K shortfall.

Meeting with Directors regarding their budgets so can present at next meeting

Truck driver with F licence required to help reduce transportation costs

We have 20% more program Revenue this winter

Need to start selling Rec and Canoe Kids prior to Christmas

Work started on summer programs

Business Arising:

- *Athlete Support Services:* Terry- Was under Past-Commodore's portfolio, Paddling Committee will oversee. Presentation for LGBTQ athletes has been developed
- *Master's Florida Camp:* Ron- Was to be done outside of RCC, Anne organised but confusion in her absence about boats and trailering. Karen to handle

Director's Reports

Reports to be sent to Secretary minimum 48 hours prior to meeting for distribution to board. Budgets will be established ahead with plan to allow Directors to move forward with their purchases as needed.

Treasurer's Report: Absent

Paddling Report:

Committee includes: Karen Rainboth, Gillian Bryenton, Barb Gibbon, Mike Brownlie, Wade Farquharson

Reviewed Terms of Reference- don't report to board- need to change

Wade signed one year Head Coach Contract, effective Sept 8th.

Florida Camp- about commitment

Investigating Employee Benefits

Recreation and Paddle All: Mike Brownlie

Rec Coordinator has stepped down, Need a plan for 2016 hiring
Revenues were down from previous year.

Rec grant for canoes and kayaks gives us much more equipment to capitalise on growth.
Coach retention pilot project; hiring from within retains a good coach, try them as Rec
coordinator, adds to coach's all round skills. **Motion:** Karen motioned and it was
seconded that the Paddling Committee will make a decision on the Pilot project of
rolling positions of coach and Rec Coordinator into one position if fiscally sound. Passed

Dragon Boat Report: Absent

Equipment Report: Tom Hoferek

- Reviewed the year in terms of purchases
- Plan to replace the annex
- Investigating multipurpose room

House Report: Absent

- Exterior chin-up bar resulted in too many injuries due to unsupervised use, will not be going back up.
- Getting quotes on painting the club- over Christmas holidays

Guests excused

Executive Director's Bonus: Hector has submitted his invoice, as per his contract, for his bonus.
He pro-rated as he is three months short of term. **Motion:** Lorraine motioned and it was
seconded that Hector be paid his full bonus, not prorated. Passed

Motion: Ron motioned to Adjourn, approved

Meeting finished 10:02 pm

Next meeting - Wednesday December 9th, 7:00pm. Fiona's home