

Fredericton Rowing Club Board Meeting
Sunday, January 13th, 2019
Leo Hayes High School, 6:00 pm

MINUTES

Present: Jocelyne Mills (Chair), Martin Boulerice, Jason VanderToorn, Nathan Blais, Brad Sturgeon, Debbie Black, Dion Durnford*, Chantelle Hanley
***attending by conference call**

Regrets: Janice Lawrence

Quorum Present?: Yes

Proceedings:

1. Welcome and Call to Order: Meeting called to order at 6:10 pm by Chair, Jocelyne Mills.
2. Approval of Tentative Agenda: **Motion to approve Agenda** (Black/ VanderToorn)
Motion carried
(unanimous)
3. Approval of Minutes from December 17th, 2018 meeting: **Motion to approve minutes** (VanderToorn/ Boulerice)
Motion carried
(unanimous)
4. The Board was reminded that all Board Meeting discussions are confidential.
5. Athletic Director's report:
 - a. Discussed winter training and upcoming indoor LTR. Discussed AD's proposal to move winter training to the Cultural Centre. Cost for 2 months \$2350. Board to vote on AD's proposal.
 - b. Discussed Asset List submitted by AD. AD confirmed that all assets are stored at the club with exception of Red Inflatable and Model E Erg are stored at Peter Seyfarth's home.
 - c. AD requested again for \$1500 to attend National Conference end of January 2018. Board will review again and re-consider AD's request if financial picture has changed.

- d. Discussions about potential monies to come in, monies that will go out and possible sources of additional revenue.
- e. Jason has set up a gmail to receive electronic money transfers (EMT), Jocelyne to be added as second person. EMT Gmail to be added to registration forms, website and communicated to membership that this is the preferred method of all payments. FRCpayment@gmail.com
- f. SEED grant due Jan 31 needs to be submitted
- g. AD discussed her proposed plans for the 2019-2020 season.
 - i. Board to decide if we can approve expense of a Para Coach Workshop scheduled for Feb 10, 2019, cost \$796.25.
 - ii. Board to approve AD's proposed plans for the season.
- h. Discussion regarding where club documents should be stored;
 - i. Location to be decided at next meeting.
 - ii. VP 2 to ask former HR officer for HR files 2016-2018
 - iii. President to ask for keys to the storage room where filing cabinet is.
- i. AD asked if FRC should still support Performance Group. **Motion to have AD submit a proposal to the board for review** (Black/ VanderToorn)

**Motion carried
(unanimous)**

Brad Sturgeon left the meeting.

6. President's report:
 - a. Discussion re FRC receiving advice about managing and processing of complaints to help inform and validate process. President to contact the Sport Law Group and Strategy Group to inquire about costs and timeline.
Motion to have a first determination on the complaints before us within 5 days (Durnford/ VanderToorn)

**Motion carried
(4 in favour, 2 abstentions)**

7. Treasurer Report
 - a. Discussion regarding bookkeeping and financial review and costs associated with both. Need to get better handle on budget and finances. Discussion about upcoming expenses this fiscal year.
 - Current bank balance operating account \$2504.00
 - Peloton Account \$2311.00.
 - Reserve Fund (dedicated to specific expenses) \$24569.00,
 - b. **Motion for VanderToorn to contact Ellen Fitzsimmons (FRC Treasurer 2016-2018) to see if would be interested in being hired to do bookkeeping. If Ellen not interested, VanderToorn to explore other options and report to board with associated costs prior to engagement.** (Black/Boulerice)

Motion tabled

(unanimous)

- c. Safety Officers Report:
 - Discussion about location and importance of red inflatable for all programs. Need to confirm its condition.
 - Discussion regarding flow patterns and the need for changing them.

- d. Discipline Officer's report, complaints, Security (clubhouse and eservices), Recruiting and New Business tabled.

- e. Date for Next Board Meeting: Sunday January 20th, 7:30 pm, Leo Hayes HS

- f. Adjourn Meeting: **Motion to adjourn meeting at 10:15 pm** (Black)

**Motion carried
(unanimous)**

Respectfully submitted,
Debbie Black