

- The recent national team visit was discussed. Only four senior women attended. The transit strike was an issue in terms of allowing the athletes to get around without assistance. It was agreed that the club will extend an invitation to the team to come during the season.
- There was discussion of the March training camp. Siobhan was with the Rowing Canada camp in Sarasota, and they are interested in hosting the ORC. There is a masters club and a junior club, who we may be able to link up with our athletes. Siobhan reported that it is a great body of water, and the hotel rooms are very convenient, including suites with fridges etc, which is within walking distance of the club. It was agreed that there needs to be a minimum number of people in order to cover the cost of the trailer driving to Sarasota, which was approximated at \$2000. Traditionally, the athletes have covered all the costs associated with attending a camp, such that the club does not have to contribute any money. There will need to be a payment to the club in Sarasota for gas money and the use of their coach boats etc. In addition, chaperones will be needed for the juniors. There was discussion about the costs of the coaches being covered, and it was agreed that the cost of the coaches' hotel rooms will be covered, but they will have to pay their own transportation costs.
- In terms of the coaches conference in Montreal, the coaches will be reimbursed for the registration costs. Siobhan pointed out that it was originally agreed that \$3000 would be budgeted to cover the registration costs of 10 coaches, but as fewer coaches registered, she requested that the remainder of the budgeted amount be applied towards the hotel rooms of the coaches that are attending. It was agreed that \$100/coach would be covered for hotel rooms, and receipts are to be submitted.
- It is necessary to update the safety policy. We need to increase awareness of the policy and to enforce it, in particular developing meaningful consequences to failing to abide by the policy. Additionally, the safety equipment in the coach boats needs to be updated. In particular, the ORC needs to have policies that are in line with those of Row Ontario and the RCA, and with other comparable clubs. There was discussion about having available pouch lifejackets, as opposed to the ones that the club currently uses. It was agreed, to begin with, that everyone has to have a boating licence before they are allowed to drive a coach boat, and a photocopy of this licence has to be submitted to the club. It was agreed to strike a subcommittee to discuss safety, with a proposal to be put together by February 23 and presented at the AGM. The subcommittee will be comprised of Lana, John and an athlete representative (other than Julie, because the timing is not good for her).

- The adaptive athletes have requested a meeting to discuss the upcoming season, but Siobhan pointed out that it is necessary to find a coach first. Both Craig and Laurel have indicated that they are not coaching next year. It is necessary also to look at funding for infrastructure changes. Chris has provided information to the City, but has not received any response.
 - Siobhan identified the ORC athletes that have been funded by Ontario, and it was agreed to post this information on the website.
 - Roger has agreed to help with coach development. It is necessary to finalize the masters program in advance of the budget meeting.
3. VP Administration/Acting President: The AGM will be held March 1 from 1:00 to 4:00. Lana will speak with Kevin and Brett regarding using one of the high schools for the meeting. Chris will look into a room at Carleton.
- Chris will post on the website that nominations for the Wes Kuran award are due by February 15.
 - Audited statements are needed in order to support the Trillium grant application. Chris and Derek discussed the timing of this step. There was discussion of having a paid bookkeeper, whose job would be simply data entry in order to allow the treasurer to consider the direction of the budget etc, as opposed to spending their time entering data. SportAlliance sometimes provides access to inexpensive accounting services.
 - Chris will look at the registration form for ARL to consider whether it can be inputted directly into an Excel spreadsheet.
 - It was agreed that the refund policy will be addressed at the budget meeting.
 - The ORC received the high school rebate money from Row Ontario.
 - Siobhan indicated that she is running a RCA coaching clinic in April. The usual fee is \$200, but she has asked them to charge less.
 - There are a couple of positions on the executive that are open for election this year; there has been some interest in some positions.
 - There was discussion about storage for new singles. Chris will determine what is necessary in terms of meeting the requirements, if any, of the City. It was pointed out that it is necessary to balance basic issues such as safety etc versus infrastructure changes etc.

4. Athletes' Rep: Julie asked that a policy regarding boat allocation be posted.

The next meeting will be held February 5.

Meeting adjourned 7:30am

masters athletes training in the evenings. In summary, there are two areas of concern: (1) dock space; and (2) coaching. Mel is looking into improving the quality of the t-shirts, in order to encourage the t-shirts to be used after the ARL season has ended. Mel is going to discuss with Brian the possibility of an increase in fees for ARL, in light of the new t-shirts and the planned purchase of a couple of eights for use in the ARL program.

2. President: The Florida camp does not appear to be going ahead. There are no juniors going and Julie has not heard about anyone going.

- There was discussion of succession planning. There was agreement that help in the area of bookkeeping is a reasonable cost, given the amount of money that is passing through the club.
- It is necessary to post information about the AGM on the website two weeks in advance. Chantal will make the amendments voted upon last year at the AGM and Chris will post them on the website.
- The executive also discussed a proposal for naming a boat in the future.

3. Secretary: There have been no applicants for the Wes Kuran award, although the deadline is not until February 8.

4. Athletes' Rep: Julie had no business.

5. VP Recreational/Instructional: Andy had no business.

6. Treasurer: Derek presented the budget and the proposed fee schedule. There is insufficient money coming into the club, and the budget shows a deficit. There was discussion about how to address the deficit, particularly in the current economic climate.

Meeting adjourned 10:20pm

OTTAWA ROWING CLUB
Executive Meeting

When: March 12, 2009

Where: **Broccolini**

Who: Derek Howe Treasurer
Jennifer Shortall Secretary
Andy Hall Acting President and Vice-President Programs –
Recreational/ Instructional
Lana Burpee Registrar
Chris Masson Vice-President Programs – Competitive
Siobhan McLaughlin Head Coach
Julie Shearer Athletes' Rep

Absent: Mike Walker President
Chris Waddell Vice-President, Administration/Acting President

MINUTES OF MEETING

1. Approval of Agenda

Motion: Andy
Second: Chris

2, Review of records of last meetings

Motion: Lana
Second: Andy

3. Rackage Committee: Changes to policies

The issue of obtaining or keeping a rack spot was discussed. In the end a motion was put forth to use wording on the website that states the following:

Motion: One must be an active rowing member in order to be on wait list.

Motion: Lana

Second: Andy

It was also discussed that active rowing refers to individuals who have a permanent rack spot, row at minimum of 2x a week and fill out a log book when you leave and return from rowing.

There is a need for extra storage for singles. One idea that was brought up was to clean out the cage where the coach boats are stored and put the singles there with covers on.
TBD

4. Vice-President – Recreational and Instructional Programs

IN CAMERA: The executive considered a matter involving volunteers and reached a decision that may be reviewed at a later date.

Motion: Lana

Second: Chris

OUT OF CAMERA: Recreational regatta is on July 18 not July 19th

Someone needs to inform Donna about this change. Eric Aubin is working on obtaining sanction.

Youth Camp: 2 instructors interested in returning.

Action Item: Andy to consult with Siobhan and Brian regarding the performance of last years instructors prior to hiring.

If someone requests a refund they will receive ½ of their fee back. For example: full fee minus admin fee (\$100) and RCA fees so one will lose approximately ½ your fee.

Action Item: Siobhan and Andy to discuss whether or not to post **LEARN TO ROW** coach request on ORC website

ARL Issue: Mel and Brian have requested that there be no competitive rowing on Tuesday and Thursday during ARL season. The Head Coach has agreed to Thursday but not Tuesday but will look into altering timing of the practice to work around ARL rowers.

The request was also put forth for competitive rowers to help with ARL coaching. As it stands now, the division of coaching may run as follows:

Rec rowers any time, Masters on Wednesday and Competitive on Thursday

It was suggested that every competitive athlete commit to volunteering for 8 ARL practices. Siobhan will send out email to comps seeking volunteers

Requests have been coming into the Registrar for private rowing lessons. The discussion was held as to whether or not the Club could allow this to occur. A final decision was deferred until a later date.

5. Head coach business

June 6 is not a workable date for the High school Regatta. The reason for this is that Ottawa-Carleton schools are not allowed any field trips 2 weeks before exams. The only crew that is able to participate is Ashbury College. An alternate date that was suggested was May 23.

Action Item: Siobhan and Kevin **Gilmour** to discuss this issue and come up with alternative dates.

Below is a list of the regattas for this year and next. Note that next year Montreal will be moving to May 23 which will make moving the Ottawa regatta very difficult.

2009	2010
May 2, 2009 Kingston Regatta	May 2 Kingston
May 9 Brockville	May 9 Brockville
May 16 Montreal/Welland (next year Montreal will move AND ERAs occur here)	May 16 Welland
May 23	May 23 Montreal
May 30 CSSRA	May 30 CSSRA
June 6 Ottawa	June 6 Ottawa

Coaching requirements: There is a need to find coaches for all the programs.

Meetings: The last week of March was suggested as a possible time to meet with high school coaches.

Coxies: Fiona is going to run a coxie clinic for high school coxes.

Brian would like all coaches take a course on coach boat rules

Motion: Coaches honorarium: The Head Coach requested that some of the coaches honorarium be given to her to use at her discretion for things such as coaches development i.e. reimbursement for individuals (up to 10 coaches) taking the coaching clinic in April.

Motion: Andy
Second: Derek

Ordering new equipment: Siobhan has requested a date when she can **begin** ordering new equipment. Date is still to be determined.

Motion: University of Ottawa is interested in buying a set of 8 oars if the club agrees to match half. Exec agreed to this idea.

Motion: Andy
Second: Julie

Derek has applied to the Senators fund for the truck.

There will be a Masters meeting on Sunday, March 15 at 11 a.m. Scott Curda will be coaching it.

Andy and Siobhan will talk about **competitive athletes' participation in rec and learn to row programs.**

Member of Men's National Eight to visit Ottawa: Siobhan mentioned that Adam Kreek will be in Ottawa giving a talk at Glebe Collegiate on May 19.

Action Item: ORC would like to see if they can either a) get him to the club for a 4 p.m. talk or pay to have him stay over and talk the next day.

Safety of the boats on dry land and on the water:

There is a need again this year for all rowers (competitive, rec, learn to row, ARL) to be mindful of boats when carrying them down to the dock, putting them in the water and while in the water at the dock when waves come up. A number of boats were damaged this year and we would like to cut it down.

6. Registrar Business

Safety working group has been convened and are looking through the various documents related to safety and examples from other boathouses as well as first aid for coaches. On the working group are Lana, Siobhan, Scott, Peter Thompson, Deirdre. Julie expressed an interest in the group and Lana will forward her information via email.

7. President's Business

Mike Walker is returning as President in June 2009.

Motion: Request for Andy Hall and **Chris** Waddell to continue sharing **Acting** President duties until Mike returns to Canada.

Motion: Julie

Second: Lana

Chris Waddell reported that he has already booked hotels, condos and buses for various regattas.

8. Vice-President – Administration

First gas tax refund has been received, \$425.

Doors Open Ottawa will happen on June 6-7.

What works for the club opening date? Possibly April 6 but Chris will talk with Brian to finalize a date.

The ORC Open house may occur on April 25 but it needs to be verified with Chris.

Peter Thompson has written to the NCC as a parent of a rower to point out that the driveway has a very sharp turn at the top which makes it difficult to see people coming down and is very dangerous. NCC will look into it and indicated that with their current/future expansion going on up there it would be no problem to roll the driveway into their plan and simply extend it.

He has also requested **permission to remove the waste beside the compound as a completion of the original construction of the new boathouse.**

9. Secretary's business

Nothing this meeting

10. Treasurer's Business

Siobhan would like to see contract extended. Secretary to provide it to Derek

A request was made and approved to remove the line item: recreation cox in the next budget and simply have competitive and high school coxies. Coxies for the recreational program will either come from the crews themselves or individuals who have paid competitive and are available.

It was suggested that in 2010 the club may have to look at 3 yr plan for fees.

11. Athlete Representative

ORC EXEC MEETING – MARCH 12, 2009

Julie has made the comment that she would not support a return to current training location, Carleton University, unless major changes were made to ventilation.

12. VP Competitive Programs

Nothing this meeting

13. New Business

In camera: The executive considered an issue regarding boat storage.

14. Next Meeting – Tuesday, March 31 at 7 p.m. location to be determined.

15. Close of meeting

Motion: Julie

Second: Lana

Meeting adjourned at 10:30 p.m.

OTTAWA ROWING CLUB
Executive Meeting

When: March 31, 2009

Where: **Chris Waddell's house**

Who:

Mike Walker	President
Chris Waddell	Vice-President, Administration / Acting President
Derek Howe	Treasurer
Jennifer Shortall	Secretary
Andy Hall	Acting President and Vice-President Programs – Recreational/ Instructional
Lana Burpee	Registrar
Chris Masson	Vice-President Programs – Competitive
Siobhan McLaughlin	Head Coach
Julie Shearer	Athletes' Rep
Brian Adams	Club Manager

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris W

Second: Andy

2. Review of records of last meeting

Approved with changes

Motion: Lana

Second: Andy

3. President's Business

A motion was made to extend the acting President roles for both Chris Waddell (April 1-May 15) and Andy Hall (May 16- end of June) until Mike Walker returns to Canada.

Motion: Mike
Second: Derek

4. Registrar

There was an excellent response to the email reminders sent out to members regarding rack fees. Two spots opened up which can now be given to people on the waiting list. There have been a number of enquiries into Learn to Row and ARL. Currently the numbers seem to be low for ARL but the deadline still has not been met.

Brian Adams said that there is a boat being stored upstairs without payment that needs to be dealt with fairly soon. Derek has agreed to call the individual and talk to them about the status of the boat.

Action Items:

- Brian will look into the cost of putting a movable rack for single sculls in the 1st bay as well as the cost for putting up netting and/or a pen along the side of the old boat house.
- Lana will send an email to ask individuals if they would have issues with the storing of their boats outside or on a movable rack.

5. Vice President Administration

The City of Ottawa and the NCC have discussed the Sussex redesign which will have an impact on the Club, i.e. the entrance from Sussex but no dates have been set.

Club dates:

Club Open: April 6
Black docks in: April 14 weather permitting
Docks in: April 18
Open House and Highschool Ergatta: April 25

There will be an athletes meeting before the open house. Wes Kuran award nominees will be discussed.

Dock needs to be repaired and current cost is approximately \$3000.
For the new season the coach boats will be launched from the dry dock section rather than the main boat dock.

There are 4-5 sets of spoons upstairs and they will be put on the web for selling.
Ottawa U has decided against buying a set of 8 oars.

Safety Jackets: Put required number of jackets into a hockey bag for each coach boat with cone and safety kit.

Coach boats: Repairs required on ~4 of the 13 due to leaking.

Daytime programs: Learn to row, if there is demand for this type of instruction the club will offer it.

Action Item: Andy and Chris will print up flyers outlining a month long session to start in June, cost TBD.

6. Vice-President - Recreational and Instructional Programs

ARL stands at approximately 80 members. There are 32 people interested in coaching with 10 committed but there is a need for more.

Youth camp: Matt and Andrea will be returning to manage/coach the program.

There will be a boat license course May 30 for all ARL coaches (and others interested).

First aid training needs to be done again. (Date to be TBD.)

Action Item: Lana to look at when the City of Ottawa will be offering it so that Brian and Siobhan can take it.

7. Vice-President – Competitive Programs

High school regatta will take place on June 6.

Action Item:

Email to be sent to schools in Brockville, Kingston, Belleville and Ottawa to make sure that all can make June 6.

Outlined discussions both Head Coach and VP Competitive programs had with respect to the direction of the competitive program. Our aim to develop confidence in our rower's so they believe they can be competitive with any other program in Canada and North America.

We are still recruiting coaches to round out the competitive program. There is a definite need to recruit and develop more coaches in our program.

Presented competitive program budget which includes Coaches Honoaria and Coach Development funding.

8. Head Coach business

The safety policy is being updated. There will be a First Aid course on May 2 (4hr non certification) and there will also be a CPR certification course but dates to be determined. As indicated earlier there will be a coxie clinic on April 25.

There was a good turn out for the Master's meeting. Scott Curda will be coaching as well as Lyndsay Moore.

Tuesday, April 7 there will be a meeting of the men's masters 8.

Safety Working Group: Working on a draft policy and it should be ready by the time rowers head out onto the water. Brian will be joining this group.

9. Athlete's Representative

Julie has proposed the idea of offering physiotherapy hours at the club. There was interest in this offer but the following items need to be looked into:

- contract for Julie
- legal aspects
- Julie would have to step down as athlete's representative due to conflict of interest

10. Secretary's business

Nothing this meeting

11. Treasurer's Business

The club will be buying three 8's. One has been reserved and there are three additional options.

Motion: approve the purchase of the Hudson 8 2003.

Motion: Derek

Second: Andy

Motion: Regarding the coxed four pay 1/2 of it now and 1/2 of it at a later date.

Motion: Chris

Second: Lana

It was brought up that the Board must be aware that the club does not go over board regarding the buying of boats ahead of schedule, i.e. must follow the boat purchasing plan.

ORC EXEC MEETING – MARCH 31, 2009

Derek has expressed an interest in seeing more expense sheets regarding the Interpretive Centre.

13. New Business

A note of appreciation given to Chris M and Andy for sending out information to the Exec in advance of the meeting as it helped to eliminate unnecessary discussion.

14. Next Meeting – Wednesday, April 15 6:30 location to be determined.

15. Close of meeting

Motion: Lana

Second: Chris

Meeting adjourned at 9:30 p.m.

OTTAWA ROWING CLUB
Executive Meeting

When: April 15, 2009

Where: **Chris Waddell's house**

Who:

Chris Waddell	Vice-President, Administration / Acting President
Derek Howe	Treasurer
Jennifer Shortall	Secretary
Andy Hall	Acting President and Vice-President Programs – Recreational/ Instructional
Lana Burpee	Registrar
Chris Masson	Vice-President Programs – Competitive
Siobhan McLaughlin	Head Coach
Julie Shearer	Athletes' Rep

MINUTES OF MEETING

1. Approval of Agenda

Motion:

Second:

2. Review of records of last meeting

Motion:

Second:

3. President's Business

4. Registrar

- 100% of rackage registrations and fees received meeting April 1 deadline
- 2 rack occupants have permanently given up their racks; racks have been allocated to wait list; new permanent rack occupants have registered and paid
- Wait list is being canvassed regarding outdoor storage for singles
- Strong queries about Learn to Row and Adult Rowing League

5. Vice President Administration

Docks - construction is continuing at the club - cost will be about \$4000

- we are on schedule for docks in the water starting at 8:00 am on Saturday April 18 - will need \$800 for the crane operator (may not need all that but could take longer than in past years)
- Volunteers needed for Saturday =will post on web site

Trucks - small truck as a crack in the intake manifold - cost to repair about \$800 but first we are going to try to seal it and if that works we'll be OK - both trucks are ready for the season

Trailers - small one had safety check and repairs - cost \$1300 but now in great shape - big trailer getting safety check today

ERG - One monitor is broken - head coach to check

Coach boats - We have 13 boats and 12 motors almost ready to go - we are still missing one boat for a long shat motor

Old eights - We will soon have three eights for sale – Need to look at possibility of posting them on the website

Gasoline - As of this afternoon waiting for callback from gasoline for delivery

Water - Will be turned on Friday or Monday - two portable toilets on site

6. Vice-President - Recreational and Instructional Programs

Mini-Dynamic Youth Replacement

Elizabeth Wynwood Alternative School formerly of our Dynamic Youth program has raised some money to run a two day rowing experience for their kids (15-20). Their preferred dates are May 22nd, 23rd or June 2nd and 3rd. ORC to suggest June dates as there is a greater chance of better weather. Cost: \$40.00 per kid We will have to register the kids as sport rowers with RCA and RO.

Recreational Program Coaching

Mr. Tang has volunteered to coach Monday and Wednesday nights. Sundays will be an opportunity to draw on some of our former coaches which will now be rowing as masters on Monday and Wednesday nights and some competitive athletes. In order to have a two coach minimum per session there is a need for 8 shifts per month to be filled by new coaches and a few of the returning non-masters coaches.

NCC Walk Around

Peter Thompson has arranged a walk around of the club property for 1:30pm on Friday, April 24th. Ivana Copelli from the NCC and her group will attend along with Peter and myself.

7. Vice-President – Competitive Programs

High school regatta will take place on June 6.

Search is still on for Men's coach.

RCA coaching clinic taking place this weekend and a number of the participants have approached Head Coach about subsidies.

8. Head Coach business

9. Athlete's Representative

Julie submitted a proposal to provide physiotherapy services at a reduced rate at the ORC on Tuesday and Thursdays from 10 a.m. – 3 p.m.

Motion: To accept the proposal submitted by Julie Shearer to offer physiotherapy services to club members at a reduced rate.

Motion:

Second:

10. Secretary's business

Nothing this meeting

11. Treasurer's Business

12. New Business

13. Next Meeting – Tuesday, April 28 6:30 at the club.

14. Close of meeting

Meeting ended at 9:30

OTTAWA ROWING CLUB
Executive Meeting

When: April 28, 2009

Where: ORC

Who:

Chris Waddell	Vice-President, Administration / Acting President
Jennifer Shortall	Secretary
Andy Hall	Acting President and Vice-President Programs – Recreational/ Instructional
Chris Masson	Vice-President Programs – Competitive
Siobhan McLaughlin	Head Coach

Missing:

Derek Howe	Treasurer
Lana Burpee	Registrar
Julie Shearer	Atheletes' Rep
Mike Walker	President

Since there was not a quorum of voting members of the Executive Committee, the members in attendance carried on with the meeting with decisions to be ratified as necessary at the next Executive Committee meeting.

MINUTES OF MEETING

1. Approval of Agenda

Motion: Andy

Second: Chris M

2. Review of records of last meeting

Deferred until final meetings as minutes were not provided.

3. Vice-President - Recreational and Instructional Programs

Two of the three new 8's are in the boathouse. The third will arrive once it is finished. We now have three full time recreational coaches; Greg Brown on Sunday, Mr. Tang Monday and Wednesday evenings, Cliff Monday and Wednesday evenings. (Note: Andy to talk to Cliff about his membership due to the move to recreational coaching)

Youth Camp: Matt Waddell and Andrea will be the camp counselors and will start one week apart. They will be going to the local high schools to encourage participation. Should there be anywhere from 18-20 participants the club will look into hiring one more counselor.

ACTION ITEM: Andy to sit down with Siobhan to discuss structure of the camp.

ARL has obtained a good number of coaches.

4. Registrar

Need to ensure that there are aluminium blankets and whistles in coach boat bags. Numbers for the competitive program are on track, LTR and ARL not fully up to last year's numbers. Highschool numbers are lower than previous years.

ORC safety policy has been posted on the website and conveyed to all members.

5. Vice-President – Competitive Programs

ACTION ITEM:

- 1. At the next meeting discuss the idea of purchasing 3-4 new singles and blades as well as two sets of 10 sweep oar pairs, most likely Fluid design.**
2. Chris M to look into costing the price of the above items both new and used. The information will then be provided to the Exec and Treasurer for decisions.
3. Chris W will talk to Kevin about getting a coordinator for the Highschool Regatta.

The Head Coach, Siobhan would like her yearly performance evaluation conducted.

The brochure for the Highschool Regatta should be distributed.
Brockville to receive an email re: June 6 regatta.

Chris M is the coach for the adaptive rowing program which began on April 28.

6. Head Coach business

Competitive numbers are good and the teams are quite strong. Highschool ergatta went very well especially with new format. Suggestion was made that coaches may want to compare scores/times from this year and last year. This may help in determining the benefits for dryland training and improved skills.

It has been brought to the Club's attention that rowers who are home schooled can not race in the Highschool regatta. They can not be certified. Suggestion was made that

the ORC may want to write a letter on the rower's behalf and see if that will assist them in getting approval to race.

Decision was taken to order club uniforms from Row West instead of Regatta Sport this year. Last year orders from Regatta Sport were late in arriving.

Siobhan to attend Row Ontario/Sport Alliance conference/workshop on identifying and nurturing athletic talent in Highschool students.

Two University of Ottawa student sports psychologists will be doing some work at the work in order to complete the requirements of their program. Siobhan will talk with them and set out a program that will benefit everyone.

There has been interest shown in someone other than Julie Shearer being the athletic representative. Julie will not be running again this year in order to offer her services as a physiotherapist at the club.

7. Vice President Administration

The Chevrolet Truck is going to have a very high repair bill and there is concern that the Club may have to simply replace rather than repair the truck.

ACTION ITEM: To be discussed at next meeting.

NCC to come to the Club on Thursday, April 30 to talk with Peter and we may want to talk about replacing historic steps behind interpretative centre.

City of Ottawa is also coming sometime this week to look at fill at side of the boathouse.

ACTION ITEM:

1. Need to find a new coordinator for Interpretative Centre as Donna will not be continuing after this year.

2. Chris W to reserve hotel room in Monday for the Friday night as well as July 3-4 for Montreal regatta.

3. Need to look at how to deal with athlete infractions. What is considered a major and a minor infraction?

8. Athlete's Representative

Nothing at this meeting.

9. Secretary's business

Will get last week's minutes out for comment.

10. Treasurer's Business

Nothing at this meeting.

11. New Business

ACTION ITEM:

- 1. Discuss the issue of coach boats and motors. One boat to be replaced and fix approximately two others but there are not enough motors.**
- 2. Docks and footings need to be repaired.**
- 3. Graffiti to be removed from ORC sign.**
- 4. Chris W to put information on parking up on Club website**

12. Next Meeting – Tuesday, May 12 6:30 at the club.

13. Close of meeting

Motion: Andy

Second: Chris M

Meeting ended at 7:30

OTTAWA ROWING CLUB
Executive Meeting

When: June 10, 2009

Where: **ORC**

Who:

Chris Waddell	Vice-President, Administration / Acting President
Jennifer Shortall	Secretary
Andy Hall	Acting President and Vice-President Programs – Recreational/ Instructional
Chris Masson	Vice-President Programs – Competitive
Derek Howe	Treasurer
Elia Macaluso	Athlete's Rep

Missing:

Lana Burpee	Registrar
Mike Walker	President
Siobhan McLaughlin	Head Coach

MINUTES OF MEETING

1. Approval of Agenda

Motion: Andy

Second: Chris M

2. Review of records of last meeting

Deferred until next meeting.

3. President business

Mike Walker will be back at the end of June beginning of July.

4. Registrar

The club is currently ahead on numbers for summer camps, almost double that of last year. Numbers are looking very good for the other programs as well as we are almost at or exceeding the numbers from last year.

There was also a discussion on the Learn To Row Survey.

5. Vice-President Administration

The High School Regatta was well attended by rowers, family and the public. It also ran on time. Appreciation to Elia and his volunteers for coordinating people was given. The presence of the HCMS zodiac was very useful and the Club should look into having it present next year.

There was a discussion about hiring an additional individual to assist the Club Manager with things around the club. This person would work approximately 20 hrs a week on items such as boathouse clean up, yard work, interpretative centre and additional items as needed.

MOTION:

Hire someone for 20 hrs a week until the end of August.

Motion: Chris Waddell

Second: Andy H

It was discussed whether or not there is enough money to accommodate the travel of all athletes to summer regattas. It is a large program and there may be too many rowers for the amount sent aside for this item. This needs to be discussed with the Head Coach.

The dirt around the boathouse has been found to be mildly contaminated and therefore cannot be disposed of in clean fill areas. There is a need to find another area to put it.

In addition, the wood can only be disposed of within the contamination area i.e. Ottawa due to an insect infestation.

The dirt and wood issue needs to be resolved before September 1, 2009 when the excavation crews are gone from the lot and can no longer provide assistance.

6. Vice-President - Recreational and Instructional Programs

ARL has a lot of new members which hopefully will translate into new Rec members afterwards.

Learn to row numbers are exceeding previous numbers.

Recreation rowing has three coaches: Greg/Cliff and Mr. Tang as well as Martin Rowland as needed.

The Montreal Regatta may not occur. It is still to be determined.

Burnstown Regatta: The ORC is helping them to find officials in order to make it a sanctioned event. Eric Aubin is talking with Wes Kuran about these steps.

Action Item:

- 1. At the next meeting, Andy, Chris and Siobhan discuss the formal purchase of the Hudson 8.**
- 2. The Youth Camp members will go through each 8 every practice to ensure that all nuts and bolts are tight and nothing is broken. Anything found out of place will be reported to Club Manager / Head Coach immediately.**

7. Vice-President – Competitive Programs

There were a number of medalists at the CCSRA.

There results were not as good in the adaptive program as they should have been.

There will be a second camp in Montreal as of July 5.

There is request that the competitive fours will be turned into quads. There is not as much support for this as many feel that competitive men need to sweep so why focus on sculling?

VP would like to see the competitive rowers start to take more ownership of their program and boats. This would hopefully see a rise in taking care of the boats no matter what they are rowing.

The Head Coach (Siobhan) will be working with Pierre La Fontaine as a mentor over the summer.

The deadline for Henley registration is June 23, 2009 which Lana Burpee is coordinating. Derek will look into the deadline for Head of the Charles.

A number of competitive rowers will be attending US Nationals in Princeton June 24-27. Brian will drive the trailer down.

Peter Burpee has expressed an interest in helping to organize the Head of the Rideau.

All emails that require responses from the competitive side of the club are to be sent to Chris Masson. The Head Coach should not be receiving emails from members not able to practice or individuals wishing info on the programs.

8. Head Coach business

No information

9. Athlete's representative

There is a need for coaches to allocate boats as well as blades to rowers.

10. Secretary's business

There is a need for more lifejackets to be found for rowers who go out in sculls or fours without a coach.

11. Treasurer's Business

Rob Borax contacted the club to see if we would be willing to donate boats to a new club north of Toronto. ORC will see if the new club would be interested /able to do multiple payments.

MOTION:

If by the end of June 2009, no one buys the 8, Derek will approach Row Ontario for recommendations on club who would be interested in acquiring this boat.

Motion: Chris Waddell

Second: Andy Hall

Elmwood School has a coxed stern 4 that may be brought to the club. Derek will discuss it with the school and find a way to bring the boat down to the club.

12. New Business

A request was made whether or not there were decreased rates for high level athletes who do not make the national team and wish to come to Ottawa to train over the summer. Answer: Yes, the cost would be between \$250 – 350. All requests for this should be sent to Chris Masson.

The Head Coach (Siobhan) will be creating a coach mentor training plan to train “up and coming” coaches.

There will be a need for a new boat trailer so research should begin immediately.

13. Next Meeting – Wednesday, June 24, 2009 at the Club.

14. Close of meeting

Motion: Andy

Second: Chris M

Meeting ended at 8:30

OTTAWA ROWING CLUB
Executive Meeting

When: June 24, 2009

Where: **ORC**

Who: Mike Walker President
Chris Waddell Vice-President, Administration
Jennifer Shortall Secretary
Chris Masson Vice-President Programs – Competitive
Lana Burpee Registrar

Missing: Derek Howe Treasurer
Andy Hall Vice-President Programs – Recreational/
Instructional
Siobhan McLaughlin Head Coach

MINUTES OF MEETING

1. Approval of Agenda

Motion: Lana

Second: Chris M

2. Review of records of last meeting

Motion: Chris Waddell

Second: Chris Masson

3. President

Mike Walker has returned to Ottawa and will resume ORC Exec President duties.

4. Vice-President - Recreational and Instructional Programs

Work is progressing on the Recreational Regatta taking place on July 18, 2009 at the Club. The sanction information has come in from Row Ontario. Red Cross staff will be participating at the Regatta. The regatta is scheduled to start around 8 a.m. and finish around 3 p.m.

Action item: It is felt that 3 p.m. is too late and Chris Waddell will speak with the Rec. Coordinator about finishing around 1 p.m. like previous years.

The Learn-To –Row survey is obtaining very positive results. The one challenge is that many participants would like to have information provided to them in a different manner. Most of the participants are adults and learn in a different manner than children.

Action Item: Someone will be sitting down with the LTR coach to show them the Journey 1,2,3 book. This book will be the basis for all future coaching.

5. Registrar

Numbers are higher than the Club had originally budgeted for this year.

Henley regatta registrations were completed on time and this is in part to the good work of the coaches.

The Exec received a request from Claude Saunders daughter. He has passed away and had in his possession a number of rowing memorabilia. His daughter is going to be donating most of it to a museum in St. Catharines and wanted to know if the ORC wanted any of it. The Exec has decided that they will accept the ORC related items but donate them back to the daughter to put in the Museum under the title of `donated by the ORC`

Motion: The Secretary (Jennifer Shortall) will respond to Claude Saunders daughter and let her know the Exec's decision. The ORC will request a detailed list or photograph of the items.

Motion: Chris Waddell

Second: Mike Walker

6. Vice-President – Competitive Programs

There is a need for a formal boat allocation for the competitive crews. This will help with rowers taking more ownership of their boats and blades.

As the Club looks to next year's budget the Head Coach must draft a full budget with all of the requests in advance and go through it with the VP Competitive Programs.

Due to the high numbers of competitive rowers the comment was made the club look at capping the numbers on the programs. No decision made yet but should be looked at again.

A request was made to buy `stroke coaches`. This was agreed to however the request has been made that these be sold off at the end of the season and that rowers buy their own in the future.

VP Competitive Programs will speak to both Ottawa U and Carleton about a possible partnership and funding for the upcoming year. Currently Carleton is looking at the possibility of making rowing a varsity sport. No word yet on whether or not Ottawa will follow the same route.

VP Competitive Prog met with all of the coaches and stressed the need to look after the boats, clean them and treat them accordingly.

Kate will be the Junior Women's coach with help from Rob Park.
Cliff will be coaching university in the fall.

The Adaptive program is getting two more athletes. They are individuals from the military and one has previous high school rowing experience. They are part of the military's `Soldier On program.

Action Item: Head Coach to create a list that can be updated as needed. Chris W to speak with Head Coach about this item.

Head Coach survey to be discussed at the next meeting. Prior to this the President and VP Competitive Programs will meet to go through it and finalize it before bringing it to the Exec.

7. Head Coach business

The ORC has 4 athletes going to the Canada Games in PEI this summer.

ERA entries were due Sunday, June 28.

Competitive programs are moving along quite well and medals are a distinct possibility in a number of categories.

8. Vice President Administration

Canada Day festivities will begin at 5 p.m. There is a need for volunteers to help clean the club after the festivities as there is a wedding at the Club on July 2.

Dillon Dodge hired for 20 hrs a week.

Youth wage supplement application has been submitted.

Montreal ERA: bus for 56 people has been reserved (40 juniors).

Henley: Rooms for 100 have been reserved and for this year it looks like all will be used by the club.

Coach boat motors are being misused and problems not reported. There is a need to improve the use of the motors to cut down on the wear and tear.

9. Athlete's Representative

Nothing at this meeting.

10. Secretary's business

Nothing at this meeting.

11. Treasurer's Business

Nothing at this meeting.

12. New Business

Mike Walker participated in a rowing camp in Tuscany, Italy at the Club Canottieri San Miniato. <http://www.canottierisanminiato.it/>

They would like to be a sister club to the ORC. This was presented to the Exec and accepted.

Motion: Chris Waddell

Second: Chris Masson

ARL: The various sponsors for ARL are being invited to the club on July 16 to watch the races. Mike Walker will bring his boat to accommodate the sponsors and bring them out on the water to watch the races.

Regarding ARL, the Club does not have any items that can be given out to VIPs as thank yous.

Motion: The Exec would like the Club to buy a box of Headsweat Hats with the Club Logo on them for VIPs. The Secretary (Jennifer Shortall) to look into the pricing of such a request.

Motion: Lana

Second: Chris Waddell

Chris Masson has received a request from McGill (Andrew Howard) to buy the Darwin.

Action Item: This item to be put on next meeting's agenda to discuss.

13. Next Meeting – Tuesday, July 7 6:30 at the club.

14. Close of meeting

Motion: Chris W

Second: Chris M

Meeting ended at 8:30

**MINUTES OF THE OTTAWA ROWING CLUB
EXECUTIVE COMMITTEE MEETING 7 JULY 2009**

Attendance:

Mike Walker	President
Chris Waddell	VP Administration
Chris Masson	VP Competitive
Andy Hall	VP Recreational and Instructional Programs
Lana Burpee	Registrar
Derek Howe	Treasurer
Elia Macaluso	Athlete's Representative
Siobhan McLaughlin	Head Coach

Absent:

Chris Masson	VP Competitive
Jennifer Shortall	Secretary

1. Adoption of Agenda

Moved by Andy Hall and Seconded by Lana Burpee: That the agenda for the meeting be adopted. Carried.

2. Record of Previous Meeting

Moved by Derek Howe and seconded by Lana Burpee: That the record of the meeting of June 24, 2009 be approved with the two noted amendments.

3. Business Arising from the Minutes

Sale of the "Darwin" (Empacher hwt 8+) was discussed, as there had been interest from McGill University to buy the boat. It was the consensus of the Executive that this would not be a cost effective move, since the money we could get for the "Darwin" was not much more than we would have to spend on a decent used 8+ such as those purchased this year, and that we should encourage greater use of the boat.

Derek will be following up with Elmwood Collegiate on getting their sternloader 4+ back to the club and to encourage their participation in the High School rowing program.

A donor has offered to cover 2/3 the cost of a 1X, 2X and 4X. Executive concerns revolve around conditions of use and whether these boats fit into our acquisition program and overall

needs, plus whether we can afford the other 1/3 cost after this year's boat acquisitions. Siobhan to follow up.

4. President's Business

Canada Day Postmortem. Once again the event was a social success for the club. However, there was some confusion over site security and access during the event as a result of some vigorous interpretation of safety rules by an Ottawa Police Service officer. As a result, it became apparent that with the large number of members and guests using the club property the evening of Canada Day, we will have to be more proactive in ensuring safety and alcohol rules are followed at the event. Next year we will endeavour to hire private security to help monitor site access and ensure there are no alcohol infractions on site by members and guests. We will also ensure that the safety perimeter for the fireworks is clarified with the NCC and if there are fire safety concerns for our property, that they are brought up with the Ottawa Fire Department.

Service Award. Brian Storosko and Mel Bryce will be stepping down after many years of organizing the Adult Rowing League. Mike suggested that we give them the club Service Award this year and that we award it early so it can be presented at the ARL wrap up in July.

Moved by Chris Waddell, seconded by Andy Hall: That Brian Storosko and Melanie Bryce be awarded the Service Award for 2009. Carried unanimously. Andy Hall will present the award on behalf of the President at the ARL final race night on July 24.

5. Athlete's Representative

Elia brought up the issue of boat allocation. Siobhan explained her method for allocating boats through the coaches and the Executive supported continuing with this. Heavy usage of the boats is also an issue, both limiting access and causing more wear and tear than we have seen in the past few years. This can be alleviated by higher membership numbers bringing greater revenue to maintain and acquire boats.

6. Treasurer

Derek suggested we decide at this point what to do about naming three new boats (8+, 8+ and 4+). Consensus revolved around naming them after Penny Harfield and Cynthia Herman (longtime volunteers, executive members and RCA Umpires) and Donna Makin (longtime volunteer, executive member and manager of the Boathouse rental program).

Moved by Derek Howe, seconded by Lana Burpee: That the three new crew boats be named after Penny Harfield, Cynthia Herman and Donna Makin. Carried unanimously.

7. VP Recreation and Instructional

There will be an invitation sent to ARL sponsors to the race night on 16 July. Mike will bring his motorboat to take sponsors on the river to watch races.

The Recreational Regatta organization is well along and we anticipate a successful regatta on 18 July.

8. VP Competitive

Chris had sent a proposal on revamping the coaching program and it was decided to deal with it at a special meeting later this summer.

9. Head Coach

Siobhan will be meeting the student organizers of the PD Ross race. They wish to have it on the Rideau Canal this year and are securing permissions. The ORC will not be the sponsoring organization for the social portion, particularly any “beer garden” type activities, but the competition will be sanctioned by RCA through the club.

Boat and blade rentals to QC and ON respectively for Canada Summer Games was discussed and supported, on the condition that the equipment be returned in their original condition or replaced.

Dawson College is interested in the three Kaschper 8+ (subsequently sold to Dawson late July).

Henley send off party to be 29 July.

10. VP Administration

We will need two new coach boats, as a couple are beyond repair. Brian to look for best deals.

We have received another \$2/hour subsidy for a student summer employee.

Travel plans to RowOntario championships and Henley were outlined.

There will be a meeting Friday 10 July with the Rideau Valley Conservation Authority and the City of Ottawa over the fill removal next to the new boathouse.

11. New Business

Umpires have requested dedicated megaphones. This is important for supervising the safety of our athletes at club regattas and races.

Moved by Derek Howe, seconded by Chris Waddell, that the ORC purchase six megaphones to be held for the sole use of umpires and safety officials at club regattas. Carried.

ORC Exec Meeting: July 7, 2009

12. **Next Meeting** 21 July 2009, 1830 hrs at the Boathouse.

13. **Meeting Adjourned 2030 hrs.** Moved by Lana Burpee, seconded by Andy Hall, that the meeting be adjourned.

Attendance:

Mike Walker	President
Chris Waddell	VP Administration
Chris Masson	VP Competitive
Lana Burpee	Registrar
Andy Hall	VP Recreational and Instructional Programs
Jennifer Shortall	Secretary
Elia Macaluso	Athlete's Representative
Siobhan McLaughlin	Head Coach
Derek Howe	Treasurer

1. VP Recreational and instructional programs:

The **Recreational Regatta** went off very well. There was a great turn out from other clubs and the ORC brought in \$1540 in registration fees. Congratulations were given to Eric Aubin for his organizing it.

For next year there is a need to have greater communication with umpires and ensure that they are able to be heard by all on the water. Possibly use walkie talkies. There was an issue with some umpires.

The White Mischief is being repaired after being damaged during the regatta.

Youth Camp: A young person was hit with the ball in the head and fell down during one of the camps. Although most of the appropriate procedures were followed there was no follow up. There needs to be a talk with all coaches to ensure that everyone knows the rules for injuries on club site.

Last **ARL** night was held that week. There is a need for more competitive help as many of the volunteers did not turn up last week. There was a request for Andy to submit an exact number so that the head coach could ensure they are all there. There is also a need to look at a possible new format to improve numbers during this time.

Head of Rideau:

On September 1 the Rideau Canoe Club is being massively renovated in order to build a new more improved club. There will be no water, hydro, parking or washrooms. For the regatta there will be a need for portable washrooms and a tent. ORC will need to bring the black docks from the club.

We have a call into Parks Canada to request permission
RCC will rent coach boats if we want but no idea of the cost.
Kevin Gilmour is helping Peter Burpee organize the event.

ORC Exec Meeting: July 21

Ronan racing: A discussion was held to discuss the possibility of using this organization to set up registration for regattas, such as Head of Rideau. There would be a 2.6% on top of each registration. Last year there 261 boats registered at ~\$7-800 20 (singles) 25 (doubles) 40 (fours) 55 (eights) last year prices to use new company would have to go up somewhat
They can report on money that universities would have paid and then we can use it as our contribution to the uni clubs

Motion: to have Peter ask company for proposal and cost of credit card and the Exec will then decide how to proceed.

Motion: Chris M

Second: Andy H

2. Registrar

With the White Mischief damaged it is not being used by the adaptive program: Kevin Frost looked into whether or not funds from Canada Paralympics could be used to fix it. The response was that money could only be given to fix a boat that would be similar or the same as the one he would use in competition.

3. Head Coach

Ontario wants to use/rent blades (2 sets of 8) for the Canadian Games. If they are damaged they will replace them.

University rowing and registration

Try outs for university will be held over the Labour Day Weekend, erg tests and on water (if you haven't rowed during the summer there is no guarantee that you will row competitively)

Coaches honorium: need to be adapted to accommodate the work of coaches, the recognition will be handed out during the Henley Send off Party

PD Ross discussion taking place on September 19, 2009

Carleton University would like to form a partnership with the RC to create elite athletes. They would like to see a business plan from the ORC. The University does not want to put any money in until they see results from the athletes. The club is not in agreement with this approach and will be meeting to determine what direction they want to move.

Action Item: Need to have a separate meeting on administration + university + future between Henley and Labour Day and discussion on fundraising.

4. VP Admin

ORC Exec Meeting: July 21

Travel updates bus/ hotel done
Dirt pile: there are some challenges

Henley Send off Party: Wednesday, July 29

Email Jenn (Secretary) names for skulls

There has been some difficulty finding Brian help people won't commit. The club will continue to look into this issue.

5. Secretary

Jennifer will send Headsweats an email to find out what is meant between local and factory embroidery as well as the cost for 100 hats. As soon as she has this information she will pass it onto the Executive.

6. Treasure

Nothing to add

7. New Business

ARL service award to be given to Mel and Brian

Yamaha and Rowing Canada have formed a partnership which will mean discounts on motors

8. Next Meeting: Tuesday, August 4

Meeting ended at 8:30

**OTTAWA ROWING CLUB
Executive Meeting**

When: August 11, 2009
Where: **ORC**
Who: Mike Walker President
Jennifer Shortall Secretary
Chris Masson Vice-President Programs – Competitive
Lana Burpee Registrar
Derek Howe Treasurer
Andy Hall Vice-President Programs – Recreational/
Instructional
Elia Macaluso Athlete’s Representative

Missing: Chris Waddell Vice-President, Administration
Siobhan McLaughlin Head Coach

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris M

Second: Andy H

2. Review of records of last meeting

Deferred until next meeting

3. Business arising from the Minutes

Head of the Rideau Registration Service and Regatta Fees:

The Executive is waiting for a proposal from Ronin in order to make a final decision on whether to go ahead and use their services for the Regatta. More information to be presented at next meeting.

PD Ross September 19,2009

The crews from the University of Ottawa and Carleton University will race each other on the Rideau Canal on September 19. The Club will provide them with BBQs for

the event. The Executive has made the suggestion that the universities do more to publicize the event as Homecoming will be occurring at the same time.

**4. President
Masters Winter Camp Club Sanction**

The ORC Masters have been invited down to Mexico City Rowing Club to train during the winter.

Action Item: Lana to look into the sanctioning rules and how much extra sports insurance will be required.

5. Vice President Administration
Deferred until next meeting.

6. Athlete's Representative

Elia reported that \$400 was raised at the July 1 silent auction for the Athlete's Fund.

Action Item: Elia will be writing up a small blurb for Lana to use on the two female rowers going to Canamex.

7. Treasurer's Business

Montreal has bought the ORC's three eights and they will be sent down on September 5 when the ORC boats go down for the Montreal regatta.

There was a meeting with the individual interested in contributing to the purchase of boats.

Currently also looking at making the adaptive boats quads and pairs.

8. Vice-President - Recreational and Instructional Programs

The turn over from Learn to Row and Adult Rowing League to Recreational rowing is phenomenal. There were 55 rowers one night and 42 the evening before. There is a need for a minimum of 2 coaches per night in order to accommodate the numbers. When the fall season starts the program may want to look at 3 coaches.

The Montreal Regatta is taking place on Saturday, September 5. If 20 or more rec rowers are interested in taking part the club will drive the trailer down. As indicated above it will also contain the 3 eights for Montreal and a request has been made for the trailer to bring back one single.

The Madawaska Meet will be taking place on Sunday, September 13.

Action Item: Andy to speak to Burnstown about sanctioning.

Adult Rowing League (ARL) wrapped up with yet another excellent season. However, volunteer participation from the competitive rowers was quite low. The same rowers were out each week which can lead to burn out. We don't want to lose the people we have volunteering but would like to increase the numbers by quite a bit. A request was made for the Head Coach to implement a direct command that competitive rowers volunteer for ARL. In return ARL will ensure that there is a clearly defined organized schedule for rowers to follow and commit to. Another suggestion made was that the Athlete's Representative will organize the volunteers with support and backing from the coaches. Different competitive programs will be assigned certain days. Between the AR motivation and the Coaches direction there should be a rise in volunteer numbers.

Action Item: Registration forms will ask people for their boat license numbers for use during the season.

9. Registrar

The Club has higher numbers for recreational rowing then originally budgeted e.g. 125 registered / 90 budgeted. 21% of fall rec rowers are from ARL and 13% are from Learn to Row.

An idea was put forth that the Club look at making registration for programmes earlier such as March or April. This will give the club a better idea of their numbers earlier on.

The compound to the side of the boat house is currently on hold while an issue with the RVCA gets worked out.

The Registrar provided an update on the audit status. It is almost completed and should be done by the end of year.

10. Vice-President – Competitive Programs

The VP discussed the future plans and goals for the competitive program. This year saw a larger number of Under 23s taking part in national training camps (4 out of 6 women from ORC) which was in part due to the change in training strategy. The Club needs to start looking at how they wish to acquire and use coaches and needs to create a plan to implement on or before 2011 especially with the junior men. Winter training will beginning soon and there is a need for the coaches to monitor it all the time not just once in a while. Crews and coaches need to set up training levels and specific goals for the winter months in preparation for next season.

One idea that has been put forward is to create a specialized training program for the months of June and July. In essence professionalize the summer program and

volunteerize the high school and university program in terms of coaches. There is need for more opportunities for competitive rowers to seat race against each other and improve and get stronger.

A coaches' proposal is on the table and needs to be refined by the VP and Head Coach. This will be done in connection with the President of the Exec and brought before the Executive in the early part of September.

11. Head Coach business

Deferred until the next meeting.

12. Secretary's business

The Executive has agreed to purchase 100 Head Sweat hats with the heat stamp ORC logo for next season.

Action Item: Secretary to look into getting the ORC logo in vector format.

13. New Business

The use of singles from the club after October 1 is to be restricted for safety reasons.

Judy Sutcliffe from the Argonaut Rowing Club has contacted the ORC to ask about lessons learned when hiring a Head Coach. The Exec has no problem with the sharing of this information.

Action Item: Derek will send the email to Mike for him to provide a response.

14. Next Meeting – TBD however, the meeting will be longer in order to discuss the coaches' proposal and there will be dinner.

15. Close of meeting

Motion: Lana B

Second: Andy H

Meeting ended at 8:30

OTTAWA ROWING CLUB
Executive Meeting

When: September 1, 2009

Where: **ORC**

Who: Mike Walker President
Jennifer Shortall Secretary
Chris Waddell Vice-President, Administration
Chris Masson Vice-President Programs – Competitive

Derek Howe Treasurer

Andy Hall Vice-President Programs – Recreational/
Instructional

Missing: Siobhan McLaughlin Head Coach
Lana Burpee Registrar

Elia Macaluso Athlete’s Representative

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris W

Second: Andy H

2. Review of records of last meeting

Minutes were approved with amendments by members.

Motion: Chris W

Second: Chris M

3. Business arising from the Minutes

Donation from boat purchase:

Waiting to hear what information Head Coach received from Hudson

4. President

Canotieri San Miniato Visit

San Miniato members repeated their offer for ORC rowers to come and row out of their club in Italy. They also offered their coaching services to the ORC when they return to Canada for 6 months.

Fall Safety: People are not telling Brian nor filling out the logbook when they are going out on the water on off times. They are also not taking safety kits. This all needs to be rectified. As of October 1, singles are restricted to experienced rowers only.

Action Item: Look into the possibility of putting together safety kits and selling them to members for \$5.

Head of the Rideau: ORC will be using Ronin for registration at the HOTR. Depending on its success the club may look at this system for other registrations throughout the year.

Rowers will be limited to 2 entries only.

Any boat that scratches will be charged the fee of an 8 even the ORC which does not pay a fee.

Singles Championship Category – There are some challenges with this category. Looking at making it an open championship which would allow all rowers to participate.

5. Secretary's Business

Secretary will provide Derek with the Club logo electronically. He will see if he can turn it into a format that is usable by HeadSweats.

6. Vice President Administration

Dirt Pile: Peter Thompson spoke with the NCC Chief Planner about what steps or obstacles still need to be overcome so that the dirt by the side of the club house can be removed. Waiting for a response.

Three 8s went to Montreal who bought them. Brian will be bringing back the boats from the Canada Games and taking a 4 and a pair to Brockville.

A boat trolley (for coach boat) is currently being built so that they can be rolled instead of carried and possibly damaged.

Ergs – The Club is looking into purchasing more ergs. The suggestion was to buy them at the Head of the Charles as the prices will be lower. Need to decide how many ergs to buy.

Fall Travel - There will be two trailers going to the Head of the Trent. Need to determine who is going to the Head of the Charles in order to book the appropriate number of rooms.

Head of the Fish - Decision needs to be taken as to whether or not the ORC will be participating.

2010 Boat House Management and Club Management –

- It was suggested that perhaps Brian's schedule would be altered to 8 hours per day and an administrator could be hired from 4pm-8pm daily to handle administrative work
- The discussion was table for further discussion at a future meeting to discuss 2010 management of the club
- The Year-End banquet has been booked at the Delta for the **Friday of US Thanksgiving, November 27th**
- Chris to provide more details as to the possible use of Ronin for ticket sales
- Canada Summer jobs grant request has been submitted for approximately \$7500 as proposed in the spring to cover youth camp wages

7. Athlete's Representative

N/A

8. Treasurer's Business

- A non-profit organization audit of the club is currently being put together. The audit will take place from December 1st until the ORC AGM at which the audited financial statements must be presented to the membership.
- Elmwood has agreed to give the ORC their stern-loading coxed four and has requested information regarding starting a rowing program at the school
- *In camera: Executive considered a refund request from a member.*

9. Vice-President - Recreational and Instructional Programs

ORC EXEC MEETING – September 1, 2009

- The rec program will be taking a trailer driven by Harry to the Montreal Recreational regatta September 5th
- \$10 per participant has been requested to cover the cost of gas
- The Burnstown Meet is scheduled to go ahead as planned on September 13th.
- Efforts to sanction this event rather than run it as a time trial event continue outside the ORC
- Coaches are in short supply as summer rec coaches move in to the University coaching season. Masters athletes and former coaches absent so far this season will be approached to fill the gaps.

10. Registrar

N/A

11. Vice-President – Competitive Programs

- Ottawa rowers showed excellent results at the 2009 Canada Games
- Chris to discuss with Siobhan her absences from the club for coaching associated with this event and how better to manage club programs during future absences
- November 21st meeting scheduled to discuss plans for program administration for 2010. We have now completed a full training cycle with Siobhan as Head Coach
- Derek and Chris met with the perform group athletes to discuss the season and the future of the program. The model of this season's program will be re-examined prior to next season
- A recent incident involving the 1867 will require significant repairs and may leave questions of structural integrity due to a combination of past damage to this boat. Best case scenario the 1867 and Push Me, Pull You (also out for repairs) may be returned to the Head of the Trent regatta
- 3 cox boxes not returned to the club following the high school rowing season and 3 others not returned following the summer season. A review of cox box allocations to crews will need to be addressed prior to next season
- Fall season varsity rowing try-outs will be held this weekend
- An open consultation with competitive athletes to get feedback following the summer season and discuss possible changes for 2010 to be scheduled before the end of September. Results to be brought to the Nov 21st administration meeting

ORC EXEC MEETING – September 1, 2009

- An offer was presented for the club to purchase Peter Morel's Wintek Adaptive single. It was agreed that the purchase would not be made at this time but that ORC would pick up the Wintek Adaptive double currently unused in Montreal while visiting for the recreational regatta September 5th. Peter has retired from the adaptive program leaving the program with only one athlete who has been taken into the masters program. Significant interest has been expressed by participants of the Soldier On program which may provide a source of new rowers for the program and potentially funding to support necessary equipment.

12. Head Coach business

N/A

13. New Business

N/A

14. Next Meeting

September 16, 2009

Regular meeting with time set aside to discuss Chris' coach document
Expect a long meeting with dinner at Derek's office

OTTAWA ROWING CLUB
Executive Meeting
5:30-9:30

When: September 16, 2009
Where: **Brocolini Offices**
Who: Mike Walker President
Jennifer Shortall Secretary
Chris Waddell Vice-President, Administration
Chris Masson Vice-President Programs – Competitive

Derek Howe Treasurer

Andy Hall Vice-President Programs – Recreational/
Instructional
Siobhan McLaughlin Head Coach
Lana Burpee Registrar

Elia Macaluso Athlete’s Representative

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris W
Approved: Lana B

2. Review of records from last meeting

Motion: Derek
Approved: Chris W

3. Discussion about competitive program at the ORC

This past summer has shown us where the club has some challenges with respect to managing growth and maintaining services.. All of the programs from recreational to competitive are exploding in numbers. This has had a strong impact on club resources both human (treasure, registrar, Head Coach) as well as boats, blades, coach boats and motors.

Ultimately we have continued to grow as a club in all areas but have not grown in the Human resources area. With our continued growth our HR cannot service the needs of the membership effectively.

We are starting to see other clubs (Guelph, Kingston, etc) follow our lead by hiring a Head Coach. We need to decide if we maintain status quo or will lead again by example with a reorganization of the competitive program which would include contracting additional coaches

Questions that the Exec continued to ask throughout the discussion:

1. Do we want a competitive program?
2. What programs do we want in the competitive section – Masters, Adaptive, Elite etc)
3. What are the weaknesses (internal) and the threats (external) to the club?
4. Does this mean more resources and if so what do they look like and where do they come from?
5. Are we satisfied with the current club size or do we want to grow the club and expose more people to rowing?
6. Does it want change?
7. What does the future of the club look like?
8. Is there potential to grow without investing?

The ORC Exec was presented by the VP Competitive (Chris Masson) and Head Coach Siobhan McLaughlin presented four possible models for restructuring the club's competitive program.

Model 1: Program Manager

Program coaches have more control over the respective program – for example the u23/Senior women's coach would be responsible for the administration and direction of the program. Coaches would be able to decide how to spend the money allocated to their programs with respect to other coaching resources.

Head Coach's role is as a manager and offers assistance as an advisor. The Head Coach is in charge of strategic issues for the competitive program. For example, training more coaches to be competent; developing and creating deeper integration with high school and university programs and developing a specific LTAD program. The weakness is the Head Coach has less direct input with respect to the individual programs.

Key coaches are contracted on a part-time basis.

Model 2: General Manager/ Head Coach

As compared to Model 1, the head coach has direct input into how respective competitive programs are run. They also have an advisory capacity. However, the downside with this is they have less time to spend on strategic program development as a substantial amount of time will be spent coordinating and doing administrative tasks.

Key coaches would be contracted on a part-time basis.

Model 3: Head Coach / Junior Masters Coach

This would split the competitive programs and coaching and administrative duties between the Head Coach and Junior/Masters Coach. Ultimately the head coach would be responsible for the entire program. However, this removes duties and puts them in the hands of another full-time paid coach.

Model 4: Hybrid

This model takes into account the various needs of the respective programs from performance, through competitive development to development at various age groups. It also blends the three aforementioned models. It ensures the Head Coach has control, provides opportunity for Head Coach to engage in strategic initiatives while also permitting them to provide technical expertise. In addition, it removes administrative tasks and puts them in the hands of the coaches.

Summary of Models:

The club is made up of many programs but only the competitive ones are outlined here. Recreational, adult rowing league as well as learn to row are also a part of the club.

With the adoption of any of the aforementioned models does not mean we would eliminate volunteer coaches, we are simply recognizing that the ORC does not currently have a large pool of volunteer coaches. We would expect the paid coaches to participate in the development of high school and university rowing, however we would expect these programs to be executed by the volunteer coaches. In addition, we would continue to encourage the development of volunteer coaches in the competitive programs and provide honorariums as we have done in the past.

These models have an investment attached to them. This investment depending on the model which satisfies the membership is between \$30,000 and \$40,000 in addition to our already existing coaching salaries and volunteer honorariums. In order to invest in additional coaches the membership needs to decide if they want to do so and through what means. For example do we increase fees for competitive rowers? Do we not increase fees but have rowers pay for their own regatta entry fees? Do we not increase fees but reallocate funds from other areas? Or a combination of the aforementioned.

As the club moves towards one of the above models there is a need to understand that this would not simply be the addition or updating of a program but a new way of looking at roles and responsibilities for all aspects and everyone in the club.

Items that the club needs to consider as it moves forward with any of the above models:

ORC EXEC MEETING – September 16, 2009

- greater advertising and promotion
- fundraising
- administration (electronic systems, paid employees, HR and therefore performance reviews)

There is also the need to determine how to evaluate success. Some responses were:

- Being able to get the rowers at the lower levels progressing to top tiers
- More athletes who do better than originally thought
- Rowers who are happy and have a good, positive experience
- Watching rowers progress through the various levels at the club and become members for life

There will be a meeting for ORC members on **Wednesday, October 7** to discuss the reorganization of the competitive program.

There will be a **planning meeting of the Executive on November 8th**.
Docks come out on November 7.

4. New Business

Chris M has been asked to coach two military personnel who are missing legs but he requires boats for them to row in.

If the club wishes to incorporate an adaptive program into the mix a number of issues need to be dealt with such as fixing boats, fixing the grounds etc. In order to accomplish this correctly and sustainably the request was made for Pete to come in and talk to the Exec on November 8th during the meeting to talk about adaptive rowing and the club. He would come in at lunch and talk right after that.

5. Next Meeting:

Tuesday, September 29

6. Close of meeting – 9:30 p.m.

Motion: Lana

Approved: Chris W

OTTAWA ROWING CLUB
Executive Meeting
6:30 – 7:50

When: September 29, 2009
Where: **Brocolini Offices**
Who: Mike Walker President
Jennifer Shortall Secretary
Chris Waddell Vice-President, Administration
Chris Masson Vice-President Programs – Competitive

Derek Howe Treasurer

Siobhan McLaughlin Head Coach
Elia Macaluso Athlete’s Representative

Missing: Andy Hall Vice-President Programs – Recreational/ Instructional
Lana Burpee Registrar

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris W
Approved: Derek

2. Review of records from last meeting

Minutes tabled until the next meeting.

3. Business Arising from the Minutes

a. **Boat Purchase:** The deal is possible due to the club’s continued purchases. The purchase will be reflected in next year’s budget.

Action Item: At the next meeting, the Exec will look at boat costs and purchases for next spring.

b. **Dirt Pile Update:** Things are still in progress. Peter Thompson will be meeting with the NCC once all of the various requirements are in place.

c. **Head of the Fish:** Takes place in Saratoga, New York the weekend of October 24-25th. An email will be sent out to rowers to coordinate registration as the deadline is October 9 for Canadians.

Action item: Need to find a driver for the trailer to Hoff

4. President's Business

RCA AGM – Vancouver, B.C. December 4-6, 2009

Mike Walker will be attending as well as one other individual from the Exec (possible HC or Registrar)

ORA AGM – London, Ontario January 14, 2010

Mike Walker will be attending and possibly Chris Waddell and one other coach TBD.

Awards: There are a number of awards coming up within the RCA and ORA

1. The Club needs to put names forward for recognition of service
2. Coaching awards and nominations from both RCA and ORA
3. Volunteer awards – Row Ontario does this once a year
4. Club of the Year – Mike will put together a submission for this.

Head of the Rideau post mortem- The club received very positive feedback from all who took part in the regatta this year. There are some quirks to work out with the new registration system but overall it was well received. The Club will look into better first aid capabilities for next year. There is the possibility of talking with the Ski Patrol about this. There were challenges with a number of crews 'hot seating' and the idea was put forth to bring the black docks next year and arrange for all hot seating to take place over at Mooney's Bay.

5. Secretary's Business

The logo has been put into a format useable by Headsweats. When ordering the hats (100) for next season we will ask for a proof to verify the correctness of the logo.

6. Competitive Program

The question was asked : What are the boundaries for the programs? i.e. who pays more fees? What do they get for their fee? If members do not want to reorganize the competitive program the club will need to look at the possibility of capping numbers.

An idea that was presented was the idea of a one time fee for social members who use the interpretative centre.

The main theme for the meeting on Wednesday, October 7 is level of service for members.

Action Item: The idea of sponsorship for the club is to be raised at the next Exec meeting.

PD Ross went well. The Executive discussed the idea of reviewing and revising the Terms of Reference in order to ensure equality between both schools. One way to approach this is for the club to send out invitations to the two schools inviting them to take part in the PD Ross and the club would outline the rules.

Head Coach training course proposal –

Motion: To send Siobhan to Vancouver to partake in the sport leadership course.

Move: Chris W

Seconded: Derek

Approved: All Executive

As agreed to earlier in the season, next year the VP Competitive will oversee more of the coaching budget.

There was a discussion around the suspension of 4 athletes. Although it was a hard decision to make and to implement the Executive feels it is good for the club to see that actions are being taken when rules are broken.

7. Head Coach

The HC has been approached by Pierre Auger (owner of a cross fit and weightlifting businesses in Ottawa) about partnering with the ORC. He offers erg spin classes and would like the Club to partner with his business in the form of purchasing a number of ergs. He will prepare a note to the Executive outlining his proposal.

Ottawa Athletic Club – during the winter months the club does land training at local gyms. Last year it was at Carleton University. The suggestion has been made to look into the OAC to see if it would suit the club's needs.

For another year, Ashbury has returned to the Club to hold a high school phys ed class. An invoice will be prepared and sent to their teacher to cover the costs of this endeavour.

8. VP Administration

The Executive told Brian that the club would not open until 3 p.m. each day for the next couple of weeks. The Executive is still looking into finding someone to assist Brian with club activities.

There will be a clean up party at the club on the Thanksgiving, Monday from 9-12. A note will go up on the Club website.

Discussion was held about the **President's Banquet at the Delta on Friday, November 27th**. Maximum number of attendees is 200. We may look into using Ronin for purchasing tickets.

Action items: The Exec is looking into possible speakers, ideas for the evening. To be discussed at future meetings.

Club closing: Saturday, November 7 (docks out on that day)

ORC EXEC MEETING – September 29, 2009

9. Treasurer’s Business – nothing for this meeting

10. VP Recreational and Instructional Business – nothing for this meeting

11. Registrar’s Business - nothing for this meeting

12. Athlete’s Representative Business - nothing for this meeting

13. New Business – nothing for this meeting

14. Next Meeting - Tuesday, October 13, location Chris W house

Close of meeting – 7:50 p.m.

Motion: Chris W

Approved: Elia

OTTAWA ROWING CLUB
Executive Meeting
6:30 – 8:30

When: October 13, 2009
Where: **Chris Waddell's home**
Who: Mike Walker President
Jennifer Shortall Secretary
Chris Waddell Vice-President, Administration
Chris Masson Vice-President Programs – Competitive
Lana Burpee Registrar
Siobhan McLaughlin Head Coach
Elia Macaluso Athlete's Representative
Missing: Andy Hall Vice-President Programs – Recreational/ Instructional
Derek Howe Treasurer

MINUTES OF MEETING

1. Approval of Agenda

Motion: Chris W
Approved: Lana B

2. Review of records from last meeting

Records approved with suggested changes.

Motion: Chris M
Approved: Chris W

3. Business Arising from the Minutes

- a. **Members Meeting Post-Mortem and Next Steps:** Overall it was a good meeting with administration being a major concern for most rowers. A lot of feedback was given after the meeting. The next step is to survey the coaches and create a critical path and outline fiscal concerns. At the November 8, Executive meeting one agenda item will be to look at the creation of a proposal for coaches.
- b. **Boat and equipment purchases:** The current cost for new boats next season is \$46,000 taxes in. The Club did receive a discount of \$3500 for a multi boat purchase.

Action Item: VP Recreational and Instructional has been asked to look at developing a program and proposal for sponsorship ideas which will be discussed at November 8 meeting.

The idea of starting a university rowing league, i.e. intramural style was brought up. Some questions that were asked were – who would run it? When would it run? Possibly on Saturday mornings in September – October or Sunday afternoons.

4. President's Business

ORA AGM – Toronto, Ontario January 14, 2010

Mike Walker, Chris Waddell, Lana Burpee will be attending the AGM.

RCA AGM – Mike Walker and Lana Burpee will be attending the AGM.

Awards: Chris M. wrote up nomination for coach of the year and has submitted it. Mike W will be submitting the same write up for ORA coach of the year. The ORC has ten entitlements for Row Ontario. Mike has asked for nominations. Mel and Brian (ARL) will be submitting names. The deadline for ORC awards is November 1 and Lana will send out an email to the members reminding them of this.

November 8 Exec meeting agenda:

- Contract Issues, i.e. Siobhan
- New contract for Brian A.
- Competitive program proposal
- Adaptive program
- Peter (arrive for lunch and speak to Exec at 1 p.m)
- Budgeting (equipment, facilities,)
- Programming (university rowing league, sponsorship)
- Interpretative Centre (Chris W, registration systems)

The Exec will speak with Brian about attending parts of the meeting.

Action Item: There is a need for a list to be created of all the items that need to be taken care of at the club as well as roles and responsibilities.

5. **Secretary's business:** Nothing at this meeting

6. **Athlete's Representative business:** There was a discussion about the Head of the Charles and the challenges that arose from boat allocation and registration confusion. There were three outstanding issues regarding registration:

Issue 1: A heavy weight women's four was scratched from the race – who pays for it, rower or coach? If the coach pulled them then the club pays but if it is the rower than the rowers pay. In this instance the ORC will cover this scratched entry.

Issue 2: Some rowers requested they be registered for Head of the Charles and also went and registered themselves. One of the registrations needed to be pulled. In this case the rowers are responsible for paying for the scratched entry.

Issue 3: A women's champion four was scratched. The ORC will pay for this scratched entry.

Action Item: In the future there is a need for a policy regarding Head of the Charles registrations as well as who rows for the club and who can row for other clubs. To be discussed at future meeting.

7. **Competitive programs:** Regarding the appeal to **athlete sanction** (1867 incident) If the rower in question has a question or concern about the sanction they are being asked to bring it up with the Executive. They may work off their sanction when they are back in Ottawa.

Action Item: There is a need for greater publicity of the rules and regulations regarding sanctions.

Athlete refund: There will be no refund for the individual in question. They are being directed to speak with their coach as there may be something that their school can do for them regarding this situation.

Adventure Program Partner: The club has been approached by a woman regarding a 14 week adventure program whereby every week there is a different activity. This will be discussed at the November 8 meeting but preliminary discussions show interest by the Exec.

Winter Training: Registration for winter training will be done through Ronin and will be occurring at Carleton University. Ergs will be moved to Carleton on November 7 and winter training begins on November 9.

8. **Head Coach:** The smaller truck requires maintenance as the doors can not be opened from the inside. There is also a need for a net at the back of the truck as the tailgate was stolen.

There was a discussion about a high school coach's winter camp. One idea is to hold it at the University of Miami.

9. **VP Administration:** The maximum number of people for the banquet is 200. Tickets will go on sale shortly through Ronin at \$45 for a single and \$80 for a pair. There will be a silent auction. There will be a speaker, Chris M to look into this item. Siobhan will look into getting small ORC Logo stickers for all who attend.

Dirt Pile: Peter Thompson is progressing with the issue.

10. **Registrar business:** The numbers for the club are looking very good.

11. **Next meeting: November 8 at Broccolini offices.**
12. **Meeting adjourned: 8:30**

Motion: Lana, Approved: Chris M

EXECUTIVE COMMITTEE
SPECIAL PLANNING MEETING – November 8, 2009
OTTAWA ROWING CLUB
9:30 a.m. – 5:00 p.m.

When: November 8, 2009
Where: Broccolini's offices
Who: Mike Walker President
Jennifer Shortall Secretary
Chris Waddell Vice-President, Administration
Chris Masson Vice-President Programs – Competitive
Andy Hall Vice – President Programs – Recreational/ Instructional
Derek Howe Treasurer
Lana Burpee Registrar
Siobhan McLaughlin Head Coach

Absent:
Elia Macaluso Athlete's Representative

RESUME OF DISCUSSION

Competitive Program

Chris M provided a brief overview of what came out of the October membership meeting on the competitive programs. Some of the main findings are: fiscal responsibility, program growth resulting in increasing level of expectations from membership and decreasing infrastructure, the membership wants more technical expertise, through paid professional coaching, and the Head Coach does not have time to provide coaching and council to everyone.

The membership widely holds the view that there should be more administrative help for the programs, which can help free up coaches for more technical matters.

The club values volunteer coaches and are telling the Exec that they do not want to replicate what is already being done well by volunteers.

Things that require fixing: equipment, docks, rackage, coach boats

Chris M gave a presentation on an idea for coaching changes.

Recommendation: Hire one Assistant Coach full time and look at further mentoring for volunteer coaches

Some general tasks would be that they would report to the Head Coach, be in charge of the development and juniors program and manage university and high school programs.

Motion: Agreement in principle to hire an assistant coach

Move: Chris M

Second Lana, unanimous

Further Competitive Discussion

Although the Club would like our athletes to win medals we also want to ensure that what they learn through rowing, i.e. guidance and leadership helps set them up for future activities in life. Be able to transfer those goals.

Partnerships: The ORC has discussed the possibility of partnering with the universities, Carleton or Ottawa U but at this meeting the idea of Row Ontario or Row Canada also came up. Further discussion is required for this particular idea.

Goals: Priority is Henley – average over a year, number in finals, number that finish in finals. Need to prepare athletes to win.

Program: Masters

Scott and Lindsay created a great framework for growth, need to work on it need to look at providing more opportunities somehow and there is always a requirement for a competitive development format

Options: 4 times a week and more skilled 6 times a week

Discussion on whether we have the equipment for the ever expanding club?

Regattas:

Recreational regatta: keep as is

Highschool regatta: Keep link to first week of June and Doors Open Ottawa

PD Ross: keep it as a club trophy invite universities and if you can't find 4 men and 4 women then invite another university, look at improving the time of day

Head of the Rideau: earlier planning required, Peter also requires more help (make it a Masters regatta)

ERA: expand the options to improve quality of competition; maybe get Maritimes, upper New York and Vermont involved

Adaptive Programming

Peter Morel came to the meeting and gave a very informative talk about an adaptive program in rowing. This is a young program but interest is growing. The ORC needs to decide if they wish to be a part of this interest even without the numbers being present yet. Peter feels that he can bring in a number of interested people, but accessibility is an issue

2012: The Ontarians with Disability Act will come into effect in 2012 and the club could be required to accommodate adaptive athletes.

Possible changes to be made to the club to make it more accessible:

1. Flat dock and ramp without any slats and a railing so that chairs can come down to the water.
2. Equipment: there is a need for doubles with rails and quads (possibly touring quads).

There are a couple of programs where the ORC would acquire funding. One is the 'Solider on' program where the government gives funds to soldiers but not clubs. The person would have to make the application for funds. The other is the 'wounded warrior' program.

The people who would be coming down to the club would be there for a competitive rowing and aiming for the national team. Adaptive rowing becoming much faster and competitive then expected. Currently every adaptive program is to be a feeder for the national team

There is a need for a pool of coaches to work with adaptive rowers.

Recreational and instructional programming

University/ intramural league – The decision was taken to not create an intramural league as it is too similar to our other programs.

The discussion was had as to how do we increase the publicity for our various team building events? A greater discussion should be had on this issue.

Recreational program issues as we move ahead:

- Recruiting coaches is difficult
- JSI, Alex Mac, Tony Bernacki only boats capable of quads and they will be leaving soon, what do we need to do?
- Can't eliminate sculling
- Coxed quads?
- LTR would come in stages or put them on ergs etc, double up on groups

Motion: The RCA Instructional Program "Journey 1,2,3" will be used as the guide for all instructional programs.

Moved: Lana

Seconded: Andy

Budgeting and Forecasting

There are a great number of requirements, equipment, facilities, coaching support and administrative support. Some items can be passed through to membership such as the fees for a registration system and online payments. Also, there are some priorities where we do not have much choice, such as a new ramp in front of the old boathouse. We need to do them.

Administration

The Exec discussed ways to improve administration and maintenance of facilities and boats. Some of the concerns include:

- Registrations that don't get processed in a timely manner
- There needs to be an attitude shift at the club, primarily with rowers and their lack of respect for the equipment
- Coaches need to learn how to fix the boats their crews are using
- Everyone needs to know how to go over their boat and fix anything that is wrong.

Interpretative Centre

Although the Centre is busy it is not busy enough to hire an additional person yet to manage the business. However there are a number of viable options should we decide to go that route. In the meantime we will continue to invest in the centre to make it an attractive option for renters.

OTTAWA ROWING CLUB
Executive Meeting
6:30 – 8:30

When: November 24, 2009

Where: **Chris Waddell's home**

Who:

Mike Walker	President
Jennifer Shortall	Secretary
Chris Waddell	Vice-President, Administration
Chris Masson	Vice-President Programs – Competitive
Lana Burpee	Registrar
Elia Macaluso	Athlete's Representative

Missing:

Andy Hall	Vice-President Programs – Recreational/ Instructional
Derek Howe	Treasurer
Siobhan McLaughlin	Head Coach

MINUTES OF MEETING

1. Approval of Agenda

Approved with additions: Brian's bonus, creation of new bank account, update on the ORC Banquet

Motion: Chris W
Approved: Lana B

2. Review of records from last meeting

Records tabled until next meeting so that a summary of the action items from the last meeting can be created.

3. Business Arising from the Minutes

- a. **Hiring new assistant coach:** Chris M is working on a job description and when it is ready it will be posted on the website.

At the Row Ontario AGM, it was discovered that there are funds for hiring coaches. It is a multi year initiative with upwards of \$40K + benefits available. There are still some details to be worked out but in the meantime Chris M will put together an application for this. The club should be able to get endorsement from Row Ontario for this initiative.

- b. There was a discussion about using a Montreal company for overall registration for the club but to continue to use Ronin for regattas. No decision was taken yet but more research is being conducted.

c. Brian's Duties and bonus

Brian will be going to Hudson to learn more about boat fixing and also attending the coaches conference in London, Ontario all paid for by the ORC.

The Exec is looking at ways to reduce Brian's hours to something more manageable. Although an idea was presented that the Exec looks at combining the roles of the administrator with those of a book keeper it was not accepted.

Motion: The Exec will provide Brian Adams with a bonus for his work in 2009.

Moved: Chris W

Second: Lana

Approved by all

d. Book keeping – The club requires an audit in order to apply for the Trillium foundation. Derek needs assistance in this particular area.

Motion: \$50,000 will be used to set up a separate interest bearing account and investigate the best option and banks to put it in. In addition the President, Vice President Administration and Treasurer will have signing authority.

Moved: Chris W

Second: Lana

Approved by all

4. President's Business

A motion was put forth to hire a book keeper. Lana to look into possible options for a book keeper for the club.

Chris W and Mike to meet with Brian and discuss the various roles and responsibilities of the person who will work in the office.

ORA AGM – This was a very good meeting to have attended. The strong presence of the ORC in the rowing community was noted by all in attendance. Other clubs are looking to the ORC to see what actions we are taking in regards to next steps in programs, hires, boats etc.

Mike has offered to run a session on club management at the next AGM.

Mike has spoken to Chantal Saunders (ex-Secretary of the ORC Exec) about going for the position as the Eastern Ontario rep on the Row Ontario board. He is waiting to hear back from her.

Mike has offered to help the incoming Executive of the ORA with National Rowing Championships (NRC) and RCA issues.

The Ontario Summer Games are being held in Sudbury for the next two years and the ORC needs to commit to send our best rowers under 18 to compete.

Regarding the issues with the NRC dates, a suggestion was made by an Exec member for someone at the club to speak with our sports consultant about our issues. Through this communication we can try and work through our issues on the side.

5. **Registrar's Business** : Nothing at this meeting
6. **Secretary's business:** Secretary indicated that if the ORC AGM were held in the first three weeks of February she may not be able to attend due to work commitments. She will be able to confirm at a later date.
7. **Athlete's Representative business:** The athletes would like to see the ergs moved to a better ventilated room at Carleton University.
8. **Competitive Program:** Nothing at this meeting
9. **Head Coach:** Although the Head coach was unable to attend the meeting she sent through a report. This report detailed her experience at the Sports Leadership Conference and it was noted that this conference will be held in Ottawa next year, November 18-21 and would be an excellent event for many of our coaches to attend. Indoor training at Carleton University is up from last year and looks good for competitive rowers come the summer season. In addition, Siobhan has talked to RCA about hosting a development camp in Ottawa in January. The Executive supports this idea.
10. **VP. Administration:** The current numbers for the ORC Banquet were at 164. It is slightly lower than previous years but we expect a few more rowers to buy tickets closer to the day. Although there is no speaker for the event the agenda is quite full with awards and video presentations.

The dirt pile has finally received approval for removal and it is hoped that this will occur prior to April 1, 2010.

Chris W has applied for the gas rebate.

A boat cart has been built to bring the coach boat (with motor) down the ramp to the water. If this works out the plan is to build four more carts especially as the Club is looking into buying four stroke motors.

The Club has received an invitation to nominate someone to attend the Sports Celebrity dinner.

ORC EXEC MEETING – November 24, 2009

Action Item: The Exec needs to determine whether or not it will nominate someone to attend the dinner.

11. **New business:** Already discussed
12. **Next meeting: Tuesday, December 15, Mike Walker's house (directions to be provided)**
13. **Meeting adjourned: 8:15**