

Fredericton Rowing Club Board Meeting
Tuesday, January 22nd, 2019
Suite A, Sartain MacDonald Building
551 King Street, 6:00 pm

MINUTES

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

Regrets: Jason VanderToorn (arriving late)

Quorum Present?: Yes

Proceedings:

1. Meeting called to order at 6:15 pm by Chair, Jocelyne Mills.
2. Approval of Tentative Agenda: **Motion to approve minutes as appended.**
Motion carried
(6 in favour, 1 abstention)
3. Security: Discussion about clubhouse security (e.g. keys and codes) and electronic services (e.g. club email accounts and webpage). Lawrence to determine which accounts associated with @frederictonrowing.ca are currently active, and if any unused addresses can be assigned to new Board members.

(Vandertoorn joins meeting)

4. Governance: Discussion of working committees needing to be filled, and possible Board members to work on committees:
 - a. Discipline: Sturgeon (+ two external members from greater Fredericton community – already formed and working)
 - b. By-law review: Durnford & Boulerice
 - c. Equipment: Blais
 - d. Safety: Blais
 - e. Fundraising:
 - f. Team Manager:
 - g. Finance/Budget & Grant Writing: Durnford & Vandertoorn
 - h. Communication: Lawrence & Blais
 - i. Events: Blais
5. Communications:
 - a. Letter received from member. Receipt of letter acknowledged by Mills; member will be contacted for discussion (Mills and Durnford).

- b. Request for a General Meeting on Facebook. Communication strategy being developed to address general membership.
 - c. Posting of Board Meeting minutes to website. Lawrence will send Durnford minutes to review, and will contact Mike Casey to have approved minutes posted to FRC webpage.
 - d. Financial statements. Quarterly financials will be prepared and posted on the FRC webpages.
6. Financial Report: Looking into hiring a bookkeeper.
- a. **Motion to engage Nick Lawrence of Teed Saunders and Doyle to become current with tax filing, with approval of costs up to \$1000.**
Motion carried (unanimous)
 - b. Discussion around the preliminary financial estimates from the Treasurer and the Athletic Director's contract that outlines our financial obligations. There were a few points of concern:
 - i. It is challenging for a club with generated revenues of under \$48,000 to have one item fixed cost taking up most of that revenue, close to \$44,000. That is what the employee contract represents.
 - ii. It was noted that to finance the permanent position to the end of the fiscal will require utilizing the entirety of the PCEP grant this year, as opposed to over 4 years as previously planned (that is \$10,000 more than had been identified from that source in the budget).
 - iii. It does not seem fiscally prudent to rely on fundraising to support a permanent staff position on a multiyear basis.
 - iv. The 3-year, ca. \$120,000 contract was not discussed or approved by the entire Board, according to the past minutes.
 - v. There was no job advertisement or open competition.
 - vi. The position was financially tenuous. Input from Sport Law and Strategy Group is that the contract is very generous to the employee, generally, and more particularly for a club of the size and financial capacity of FRC. The conclusion from the Board was that FRC does not generate enough revenue to support the AD position now that PECP funds have been exhausted.
 - c. **Motion to invoke the 3-month termination clause, paragraph 2, page 4, of the Athletic Director's contract subject to a final financial report from the Treasurer within one week confirming the preliminary financial status of the club.**
Motion carried (unanimous)
7. Recruitment: We are missing opportunities such as Leo Hayes invitation to "Wellness Days".

8. Discipline: Process for filing complaints is being developed and current complaints are being reviewed by an independent party.
9. Adjourn Meeting: **Motion to adjourn meeting at 11:40 pm.**

**Motion carried
(unanimous)**

Respectfully submitted,
Janice Lawrence