

Ottawa Rowing Club Executive Meeting Minutes

Date	December 06, 2023	
Time	19:00-21:00	
Location	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	January 2024	
Agenda Items	Discussion	Actions
Ratification of Meeting Agenda	Automatic Approval	
Ratification of Previous Meeting Minutes	Automatic Approval	
HODI Proposal for ABB Protection	Originally, the proposal was for flood-proofing. There has been discussion of a change of direction.	
AGM Prep	<p>Predicted Enrollment: See Julia's membership spreadsheet.</p> <p>Note: Not every "checkout" on Amelia is a new member, but it should give us a good idea of enrollment.</p> <p>Craig will get a number for the inflation rate for the budget.</p> <p>Zak, Meg, Craig & Andrew H are working on a separate fee structure proposal for the Junior program, taking into account a paid coach for them.</p>	
Reelections	<p>Andrew H is not continuing. We need a VP REC for the next two years and an interim VP Admin for one.</p> <p>Andrew T is staying.</p> <p>Peter is staying.</p>	
Advertisement	Tyler has a draft design ready for the sign including English and French and a picture of people rowing. Kim will send everyone the	

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	<p>latest version. If we're all happy with it, we'll send it to Sign FX.</p> <p>We will need someone to proof the French.</p>	
CSJ Grant Application	<p>Kim and Andrew H are getting our application in order. We're on track to get it in on time. Kim is cautiously optimistic that we will be successful this time.</p> <p>Kim has some concerns about the requirement for our summer students to work in a "safe environment," given the construction.</p>	
Club Governance	<p>Kim has a checklist from the City of things for us to stay on top of as a Board.</p>	
Winter Training	<p>Zak and Meg have a couple of leads for facilities for this year, but nothing that could support more than one program at a time.</p> <p>Peter has done a search of drawings at the City, which is due back next week. Should be able to get the building permit application from 1982.</p> <p>Peter has created a "Historic Documents" folder in the shared drive that revealed some interesting facts. Most importantly, the lease for the new building mentioned a "responsibility to keep the Club to a minimum of 10 degrees in the Winter season and clear the snow."</p> <p>We also have files saying the contractor did not go bankrupt during construction of the new boathouse. In fact, the City had agreed to split the cost of construction with us "when funding became available" and the money never came.</p> <p>Peter is in conversation with the city about building in the power and water in a more permanent way. This year we will need to use the portable washroom again but in the future, the proposal is that the City will insulate and heat the washrooms on the ground level of the old boathouse.</p>	
Boathouse Next Winter	<p>The importance of staying open over the Winter is being expressed to the City.</p>	
National Sport Trust Fund (NSTF) Accounts (Giving	<p>We currently have two accounts set up for people to make donations. We opened one last year for Giving Tuesday but this year we</p>	

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Tuesday)	<p>didn't get around to advertising that. We are paying to keep them open, so we may want to close that one.</p> <p>Craig will be asked to close the Giving Tuesday account.</p>	
Executive Reports	Discussion	Actions
Head Coach (Zak)		
VP Admin (Andrew H.)		
VP Competitive (Grayson)		
Athlete Fund Update	<p>We are looking at a surplus of \$237 this year.</p> <p>Grayson would like to discuss at the AGM how to use surplus funds. Zak suggests they just remain in that fund and carry over into the next year.</p>	
VP Recreational (Andrew H.)		
Registrar (Julia)		
Membership Update	<p>The spreadsheet is up to date.</p> <p>There were a few refunds given.</p> <p>Crista knows about all of the credits we've given out.</p> <p>All RCA memberships for people who never actually joined have been canceled. We will be starting fresh next year.</p>	
Treasurer (Craig)		

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Secretary (Andrew T.)		
Athlete's Rep (Brendan)		
President (Peter)		
Action Items	Discussion	Deadline
Adjourn	Discussion	
Motion to Adjourn	Motioned: Peter Seconded: Julia Approved	