

# Guelph Rowing Club

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## Annual General Meeting - Meeting Minutes - March 21, 2019

**Date:** March 21, 2019, 2018, 6-7:30pm

**Location:** Rm 3, Evergreen Seniors Centre

**Attendees:** Pia K. Muchaal, Stephanie Ferguson, Nancy Kielar, Genevieve DesOrmeaux, Maria Hunt, Jo-Anne Costello, Walter Kehm; Fiona McCrea, Heather Kooistra, Bob Richardson, Joanne Ryks, Pamela Healy, Nicole Bellefleur, Marianne Frame-Toombs, Julie Horrocks, Dave Léger, Rita Harris, Jane McKinnon Wilson, David Barker, Scott Richardson, Michele Richardson, Gord Barr

**Proxies Received:** Pat Zullinov, (Julie Horrocks); Isobelle Gray (Joanne Costello); Pearl Schachter (Maria Hunt); Tanya Lonsdale (Fiona McCrea); Bill Mullin (Bob Richardson); *Gerard Bellefleur* (Nicole Bellefleur); *Simon* (Julie Horrocks)

**Guests:**

### Meeting Minutes

#### Call to Order: 18h09

#### Welcome

Thank you to all attendees

#### Approval of 2018 minutes

Motion to accept 2018 meeting minutes: Joanne Ryks. Motion seconded by Fiona McCrea. All in favour. None opposed. Motion passed.

No new business noted as arising from 2018 minutes.

#### Presidents Report *presented by Jo-Anne Costello*

Thank you to Board members for their hard work, dedication, and timeliness in preparation for meetings and following up on action items.

It was noted that significant pieces of work in the past year were related to bylaws updates and development of policies/procedures (to be presented in Vice President's report by Stephanie Ferguson; updating/reviewing of policies/procedures is required by RowOntario as condition of signing annually with RowOntario).

We were not successful in hosting CORA this year. All Clubs/attendees were asked to vote and opted to hold event elsewhere. This meant that we were able to redirect energy into other club pursuits.

Special thanks to all of our coaches and volunteers, who put in long hours over the course of the season.

#### Presentation of Bylaw Updates *by Jo-Anne Costello*

Bylaws were sent out prior to the AGM (see separate document).

Club Bylaws were reviewed over the course of the past year. This action item was identified by RowOntario, indicating that with regards to new legislation Clubs needed to update bylaws to ensure compliance. Previous bylaws were reviewed page by page, with support from Lisa Roddie, COAST and RowOntario, as well as board members who were involved in drafting previous versions - thank you to Fiona McCrea.

Any questions regarding bylaw changes:

- Question posed regarding membership, as it was noted that several categories of membership were excluded in new bylaws (specifically high school and summer junior rowers, volunteer coaches). It was suggested that it would foster a sense of inclusion for the rowers in the sport and the Club. It was noted that Board also struggled with this issue and we sought advice from Lisa Roddie, COAST and RowOntario and these change was linked to age of participants. Decision. Note: (1) certain decisions made regarding age of participant (legal reasons), (2) additional membership will result in high quorum, which was difficult to reach for this meeting and for AGM meetings in general, (3) the Board can make exceptions to allow a person membership within the provisions, and (4) period of membership is based on program registration. *Action item(s): Jo-Anne Costello to contact Lisa Roddie to clarify this issue and will bring back to membership.*

*Motion to approve Bylaws 5 forwarded by Fiona McCrea. Motion seconded by Julie Horrocks. All in favour. Motion passed.*

#### **Vice President Report presented by Stephanie Ferguson**

Club hired three coaches last year and two of these positions were paid for by the summer job grant. An application has been made for the Summer Jobs grant for 2019 (we have applied for the full 16 weeks) and we expect to hear back in April 2019. There have been a few changes to the Summer Jobs grant program this year, for example, it would be possible to hire a part-time students; this will be explored further if we are successful in obtaining the Grant.

A lot of work went into developing policies for the Club, including Health and Safety Policy, Workplace Violence Policy, Privacy Policy, Conflict of Interest Policy. These were drafted with support from RowOntario. Policies have been posted on website. The Health and Safety Policy and Workplace Harassment procedure are required because Club is considered a workplace; they are posted and accessible within the Clubhouse. Policies will be reviewed and updated as needed annually.

#### **Treasurer's Report presented by Gord Barr**

Paper copy of financial statements were provide at AGM.

Thank you to everyone for their contributions - we have a very active club and it is great that everyone is so good at pitching in and helping out.

Page 4: It has been a good year as program revenues are up slightly and membership up as well. Fee structure changed this year with RowOntario and RowingCanada which had an impact, as well as lower expenses. In kind contributions were also significant in the last year, with the Varsity Program contributing significantly to capital assets: 2 motors, 1 boat, 16 oars (Club owns equipment for insurance reasons). Grants were also up in the last year. and reason for that is insurance. Overall expenses were down.

Page 5: Cash flow: between excess revenues and amortization generated, we have approximately \$66,000 in cash. Please see under capital expenses, that varsity contributed expenses and Club purchased a boat. Wish to highlight how significant how much equipment we have invested in Club while maintaining financial stability.

Page 2: Balance sheet - balance in time of cash. Cash down slightly, but current liabilities are down even more (\$10,000). We are still in a good working capital position compared to beginning of year. We will continue to pay down debt over time and are getting close to paying debt off.

We are very happy with our bookkeeper, Sharon Zong - thank you for all of her hard work.

*Gord Barr motions to reappoint BD Hawkins as auditor for 2019 year. Motion seconded by Dave Léger. All in favour. Motion passed.*

### **Site and Boat Report presented by Bob Richardson**

It was Bob's first year as Site and Boat representative and he acknowledged that the role was at times overwhelming. The year went well overall, with many improvements at the Clubhouse, including installing new gas storage cabinet, adding new equipment.

Bob is currently working with the GRCA regarding an application/plan to remove the old storage shed and replace it with a new shed (sea can) in the same location.

Bob is also working on a proposal with a local company around onsite motor maintenance (associated costs acknowledged, however, this will also be a significant time saver). Bob is also exploring the possibility of renting boats for significant events.

Docks will be installed within several weeks. Plans are also in place to lay new lines for the docks, given the problems experienced last year.

Acknowledgement of the positive relationship the Club has with the GRCA. We are thankful that they have not increased our fees again this year. Thank you to Julie Horrocks for all of her work in the past in building this relationship.

### **Communications Report presented by Cameron Harvey**

Thank you to David Barker for providing interim assistance with communications role between previous communications officer and Cameron stepping in.

Three primary foci of communications: (1) reporting on results, including Varsity, Henley, High School; (2) reporting on programs, including Learn to Row, (3) making announcements such as seasonal changes (i.e cold water rules).

Newsletter is the main communication tool. Cameron has also been working on updating website for Club - this has been done with assistance from Sydney M. The new WordPress version was presented briefly in this meeting; note that the new website contains all the same information but has a new look, which will hopefully be easier to navigate and attract new members.

Cameron to focus on Club's social media presence in 2019, to increase presence and hopefully attract new members. Please notify Cameron if you have any interest in assisting or know of anyone who would be interested in assisting.

### **Rowing Committee Report presented by Pia Muchaal**

Reminder of program leads: Joanne Ryks: Recreational and Adult Novice Rowing Programs; Nicole Bellefleur: Adult Learn-To-Row Program; Pia K. Muchaal: Safety Officer, Chair; David Barker and Michelle Richardson: Masters Rowing Program; David Barker and Isobelle Gray:

Spring High School Rowing Program and Fall Junior Rowing; Dave Léger: Varsity and Senior Programs; Isobelle Gray: Come and Try Rowing.

Thank you to the program leads who did a fine job in leading programs.

One of the main jobs of the Rowing Committee in the last year was to develop a Greening List (list of equipment) and identifying equipment needs. The Greening List was presented to the Board for review.

Two regattas were hosted: Learn to Row and Guelph Western Invitational.

Please review the Membership section on the website for more fulsome updates on program accomplishments in 2018. Some highlights included:

The High School program was very successful both with regards to number of rowers and success at competitions.

In the Fall Youth LTR, the rowers went from rowing sweep in the first week to sculling in the second week, which is an amazing accomplishment.

The Varsity and Seniors Summer programs held their most successful season of the decade, with a number of stand out performances and seven podium finishes.

The Masters program was small but mighty and athletes raced in eight regattas.

The Recreational and LTC programs had thirty and fifty participants respectively.

Come and Try Rowing was held in cooperation with the TwoRivers Festival. Six of the participants went on to register in LTR. Come and Try Rowing will be held again in May 2019.

Thanks to again to all program leads, coaches, and volunteers. Special thanks put forward by Jo-Anne Costello to all Program Leads for all of their hard work, enthusiasm, creative problem solving, supreme dedication.

There is one regatta scheduled for the coming year: LTR.

One regatta scheduled this year: LTC

It was noted that 2019 marks that the 20th anniversary of Guelph Rowing Club. The Rowing Committee has plans for upcoming season to recognize this anniversary.

Dave Léger noted the significant accomplishments of Spencer Kielar, who was recognized by Rowing Canada and competed internationally in the past year. We should be very proud and celebrate this member and his phenomenal accomplishments both in last year both now and in future.

#### **Membership and Registration Report *as presented by Pam Healy***

See AGM Report for complete report. There is one correction to AGM Report document, as there were a few more high school registrations, for a total of 291 registrations overall, which represents an increase over the previous year.

There are some changes in registration process upcoming (message will be sent out to members shortly): We have increased program fees by 2% to align with cost of living, which results in an increase of \$5-10 per program. RowOntario and Rowing Canada fees will remain un-

changed for this year, but our expectations is that this will increase in coming year(s). GRCA fees will not increase this year (imbedded cost in program fees), however, please note that the passes for 2019 will be good for use at GRCA, not other conservation areas (if you have a Conservation membership, it is possible to pay difference at GRCA gate to have access to multiple conservation areas).

There is a change in registration process for private boat storage: there are two separate programs for boat storage - single and double - so those requiring will now register for their rowing program and boat storage. Once registered, members are asked to please print and sign form from website and submit to Fiona McCrea. Thank you to Fiona McCrea who has kindly agreed to manage boat storage again this year.

The programs for 2019 are all activated for registration and we have already received 2 registration for LTR.

All Board members should be registered as members; this was a missed for Cameron Harvey in the past year. IT is noted that in the past there have historically been Board members who have sat on the Board without membership. All Board members will be registered as members in the coming year to be in accordance with Bylaws.

*Motion to accept the reports as presented forwarded by Julie Horrocks. Motion seconded by Fiona McCrea. All in favour. Motion passed.*

#### **Presentation to Exiting Board Members *presented by Jo-Anne Costello***

Thank you to Stephanie Ferguson and Pia Muchaal for their time of service on the Board. Thank you for their work and commitment. It is greatly appreciated.

#### **Nominating Committee Report *presented by Jo-Anne Costello***

Julie Horrocks chaired the committee this year. The Committee met several times and approached several people regarding nominations. Nancy Kielar and Michele Richardson have agreed to let their names stand for nomination. See their bios as presented in AGM Report.

*Motion to accept Nancy Kielar and Michele Richardson to be board members forwarded by Dave Léger. Motion seconded by David Barker. All in favour. Motion passed.*

*Note: short board meeting to occur following this meeting to assign Board roles for coming year.*

#### **Site and Boat Responsibilities *presented by Jo-Anne Costello***

Thank you for everyone for your assistance at the Club and Clubhouse. Please let us know how you are able to help in the coming year. See the AGM Report for list of available tasks.

#### **Presentation of Lifetime Membership *presented by Jo-Anne Costello***

Jo-Anne excited to note a significant clarification in the Bylaws regarding membership category of long-term membership and possibility of awarding to a person of great contribution to the club. We are pleased to present to Walter Khem as a long-term member and to recognize all he has done for the Club.

#### **Other Comments/Questions:**

Dave Léger extended thanks to the Board for their hard work.

Walter Khem noted that in past, the Guelph Rowing Club has attempted to obtain charitable status without success. Through his involvement with another club, he has become aware that other clubs have charitable status and offered his assistance in exploring this further. Action item(s): Jo-Anne Costello to connect Walter Khem with Nancy Kielar to discuss further.

Question about possibility of hosting another reunion event (similar to event held 3 years ago), as Walter Khem and James White met last week. Dave Léger noted that in 2020, Varsity Program will be hosting a regatta to mark the 20th anniversary of that program and it was suggested that perhaps this event could be held in conjunction with reunion event.

**Motion to Adjourn**

*Motion to adjourn meeting forwarded by Joanne Rykes. Seconded by Nicole Bellefleur. All in favour. Motion passed. Meeting adjourned: 19h10.*