

Fredericton Rowing Club Board Meeting
Monday, December 17th, 2018
Leo Hayes High School, 6:45 pm

MINUTES

Present: Dion Durnford (Chair), Janice Lawrence, Jocelyn Mills, Jason VanderToorn, Nathan Blais, Brad Sturgeon, Debbie Black

Regrets: Martin Boulerice

Quorum Present?: Yes

Proceedings:

1. Welcome and Call to Order:
 - a. Meeting called to order at 6:45 pm by Chair, Dion Durnford.
 - b. The Board was reminded that all Board Meeting discussions are confidential.

2. Approval of Tentative Agenda: **Motion to approve minutes as appended.**

**Motion carried
(unanimous)**

3. Resignations
 - a. Letters of resignation received from Gwenyth DeVries Price and Krista Steeves.
 - b. **Motion to accept letters of resignation from DeVries Price and Steeves.**

**Motion carried
(6 in favor, 1 opposed)**
 - c. President (once elected) to send letters of thanks to DeVries Price, Steeves, and the previous FRC Board for their service.

4. Election of New FRC Executive from nominations sent to Lawrence by December 14th, 2018. Candidates for a position left the room during discussion and voting.
 - a. **Motion to accept Jocelyne Mills as President**

**Motion carried
(unanimous)**
 - b. **Motion to accept Dion Durnford as Vice President #1**

**Motion carried
(unanimous)**
 - c. **Motion to accept Debbie Black as Vice President #2**

**Motion carried
(unanimous)**

d. Motion to accept Jason VanderToorn as Treasurer

**Motion carried
(unanimous)**

e. Motion to accept Janice Lawrence as Secretary

**Motion carried
(unanimous)**

[Mills assumes Chair of meeting]

- f. RCA Registrar's access should include Athletic Director, Treasurer (VanderToorn) and Secretary (Lawrence); Black to request RCA to add VanderToorn and Lawrence for administrator access, and remove Galbraith and Holloway.
- g. Bank signing authority to be signed over to President (Mills) and Treasurer (VanderToorn), with Black retaining signing authority as Vice President #2. Signing authority for past Board members Downey and Fitzpatrick to be removed. Lawrence to prepare letter to present to bank.

5. FRC Operations:

- a. Numerous boats and oars are reported to be stored outside the boathouse. Blais, Black, Mills, Durnford and Lawrence volunteer to visit the boathouse after Christmas to determine if any can be moved indoors for the winter. Steve Watson and Peter Seyffarth should be invited to provide advice.
- b. Motion for Human Resources Committee to be comprised of President (Mills), Vice President #1 (Durnford) and Vice President #2 (Black).**

**Motion carried
(4 in favour, 3 abstentions)**

- c. Motion to appoint Sturgeon to Disciplinary Committee, with remaining members to be selected from the greater community.**

**Motion carried
(unanimous)**

- d.** Discussion around formation of equipment committee.

6. Jennifer Fitzpatrick, Director of Partnerships and Sport Development for Rowing Canada Aviron, joins meeting to provide guidance to Board regarding sport governance, policies and procedures. Provided advice on following the Safe Sport movement, updating By-laws (every 4-5 years), and retaining legal advice from Sport Law Group (estimated \$1500-2000/year).

7. Motion for Sturgeon, on behalf of the Disciplinary Committee, to acknowledge receipt of recent complaints directly with complainants.

**Motion carried
(unanimous)**

8. Financial Report

a. Current YTD financials viewed.

b. Motion for VanderToorn to contact Teed, Saunders, and Doyle for a financial review. Will report to board with associated costs prior to engagement.

**Motion tabled
(unanimous)**

9. Discussion around communication with FRC membership via the website and newsletters, as well as holding the appropriate time for holding an information meeting in the New Year.

10. Date for Next Board Meeting: Sunday January 13th, 6:00 pm, Leo Hayes HS

11. Adjourn Meeting: **Motion to adjourn meeting at 10:15 pm.**

**Motion carried
(unanimous)**

Respectfully submitted,
Janice Lawrence