

## MINUTES

Annual General Meeting of Rowing New Brunswick Aviron

March 1, 2018

### Attendance:

#### Executive

John Oxley, President  
Aaron Trafton, V-P Finance  
Katherine Grant, Treasurer  
Donna Bliss, V-P High Performance  
Cyril Johnston, Secretary

Chantelle Hanley, High Performance Coach

Jamie Shanks, Government of New Brunswick

#### Public Attendees:

Peter Seyfforth  
Debbie Black  
Ashley Milani  
Nathan Blais  
Tim Lawrence  
Caroline Grant  
Matthew Snellgrove  
Brendan Miller  
Margie Trafton  
Stacy Norwood-Briggs  
Brenden Kilfoil  
Chris Flood

## **1. Meeting Called to Order.**

### **Motion**

Moved by Chris Flood: that reading of the Minutes of the last Annual Meeting be waived.  
Seconded by Brenden Kilfoil.. Motion Carried.

Moved by Aaron Trafton, seconded by Peter Seyfforth, that the minutes be adopted.

Discussion; FRC requests copies of financial documents related to the year. Executive will send.  
Motion Carried.

## **2. President's Report**

### **President's Report**

This past year since the last AGM was an exciting year for rowing in New Brunswick with athletes, coaches and umpires attending national and international events. The results of these are shared in the various reports included with this AGM package. Where 2017 experienced challenges was in the relationship between the board of Rowing New Brunswick Aviron, the board of Fredericton Rowing Club and the board of Kennebecasis Rowing club.

2017 saw a number of issues come before our boards that caused some tension and challenges to our organization. This is understandable though when you have good people working on something where there is an emotional component to it. We find ourselves at this AGM gathering with this as the recent history of rowing in New Brunswick.

This AGM represents the end of Donna Bliss's term as the VP of High Performance. On behalf of the board I would like to thank her for the contributions she has made over the last 4 years. We have all benefited from her advice and counsel. She also was a critical conduit to the PCEP coach who benefited and appreciated the direct support through the High Performance Committee and through one-on-one meetings.

This AGM also represents the end of my term as President. Having reoffered, unopposed, I will be in this position for up to another 4 years. This will be my last term on the board of Rowing New Brunswick Aviron. I believe it is important for all organizations to bring in new ideas and people to ensure a vibrant effective organization.

In the upcoming term there are a number of important issues that I want to tackle. In doing so I hope to help lead the board to improve the organizational effectiveness and relationship between the board and the 2 clubs. These are the item that I want to improve working with my board;

- Update the constitution and develop a supporting set of by laws.
- Bring in a Discipline Policy and Appeals Procedure to go with our new Code of Conduct. It should be noted that until these are developed RNBA will be defaulting to Rowing Canada's policies to support our new Code of Conduct.
- Work with our Finance Committee to create a more formalized budgeting process and better manage our costs against these budgets. This will include a process for prior approval to spend RNBA money.
- Develop an Athlete's Assistance program. Currently we provide support for athletes to go to the National Rowing Championships. I would like to see a program like the Umpire Assistance Program that helps New Brunswick's top rowers to attend camps, specific competitions and other high-performance opportunities outside of club activities.
- Improve our website and ensure all key documents are put there.

I would like to thank the board of Rowing New Brunswick for their assistance this year.

### 3. Finance Report

Katherine Grant reviewed the Statement of Revenue and Expenditures and Statement of Financial Position, Copies of which are appended to these minutes.

Government Representative Jamie Shanks stated that a full audit would be required this year by the province due to our level of funding.

### 4. High Performance Committee Report

The High Performance Committee, as subcommittee of RNBA, mandate is to oversee the role of the Provincial High Performance Rowing Coach.

The subcommittee was comprised of:

- Donna Bliss, VP High Performance RNBA (Committee Chair)
- Keegan Drummond, KRC until the end of August
- Shelley Swift, FRC until the end of September, Krista Downing beginning November
- Chantelle Hanley, High Performance Coach

The Committee is responsible for the developing a bridge between the Clubs and the Provincial Board, while supporting the HP Coach in the role of coach and mentor. The Committee met 6 times formally with minutes copied and submitted. HP Coach and VP High Performance met 2 times in addition.

Chantelle's coaching was divided between athletes at both clubs on an agreed upon schedule. Extensive thought and preparation went into the Selection Criteria Documents for the Hampstead Camp, Canada Games Team and National Rowing Championship and were made available to athletes and their parents well in advance of each event.

Athletes, including the Canada Games hopefuls, had full access to Canadian Sports Centre Atlantic programming and the Potential CG Podium and High Performance subsidy grants. The Centre is located in Fredericton, however, a satellite sight continued in Rothesay at Matt Forgie's. There continued to be a requirement for HP and potential Canada Games athletes to train in Fredericton weekly.

#### Impact on Rowing in New Brunswick:

- Continues to be a strong ambassador and champion of the sport in the communities, as well as, regionally, nationally and internationally
- Continues to develop links with universities and high schools in the search for potential rowing athletes
- Continues to seek out opportunities to enrich skill set through Professional Development
- Encourages coaching education for entry level and continuing coach development
- Continues to mentor local and regional coaches as they develop their skills
- Develops training plans for athletes and their coaches to follow for growth and development
- Consults with Club coaches regularly
- Meets individually with athletes and their parents to develop short and long term goals
- Looks at the athlete mentally, physically and emotionally to establish life balance
- Has a vision beyond the short term for the sport's future
- Seeks out grant application opportunities to support the growth of Rowing
- Is a member of several committees at the Rowing Canada level

#### Strengths brought to the position:

- Enthusiasm
- Passion
- Respected and respectful
- Approachable
- Strong coaching skill set
- Verbal and written communication
- Checks for clarity and understanding
- Mentoring of coaches
- Provision for coach education and development
- Goal setting in consultation
- Vision for the sport
- Stability
- Recognition of needs within each Club
- Identification of priorities
- Commitment
- Flexibility

- Knowledge
- Networking within the Region, across Canada and Internationally

Chantelle continues to show a commitment to develop athletes to move forward with their goal of joining National Team Programs. The number of HP Athletes has seen change over the year, as athletes leave the program, while others join. The group is committed to personal goal achievement.

Areas of Focus:

- Continued communication with athletes, parents and Club coaches
- Recruitment and Retention of HP athletes
- Balancing coaching requirements and personal life

As the PCEP program comes up for renewal in the year 2018, RNBA has made the decision to terminate the HP contract on March 31, 2018. An evaluation review will be conducted in January and decisions will be forth coming from both the Government of New Brunswick, as well as, RNBA as to the direction programming will take following the end of March.

As a continuous member for the Committee for the last four years, I would like to thank those Club members I have worked with in sharing the vision of the HP Coaching Position. It has been especially rewarding working with both coaches in the position. Although very different in their approaches and coaching styles, they were exceptionally dedicated professionals to the sport of rowing.

## 5. High Performance Coaches Report

The 2017 High Performance Group met its targets. Two members went on to University, one has retired from rowing following a car accident.

The Canada Games Team training group had 18 athletes, reduced to 12 for the games. The Games themselves were challenging, and the team was not as successful as hoped for, but it is very positive that 10 of 12 athletes have continued to row.

Canadian Henley was very successful, with three FRC crews in finals, finishing 2,3 and 6<sup>th</sup>.

UNB won both banners in the Atlantic Universities Championships.

A major area of success was the progress in coaching development. Within a year this should be self sufficient.

The high-performance committee met several times, often via Skype.

## 6. Umpires Report

Donna Bliss delivered the Umpire's Report, a copy of which is appended to these minutes.

## 7. Code of Conduct

A new code of conduct was reviewed. Many changes and improvements were proposed. The changes agreed to are contained in a revised code of conduct attached as an appendix to these minutes.

Moved by Debbie Black, seconded by Aaron Trafton, that the code of conduct as revised be adopted and placed in force on an interim basis and that the Board present an improved document to the next Annual General meeting. Motion Carried.

8. New RNBA seat Fee Structure.

Rowing Canada has made major changes to the way fees are charged to athletes. Included in these changes is a \$3.25 “seat fee” for each event an athlete enters in a sanctioned regatta. In order to align with the new model, RNBA proposes to charge an athlete fee of \$5 to all athletes and a \$1.00 seat fee per event.

Moved by Brendan Kilfoil, seconded by Debbie Black, that the proposal be accepted. Motion Carried.

9. Election of Vice-President High Performance.

Two candidates were nominated for this position, Wayne McFarland and Debbie Black. Prior to the ballot being held, Debbie Black withdrew her name from consideration and Wayne McFarland was elected by acclamation.

10. Other Business

Brendan Kilfoil asked about the role of RNBA in developing athletes. The President replied that athlete development was the responsibility of the clubs.

Chantelle Hanley asked who would be taking over high-performance responsibilities. The President advised that the new Board would determine who takes over responsibilities.

Debbie Black raised the matter of a Budget. She pointed out that the Constitution contemplates the presentation of an Annual Budget at the Annual General Meeting. The President advised that the Board was not going to be presenting a budget.

Peter Seyfforth read a statement from the Board of Directors of the Fredericton Rowing Club listing concerns with the conduct of the Board of Rowing New Brunswick. The full statement is attached as an appendix to these minutes.

Chantelle asked that the Rowing New Brunswick congratulate the athletes who have competed in the last year with such success. All present agreed.

The Board expressed its thanks to Chantelle for her service over the last several years.

11. Motion to adjourn by Brendan Kilfoil, seconded by Chris Flood. Motion Carried. Meeting Adjourned.

