

Ottawa Rowing Club Executive Meeting Minutes

Date	November 07, 2023	
Time	19:00-21:00	
Location	ORC Boardroom & Google Meet	
Attendees	Peter Thompson, Zak Lewis, Craig Law, Julia Fournier, Grayson Gray, Meghan Jolley, Andrew Harfield, Andrew Thompson, Kim Krahn, Brendan Edge	
Next Meeting	December, 2023	
Agenda Items	Discussion	Actions
Ratification of Meeting Agenda	Automatic Approval	
Ratification of Previous Meeting Minutes	Automatic Approval	
ABB Funding for Improvements & Construction Plans for Next Season Impacts	<p>Heritage Grant is a matching grant up to \$5000.</p> <p>We may want to put together a proposal focused on the “threat to survival” of the building due to repeated flooding, lack of fire sprinklers, etc.</p> <p>Kim has reopened discussion. They need our proposal ASAP.</p> <p>Apparently, 24 Sussex is their biggest focus right now but there is money we could potentially get if we get a proposal in on time. Kim has asked our contact for advice on what exactly we should include to make the application successful.</p>	
Grant Application Process	<p>The OTF Communities Grant has been submitted. They were looking for “people and processes,” so Kim focused on hiring a fundraising lead and a volunteer coordinator. The most we could ask for was \$100,000.</p> <p>The New Horizons Grant has been submitted. Supports engaging elderly community members in sport. Zak applied to pay for a boat that would support this expansion.</p> <p>Meg has submitted for the Accessibility Fund.</p>	

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	<p>Zak and Meg will be submitting a Jumpstart Grant to try to get a Junior Coach hired.</p> <p>Kim is looking into options to fund a new trailer.</p>	
Banquet Updates	<p>We have essentially met our headcount minimum. We're going to proceed and hope for some last-minute additions.</p> <p>During budget discussion for next year, we will consider adding the cost of a banquet ticket and a t-shirt to the full-year membership cost.</p> <p>Kim's impression is that the lack of interest thus far is not due to price. We may need to redesign the event itself next time.</p>	
Historical Files/Memorabilia and Alumni Contact	<p>After his Masters is over (or over the Summer), Brendan would be interested in taking on the project of getting our history in writing on the website. This is in our list of volunteer roles.</p>	
Gate & Sign	<p>The sign that was mounted on the gate was knocked off. It can wait until the road is finished, then we'll see what we have to work with.</p>	
Volunteer Policy Proposal	<p>The policy has been written in full with the help of Meg and Kim. Andrew H will have a look at it but hasn't had the chance yet. The details will be ironed out between now and the AGM. All board members should have a look and give any feedback they have.</p>	
Winter Next Year	<p>The staff would like the board to know that the Winter arrangements are where they need the most support next year. We need to figure out how we can stay at the ORC next Winter.</p> <p>The timing is good to get a commitment from the City that we will be able to be open next Winter. As we're going over our budget, we can point out to them that forcing us to close for a season is a major loss of revenue. It also hurts our ability to book weddings in advance; many people want to look at the venue over the Winter and the construction being more visible now is a deterrent.</p>	

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Executive Reports	Discussion	Actions
Head Coach (Zak)		
VP Admin (Andrew H.)		
Tangerine	<p>Andrew H looked into it. It's built for small businesses and his impression is that it's more trouble than it's worth.</p> <p>BMO has similar options that we could pursue, though the rates are not quite as good.</p>	
VP Competitive (Grayson)		
Special Guest - Matt Miller	Argonaut Rowing Club has had a very successful junior program. Grayson would like to have Matt Miller come to one of our board meetings and give us some insight on building ours. We would love to talk to him.	
VP Recreational (Andrew H.)		
New ARL Coordinator	<p>We found someone: Evelyn Elliot Hayes.</p> <p>Andrew H, Jenn Shortall and Kim will meet with her around the end of November to make sure she has all the information and support she needs.</p>	
Replacement	Andrew H will not be running for reelection. He will be leaving the board as of the AGM.	
Registrar (Julia)		
Membership Update	<p>Julia has chased down everyone with outstanding regatta fees and they've all been paid.</p> <p>We have given credits to some people for next year. Christa has been notified.</p>	
Treasurer (Craig)		
Audit to begin on	We are in a good financial situation.	

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January 8, 2024		
Secretary (Andrew T.)		
Athlete's Rep (Brendan)		
President (Peter)		
Insurance Claim	A City truck damaged a couple of our boats. The City would like our trailer to be out of the parking lot by the 14th. We have told them that we can't get the boats to London for repairs until the end of the month, so the City will be giving us somewhere to store the trailer in the interim.	
Action Items	Discussion	Deadline
Adjourn	Discussion	
Motion to Adjourn	Motioned: Peter Seconded: Andrew T Approved	