

Minutes of the ORC Executive Meeting
April 21, 2010
Location: ORC

In attendance:

Mike Walker, President (and acting as Secretary)
Chris Waddell, VP Admin
Geoffrey White, Treasurer
Lana Burpee, Registrar
Elia Macaluso, Athlete's Rep
Siobhan McLaughlin, Head Coach

Regrets:

Jennifer Shortall, Secretary
Chris Masson, VP Competitive
Steve Higgins, VP Recreation and Instructional

Motion: To approve the agenda
Moved by Lana Burpee
Seconded by Chris Waddell

Approved

Minutes

Approval of the minutes from the March 18 meeting was tabled until the next meeting.

Business Arising from the Minutes

- The new RBC account was opened with Mike, Chris W, Geoffrey and Lana having signing authority. It will take two signatures for all transactions (except deposits).
- Pre-loaded club credit cards will be obtained for the Head Coach and Club Manager.
- Siobhan will give Mike the details of RCA's attempt to poach the Head Coach for the March Junior Development Camp and Mike will determine the best way to approach RCA to express the Club's displeasure with RCA's method of operating in these situations.

President's Business

Finances. Mike explained a number of factors of concern over further capital purchases this fiscal year:

- On receiving the books from Derek upon his resignation as Treasurer, Mike was able to go through the details of the club's expenses through 2008 and 2009 and compare that with the club's income. While we were sufficiently prudent in our

expenditure decisions last year, many expenditures were made based upon cash on hand, rather than based upon the budget plan. This made sense in some instances since club revenues were significantly more than planned in 2009, but it also meant we made some large commitments for 2010 through deferred payments for boats.

- On the capital front for 2010, we have already committed nearly \$50K for boats and oars on a budget of approximately \$35K, including deferred payments to Hudson, oars and our portion of a multi-boat purchase assisted by a donor. The Exec's intention had been to use some of last year's surplus to cover the deferred payments, along with the new ramp. However, until we formally close last year's books and see where our registrations sit this summer, we cannot be too sure how much flexibility we have for the rest of the year.
- And finally, we need to ensure we continue to hold a healthy cash surplus to ensure we can operate through the winter and to cover unforeseen expenses.

Exec members agreed that we would put a moratorium on any further capital purchases until the size of our 2009 surplus is known and until we know the state of registrations later this summer.

Singles Rackage It was discussed whether the Executive wanted to hold two spots in the Andy Binda Boathouse for allocation at the Executive's discretion. The purpose of this would be to ensure there would be a couple of spots that could be used by the Head Coach, Life Members or other high profile personalities.

Motion: That two rack spots in the Andy Binda Boathouse be reserved for allocation by the Executive. These will include the spot presently occupied by the Head Coach and the next spot that comes available for permanent allocation.

Moved by: Mike Walker
Seconded by: Lana Burpee

Approved

Non-registration of Rack Occupants. Last minute registrations for rack spots have come in so there should be no need to move rack occupants.

Treasurer's Business

Finances

- With the recent Ronin deposit for early season registrations we have approximately \$100K cash on hand.
- Christa Ramonat has nearly finished clearing the books for 2009, with some work back to 2008. We need to submit our GST submission for both 08 and 09.
- Christa will be relabeling budget lines for 2010 to streamline our accounting and to make things clearer for income and expense tracking.

- Christa will also be proposing a modified expense form.
- In order to use the Sport IS Fund through the Sport Alliance of Ontario for tax receipts on donations the ORC needs to establish a formal fundraising program.

Motion: That the Ottawa Rowing Club establish a fundraising program using the Sport IS Fund for monetary and equipment donations toward boats, oars and equipment to support the club's rowing programs. The Treasurer will establish the name of the fund on the Sport IS Fund application.

Moved by: Mike Walker
 Seconded by: Chris Waddell

Approved

Recreational and Instructional Programs Business

None, as Steve was unable to attend the meeting

Secretary's Business

None, as Jenn was unable to attend the meeting

Registrar's Business

Ronin registration is going very well with a few minor glitches, none of which have held up registrations. It has significantly reduced volunteer workload and provides an up to date view of registrations and payments, which is proving invaluable to program organizers.

Athlete Representative Business

The athletes have decided to use the Ottawa Marathon flyer distribution as an opportunity to raise funds for a Coxswain's fund to honour Kaila, who died this winter. Once the funds have been raised, they will be accounted for through the Club's accounts similar to the way we track the Athletes Fund. The Athlete Rep will consult with the Head Coach on the best way to use the fund.

Competitive Programs Business

High School Regatta. It was decided to approach Peter Thompson and Maureen McEvoy to chair the High School Regatta once again. (Secretary's note: they subsequently agreed)

Head Coach Items:

- Brockville High School Regatta is off

- ORC has received a Coaching Association of Canada grant for coach development. It is worth \$1K with an additional \$1K available.
- A welcome event for the new Assistant Coach, Karim Pringle, will be held Saturday 1 May after the morning time trial
- Mr. Tang would like to have a boat christening for the new shells. The Exec will suggest doing it at the High School Regatta as there will be a significant number of people around.
- There have been more security incidents around the club this spring, vandalism, etc., and the Exec discussed the option of cameras to monitor the site. It was felt that the cost might not offset the benefits at this time.

Administrative Business

- Boathouse rentals. We will be trying something new this year, having Fiona McLean manage the boathouse (interpretive centre) rental program for a commission. Before final Executive agreement Fiona will submit a business plan for approval.
- Weekend Supervisor. We have two applications, but may have to bridge until the arrival of the preferred candidate in mid-May.
- Open House. We will not have an open house this year, as it was largely used to provide an opportunity for members to come down and register at the start of the year. With the online registration, this is no longer necessary.
- Doors Open Ottawa. We will only participate on the Saturday (5 June) this year, as past years have shown that there is next to no traffic on the Sunday.

Next meeting: The Executive will meet every second Wednesday until early August, 1900 hrs at the ORC.

Motion: That the meeting be adjourned

Moved: Lana Burpee

Seconded: Geoffrey White

Approved

Meeting adjourned at 2025 hrs