

**ORC Exec Meeting**  
**Location: Mike Walker**  
**March 18, 2010**

**Attendees**

Mike Walker	(President)
Chris Masson	(VP Competitive)
Lana Burpee	(Registrar)
Jennifer Shortall	(Secretary)
Steve Higgins	(VP Recreational and Instructional Programs)
Siobhan McLaughlin	(Head Coach)
Chris Waddell	(VP Administration)
Elia Macaluso	(Athlete's Representative)
Brian Adams	(Club Manager)

**Missing:**

Position to be filled (Treasurer)

**Approval of Agenda:**

Moved: Lana

Approved: Chris M

**Approval of Minutes**

February 16 and February 18 minutes approved with edits

Moved: Chris W

Approved: Chris M

**Business arising from minutes:**

**Hiring Assistant Coach**

Karin Pringle from Trent University has accepted the position of ORC Assistant Coach. He has strong administration and management skills and will be a great addition to the club. His start date will be mid – April. His responsibilities will cover Junior and Master rowers and additional opportunities such as private lessons, private events etc.

The Club has applied for a coaching grant from the Coaching Association and are waiting to hear the results.

**Action Item:** Chris M to ask Karim to write a short bio about himself for the Club website

**Athlete's Representative**

The competitive athletes are discussing the possibility of setting up a coxswain fund in memory of Kaila. There are some additional options being proposed such as: setting up a one time donation with fees, set up a fund for coxies similar to the athlete's fund, pay for a coxswain season through the athlete's fund or purchase a number of cox boxes in her name. Mike suggested that Elia speak with Bob Schneider for ideas as he is a long time coxie. A decision should be made if this coxie idea will be a one time event or a yearly event. As well, Kate (coach) should speak with Kaila's parents to make sure that they are okay with this idea.

Before proceeding with providing funds there is a need to determine how much money is in the athlete's fund. Athlete's are looking to increase the amount in this fund. The Exec proposed a number of suggestions, such as: ask the Beijing Gold Medal crew if they would sign an ORC shirt and auction it off, get the ORC crew of the year to give a talk or auction off the opportunity to row with them.

**Action Item:** Elia to create a proposal which will be presented to the Executive at a future meeting.

**Ronin Registration Service:**

Ronin will be preparing another batch of pages for the Exec's comments within the next week. Receipts can be tailored to the program. The Executive will be the first to register in order to take care of liability issues.

**Action Item:** Lana has asked the heads of the programs to decide what they would like the receipts to say and let her know.

**Ramp:**

The ramp has been ordered but the size has been changed. Instead of it being 8X32 it is now 6X40 with extra skirting. The new size has less of an incline which is better for wheelchairs. It is to be delivered in 6-8 weeks.

**Bank Accounts:**

Chris W and Mike will need to close to the account. Penny will close the account at College Square (Woodroffe and Baseline).

**Action Item:** Lana/Chris W/ Mike will meet to discuss the opening of a new account and roles/responsibilities associated with it.

**President's Business:**

Treasurer Handover – The Exec is waiting to receive official resignation letter from Derek Howe. Mike will speak with the individual within the club who is interested in running for this position.

**Motion:** To strike Andrew Hartfield and Kevin Gilmour from the Executive.

Moved: Lana

Seconded: Chris W

Approved: All

Mike and Chris W to meet with the bookkeeper Christa shortly.

**Vice President Recreational and Instructional Programs:**

ARL: Jennifer to set up a meeting with Brian A to discuss possible role this season. She will also send Siobhan a list of volunteer duties for the competitive rowers.

Information is up on the ORC website for Learn to Row and Youth Camp. Currently looking for applicants for teaching Learn to Row and will wait until March 31 to see the level of interest before actively searching for coaches.

**Action Item:**

Chris W to send Steve H a contact list.

The document Journey 1,2,3 will be attached to the ARL registration. The Club will print and laminate two copies and keep them at the club.

Peterborough Rowing Club is running a Journey 1,2,3 course this year. The ORC would like to look into running it next year.

Adventure Program: Information about rowing at the ORC is up on this company's website.

Interpretative Centre: The Royal Canadian Mint is undergoing renovations and may require meeting rooms during the summer. Steve H. is in discussions with the Mint to use the Interpretative Centre which is right next door as meeting space. If it proceeds the Centre could be set up on Monday a.m in a u-shape and left for the week. New tables for the Centre will arrive in April.

It was also suggested that in order to have internet capabilities we may want to have an additional router in the old boathouse.

An ORC member, Fiona is a business student at the University of Ottawa. She would like to prepare a business proposal for the Exec to increase the rental opportunities of the Interpretative Centre and in turn receive a portion of the profits.

**Action Items:**

Brian will talk with Edelweiss about leaving 20-25 chairs at the Centre for the summer for a fee.  
Chris W will look into purchasing projector equipment which could be rented out at the Centre.  
Mike and Chris W both have computers which could be donated to the club for use in the main boathouse for registrations.

The ORC requires a new sound system for races and events at the Centre.

Fiona to work with Brian and Chris W to draft a proposal and business case which would then be presented to the Exec.

**Registrar's Business:**

Instructional fees: Registrar would like to see the fees rounded off to a 'nicer' number rather than the exact to the penny which is not as neat for new members to comprehend.

Motion: To move the LTR/ARL/Youth Camp adjusted from the budget to be rounded to the nearest \$5 e.g. \$200, 215, etc

Moved: Lana

Seconded: Steve H

Approved: All

Singles Rackage Policy Update: The policy has been updated and requires approval at the AGM.

Motion: To have the Rackage Committee consist of the 2010 President/Registrar/Stuart Taylor and Club Manager

Moved: Mike Walker

Seconded: Chris W

Approved: All

**Secretary Business:**

A date needs to be decided for the AGM – tentative date: Wednesday, April 7. Lana (registrar) and Jennifer (secretary) to be proxies.

The Coast Guard will be moving the buoy by the mouth of the Gatineau to ensure that people do not run into the metal bar sticking out of the water. If the metal bar is still visible then someone from the club or the Coast Guard will remove it.

**Action Item:** Jennifer to proceed with ordering headswear hats for the club. The number has increased so that there are ones for the executive as Thank you gifts taking the total to 110.

**V.P. Competitive Program business:**

July 10-11 will be ERA's (there will be 12 extra events so that Quebec/Maritimes can use it as a training for Canada Games 2013. Eastern Interprovince...

Ontario Summer Games: August 10-11 in Sudbury  
Under 17 will have 4x+ (coxed quad) and 2x

Highschool Regatta Schedule:

May 16 Cardinal

May 20 ORC

May 29 Quinte

May 22 ERA HS

June 4,5,6 CSSRA

July 10-11 ERA Championship

Ergathon will occur on Saturday, April 10.

Discussions are underway as to who will be coaching the various competitive programs but no final decisions have been made as of yet.

Equipment Purchases:

Sculling oars (~\$5000)

Heavyweight 4x

Riggers to change a four into a quad

It was recommended that the Exec look at the amount of money available before proceeding with too many purchases.

**Action Item:** The Darwin is going to be put up on the club site for sale and see if there is an appetite for it.

Motion: To buy sculling oars at \$5000

Moved: Chris M

Seconded: Mike

Approved: All

**Head Coach:**

Safety policy: Single scullers will provide their own lifejacket, doubles/pairs require a life jacket either a waist or a regular one

As many cox boxes went missing last season a decision was taken with the highschool coaches for a deposit to be taken for cox boxes for the season - \$500 in cheque form which is held but not cashed until the end of the season.

**Action Item:** The Club needs to buy more lifejackets

The club will begin giving erg spinning classes in the morning for approximately 8-10 people twice a week. Any profit will be used to buy new ergs. Currently two monitors need to be replaced on ergs.

Sophie Desaulniers has offered to be responsible for ordering club gear.

**Action Item:**

All coaches (for every program) will have to undergo a training session on the coach boats with Brian before going on the water.

### **V.P. Administration**

Club opening: April 10

\$5500 has been set aside to purchase a new coach motor (Yamaha 4 stroke) and boat (ORC SAFETY will be painted on the side of the boat)

Motion: For the ORC to purchase a new coach boat and motor at \$5500.

Moved: Chris M

Seconded: Chris W

Approved: All

The Club truck tailgate must be replaced this season.

All of the buses have been reserved for the regattas this season as well as the hotels (100 beds for Row Ontario/Henley).

The Club finally received permission to remove the dirt pile on the side of the new boat house. That will be dealt with this season.

The Club Manager (Brian) will begin on March 30, two weeks earlier than previous years. The Exec will need to look at adjusting his salary.

**Action Item:** A motion is to be brought forward at the next Exec meeting.

### **New Business:**

**Action Item:**

1. A letter will be written to Rowing Canada which will ask them to approach the club before talking with the Head Coach about having her participate in various rowing events in the future. It puts everyone in a very difficult position. Mike Walker will write it and then give it to Chris W and Chris M for final edits.

2. Peter McClelland an ex ORC rower will be rowing for Cambridge in the Oxford vs. Cambridge race. The Exec will be sending him a letter of support/congratulations. Jennifer will draft the letter and send it to Mike for scanning onto letterhead and sending.

### **Outstanding Action items:**

1. **Motion: *The Executive Committee designates the following club officials to have the authority to enforce the ORC Safety Policy, including: the authority to issue reprimands; the authority to shut down the on-water activities of***

***the club in the case of weather hazards such as lightning, fog or wind, or other river hazards such as excessive motorboat traffic or pollution; and the authority to immediately ban coaches and crews from the water for that day where the coach or crew is violating the ORC Safety Policy. Further disciplinary measures can be recommended by the designated official for approval by the ORC Safety Committee.***

***President***

***VP Administration***

***VP Recreational and Instructional***

***VP Competitive***

***Head Coach***

***Club Manager***

***Chief Umpire of an ORC hosted regatta or ARL Race Night***

***Club Coaches or program leads proposed by VP Rec and Instr or VP***

***Competitive and approved by the Executive Committee***

*Moved: Mike*

*Seconded: Steve*

*Approved: All*

***2. Motion: The Executive Committee shall reconstitute the ORC Safety Committee to conduct an annual review of the Safety Policy and to formulate a hierarchy of sanctions for serious safety and discipline infractions, to be approved by the Executive Committee. The committee will consist of the President (Chair), VP Competitive, VP Recreational and Instructional, the Head Coach, the Club Manager and no less than two full members, one each from the Competitive and Recreational programs. The committee will meet at least once at the start of the spring rowing season and as required throughout the season to deal with safety issues as they arise at the club.***

*Moved: Mike*

*Seconded: Steve*

*Approved: All*

***3. Motion: Ottawa Rowing Club club-owned boats and equipment are to only be used for training on the Ottawa River in accordance with the club safety policy and club direction on equipment use. They will only be taken away from the ORC for sanctioned regattas, for organized, supervised activities approved by both the Head Coach, and VP Competitive or VP Recreational and Instructional for their respective programs, or for other activities approved from time to time by the Executive Committee.***

*Moved: Mike W*

*Seconded: Chris M*

*Approved: All*

*This year there will be no sorties of club boats to cottages, etc, or portaging up to the Rideau Canal in club boats. This includes trips up the Gatineau without Head Coach permission (although we should look at allowing crews to use the Gatineau below the Casino entrance under supervision, since the entire width is safe).*

*Rowing Canada's insurance policy includes information on "What activities are covered?". It states that, "*

*The insurance coverage applies only to events sanctioned by Rowing Canada Aviron, including related training at sites of events, at sites of training camps and at club premises."*  
*Our traffic patterns effectively define our club premises as the club grounds, plus the Ottawa River from just below Parliament Hill to Lower Duck Island, with restrictions on rowing up the Gatineau. Therefore, any people and equipment outside these boundaries, such as up the Rideau Canal, unauthorized trips up the Gatineau and other locales such as personal cottages would likely not be covered. Folks can take responsibility for their persons and singles owners will have personal insurance for their own boats, but I am concerned about uninsured damage to club equipment in the events such as those described above.*

*An example could be taking some club boats to another site supervised by a coach or club official for organized training activities or to prepare for sanctioned events or to participate in regional or provincial training camps and selection trials. Examples could include when Peter and I took a double to scout the Head of the Rideau course in September (as organizers of the regatta), be going with a club coach to participate in radar trials or another training camp that falls under the RCA guidelines such as a Canada Games training camp or inter-club training activity (as we would like to have in Cardinal).*

*In the case of the rec program, I would suggest this could include participating in organized rec and touring activities approved by VP Rec and Instr (in consultation with the Head Coach for boat selection), such as the ONEC Sculling Marathon or the Wilson Island Marathon.*

Carrying of singles: With less experience rowers or slippery conditions two people are required to carry down the boats.

Head of the Rideau Regatta fees: At the next meeting, the issue of whether or not the ORC pays regatta fees for Head of the Rideau will be discussed.

Close of meeting: 9:45

Moved: Lana

Seconded: Chris W

Approved: All

Next Meeting: April 21 at 6:30 p.m. at the ORC Club