



**Annual General Meeting
Wednesday February 20, 2018
Oakwood House**

Agenda

1. Call to order
2. Identification of voting delegates
3. Approval of the agenda
4. Approval of minutes
5. Business arising from the minutes
6. Report from the Board of Directors
7. Election of Officers
8. New Business
9. Meeting adjourned



**Row Nova Scotia
Annual General Meeting
Meeting Minutes
February 15, 2017
Oakwood House, Dartmouth**

Board of Directors Present: Peter Webster (President), Tracy Brown (Director), Nicole Sanscartier (Director), Nick Head-Petersen (Director) and Patrick Thompson (Staff Ex-Officio)

Regrets: Katie Edwards (Director)

1. Call to Order

Meeting called to order at 7:08pm by Peter Webster.

2. Identification of Member Club Voting Delegates

Antigonish Rowing Club: Nicole Sanscartier

Halifax Rowing Club: Linda Lee

MicMac Amateur Aquatics Club: Siobhan Wiggans and Rhonda Wilson

North Star Rowing Club: David Read and Roger O'Neill

Lunenburg Yacht Club: No club voting delegates

Quorum of 6 is met.

3. Approval of the Agenda

Siobhan Wiggans motioned to approve the agenda as presented. The motion was seconded by Roger O'Neill with all voting delegates in favor. Motion was carried.

4. Approval of the AGM minutes from February 15, 2016

Rhonda Wilson motioned to approve the previous AGM minutes. The motion was seconded by David Read with all voting delegates in favor. Motion was carried.

5. Business Arising from Minutes

No business arising from the minutes.

6. Report from the Board

Tracy Brown, Secretary RowNS, gave a presentation on behalf of the Row Nova Scotia Board of Directors. Please see the full presentation at: <http://www.rows.ca/wp-content/uploads/2016/02/Row-NS-AGM-Slides-Feb-15-2017-FINAL.pdf>

- Annual Overview - Summary of the major events, regattas, results, coaching courses, equipment purchases and programs that occurred in the past year.
- Governance – Implemented sub-committee structure including: communication, coaching, high performance, fundraising, finance, membership and safety and events. The sub-committee structure engages the membership better and allows the board to delegate responsibilities and focus on bigger picture. RowNS recognized that filling sub-committees was a challenge but is actively recruiting for new sub-committee members.
- Provincial Advisory Council (PAC) and Rowing Canada Aviron (RCA) – RCA staff is in flux. Terry Dillon recently named the successor to Donna Atkinson as the Chief Executive Officer. Technical Director position still unfilled and National Team coaches partially filled. At the RCA AGM it was approved to increase sport fees from \$10.00 to \$15.00 in 2017. And in 2018 a straight base fee of \$20 for all rowers with a competition fee for each regatta. New education system for umpires has been approved by RCA looking to standardize umpiring and umpiring clinics across the country. No National Master's Championships in 2017; although looking for another opportunity to host an event like this.
 - . Question from the floor about concerns over the cost to take an umpire clinic.
- PR/Communication – Summary of PR and communications. Specifically looking at quarterly newsletter, Facebook, Twitter and Instagram. Consistent growth in all aspects of social media communication. Although some ideas did not come to fruition a new website was completed and a major step forward in improving communication to membership. This website will be using the same url: www.rows.ca.
 - Question from the floor to have archived results still included on the new website.
- Membership – Summary of membership totals sorted into clubs, recreational/competitive, and men/women. Slight increase in overall members from previous years but overall a very consistent membership since 2013.
 - Question from the floor on the possibility to sort membership by age.
- Umpire Development - Umpire numbers have stayed the same the past three years but looking to add some new umpires this year. As always, RowNS could use more umpires to help out at regattas – this is very evident in the fall regattas. Hosting a level 1 umpire clinic on February 25, 2017.

- Coach Development – Summary of current numbers of trained and certified coaches in each stream. A good year in coach development. Bringing in Martin George to Nova Scotia was a large step forward for RowNS as it trained local coach developers in LTR and RCA Coach.
- Provincial Team – four training groups with Provincial Team. Addition of pre-development group this year with four athletes. Approximately 75 athletes tested by Provincial Team leading to 8 club referrals. In terms of provincial team athlete results it was a successful year. Largest ever Nova Scotia contingent at the National Rowing Championship (NRC) and a strong Nova Scotia showing at Henley. Cody Bailey was first Nova Scotia developed athlete to compete in U23 World Championships while Jenna Pelham was first Nova Scotia athlete in 15 years to compete in Senior World Championships.
- Fundraising – Developed a fundraising package with the goal is to raise \$25,000 per year for the next 5 years to purchase boats and equipment for Provincial Team use. Looking to tap into the network of Row Nova Scotia community to partner with organizations, individuals and groups to help raise funds to support or Provincial program.

7. Financial Report

Nicole spoke on the 2016 financials of Row Nova Scotia. These can be viewed in the AGM package found here: <http://www.rowns.ca/wp-content/uploads/2016/02/Row-NS-2016-AGM-Package.pdf>

- Approximately \$10,000 restricted for equipment purchase that was not spent in 2016.
- Regattas raised approximately \$4000 more than anticipated based on the previous year.
- Spent much less than anticipated this year on capital purchase due to the right equipment not being available.
 - Question from the floor regarding where funding from government and other sources is allocated in the financial statement including block funding, Canada Games funding, coach funding and membership dues.

8. Strategic Planning

In 2016 the RowNS Board of Directors embarked on a strategic plan using Lynda Shoveller as the facilitator. RowNS identified a number of key pillars and supporting values. RowNS will be releasing a formal document outlining the whole strategic plan in the coming months.

The one page document outlined:

Mission – Innovate – Engage – Achieve

Vision – Row Nova Scotia: guided by ambition, and bolstered by education, we develop and support rowing excellence at all levels.

- Question from the floor to release raw data to the membership strategic survey.

9. Proposed By-Law Changes

Nick Head-Petersen motioned to allow approval of the by-law amendments at the AGM due to the conflict with current by-law timelines. The motion was seconded by Roger O'Neill with all in favor. Motion was carried.

Nick Head-Petersen motioned to approve the by-law amendments as presented at the AGM. The motion was seconded by Rhonda Wilson with all voting delegates in favor. Motion was carried.

10. 2017 Slate of Officers

The following slate of officers is returning for their second year of service with Row Nova Scotia.

Peter Webster – President

Nicole Sanscartier – Treasurer

Tracy Brown – Secretary

Katie Edwards – Director at Large

Nick Head-Petersen – Director at Large

The Board of Directors nominated Judith Kays to sit on the Board of Directors as a Director at Large on a two year term.

No nominations were made from the floor.

Peter Webster motioned to approve the election of Judith Kays as a Director at Large to the Row Nova Scotia Board of Directors. The motion was seconded by Nicole Sanscartier with all voting delegates in favor. Motion was carried.

11. Adjournment

Peter provided closing remarks.

Peter Webster motioned to adjourn the meeting. The motion was seconded by Roger O'Neill with all voting delegates in favor.

Meeting adjourned at 8:44pm



Financial Statements

Expenditure Statement: Year End December 31, 2017

		<u>2017</u>	<u>2016</u>
<u>Regattas</u>	Revenue	16,857	15,387
	Expenditures	<u>-5,514</u>	<u>-6,556</u>
		11,344	8,831
<u>Coaching Staff</u>	Funding	50,000	59,291
	Expenditures	<u>-51,605</u>	<u>-65,283</u>
		-1,605	-5,992
<u>Coach Education</u>	Revenue	2,400	750
	Funding	3,000	5,500
	Expenditures	<u>-5,235</u>	<u>-8,613</u>
		165	-2,363
<u>Capital Equipment and Repairs</u>	Revenues	11,459	17,300
	Expenditures	<u>-21,385</u>	<u>-31,076</u>
		-9,926	-13,776
<u>Provincial team</u>	Revenue	19,675	8,394
	Funding	16,449	13,047
	Expenditures	<u>-27,506</u>	<u>-14,394</u>
		8,618	7,047
<u>Membership fees</u>	Revenues	8,480	6,910
	Expenditures	<u>-1,143</u>	<u>-1,045</u>
		7,337	5,865
<u>Operations</u>	Revenues	1,284	3,049
	Funding	1,872	15,950
	Expenditures	<u>-13,411</u>	<u>-18,536</u>
		-10,255	463
Prior period accounts receivable adjustment			(4,886)
Net Income (Loss)		<u>5,678</u>	<u>(4,809)</u>



Row Nova Scotia
Financial Statements
 Balance Sheet: Year End December
 31, 2017

	December 31, 2017	December 31, 2016
ASSET		
<u>Current Assets</u>		
Cash and Cash		
Equivalents	44,883	65,996
Accounts Receivable	230	
Prepaid Expenses	2,226	
Total Current Assets	47,338	65,996
<u>Capital Assets</u>		
<u>Rowing Shells (net</u>		
<u>amortization)</u>	42,255	14,973
<u>Row Nova Scotia</u>		
<u>Equipment</u>		
Office Furniture &		
Equipment	773	773
Rowing Equipment	26,567	26,567
Regatta Equipment	7,461	7,461
Provincial Team		
Equipment	24,909	22,902
Para Rowing Equipment	17,835	17,835
Total Row Nova Scotia	77,546	75,539
Equipment		
Total Accum Amort:		
Row NS Equipment	(37,967)	(29,584)
Total Row Nova Scotia	39,578	45,956
Equipment		
Total Capital Assets	81,834	60,929
TOTAL ASSETS	129,172	126,925
LIABILITY		
<u>Restricted Funding &</u>		

<u>Grants</u>		
Canada Games Fundraising 2017	777	1,802
Canada Games Legacy Fund	3,456	4,546
S4S PSO Project Club/Coach Development (Para)	846	709
Capital fund	-	1,120
	9,667	10,000
<u>Total Funding & Grants</u>	<u>14,746</u>	<u>18,177</u>
TOTAL LIABILITIES	<u>14,746</u>	<u>18,177</u>
EQUITY		
Total Prior Year Retained Earnings & Restricted Funds	108,748	113,557
Current period earnings	<u>5,678</u>	<u>(4,809)</u>
TOTAL EQUITY	<u>114,426</u>	<u>108,748</u>
LIABILITIES AND EQUITY	<u>129,172</u>	<u>126,925</u>