

# ANNUAL GENERAL MEETING

---

*Row Nova Scotia  
February 20, 2018*



# 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
7. ELECTION OF OFFICERS
8. NEW BUSINESS
9. MEETING ADJOURNMENT

# REPORT FROM THE BOARD – 2017 IN REVIEW



## MISSION

Innovate. Engage. Achieve.

## VISION

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



# REPORT FROM THE BOARD – 2017 IN REVIEW

---



## 2017 BOARD:

President -  
Peter Webster

Treasurer -  
Nicole Sanscartier

Secretary -  
Tracy Brown

Directors -  
Katie Edwards,  
Nick Head-Petersen,  
Judith Kays

## 2017 COMMITTEES

- A. **Governance (Nick)** – strategic plan, future direction, by-law compliance
- B. **Community Engagement (Judith)** - PR & communications, fundraising, membership
- C. **Coach & Umpire Development (Katie)** – focus on training, certification, and membership
- D. **High Performance (Peter)** – focus on athlete performance, Provincial Team
- E. **Safety and Events (Peter)** – regattas and other events, on water safety, training
- F. **Finance/Treasury (Nicole)** – set and manage annual budget, transactions, investments

# REPORT FROM THE BOARD – 2017 IN REVIEW

---



## SPRING

- New website launch
- RCA Coach Weekend 1 Workshop (8 participants)
- Half- and Full-Marathon Erg Event
- LTR Instructor Workshop (9 participants)
- Hosted Icebreaker Regatta
- NSPPI submission completed, for funding effective January 2018
- Successful PSO project grant application for a province-wide “Come-and-Try Rowing” Weekend
- Received Coach Development Grant from RCA

## SUMMER

- Support4Sport Awards to honour top athletes and volunteers
- Hosted Bud Myra Sprints Regatta
- Supported athletes competing at ERA’s and the Canada Summer Games

## FALL

- Supported athletes competing at NRC’s and CC
- Hosted RCA PAC Meeting
- Visit with three international elite athletes following the World Championships
- Hosted Really Chili Regatta
- Patrick Convey Awards
- RCA Coach Weekend 2 Workshop (2 participants)
- Completion of Strategic Planning Process
- Transition of PT Coach to report to CSCA
- Row NS Committee TOR’s adopted
- Successful PSO project grant application for purchase of megaphones and speed coaches
- Capital equipment purchase of two 2X/-’s

## WINTER

- Hosted AIRC’s and 3rd Annual Awards Banquet
- Coordinated bulk purchase and resale of C2 ergs
- Contracts between Support4Sport, Row NS, and Pat Cody extended to March 2019 for Provincial Team Coach role
- RFP for future home of Provincial Team
- RCA and Row NS Membership Fees for 2018

# REPORT FROM THE BOARD – 2017 IN REVIEW

---



## RCA, PAC, and Provincial Highlights

### A. National Representation

- Carol Purcer and Carol Hermanson

### B. Masters Survey

### C. RCA Staffing Update

### D. Coach Education

### E. RCA Insurance

### F. Rules of Racing

### G. NextGen Program

### H. Overview of the Membership Events System

### I. PAC Ongoing Discussions:

- Coach recruitment and certification issues
- Financial sustainability
- How to increase membership
- Governance, Policies and Procedures
- Engagement of more volunteers
- Coach development
- Athlete development
- Club development
- University rowing

### J. NSPPI

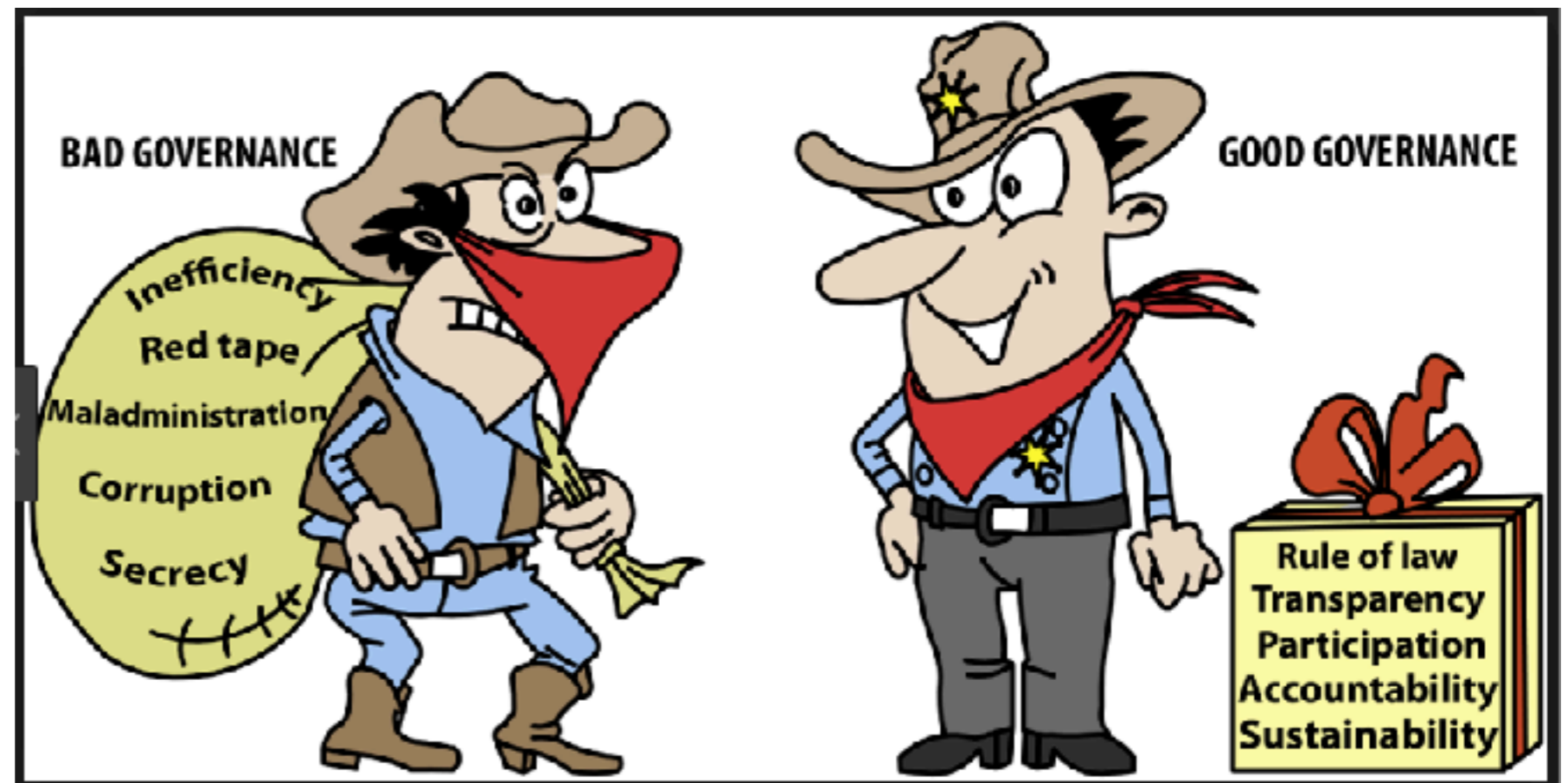




# REPORT FROM THE BOARD – GOVERNANCE



- Committee led by Nick Head-Petersen, working with Julie-Ann Vincent, Katharine Harmon, and Patrick Thompson
- Developed Board of Directors' Terms of Reference which has been approved by the current Board
- Continuing work on the Row NS Policy Manual which is anticipated to be approved by the Board before the 2018 on-water season.
- Thank you to Julie-Ann, Katherine, and Pat for your continued contributions!



# REPORT FROM THE BOARD – COMMUNITY ENGAGEMENT



- Combined PR & Communications, Membership, and Fundraising Committees to create the Community Engagement Committee, led by Judith Kays, working with Tracy Brown and Patrick Thompson, with contributions from Lia Renaud and Siobhan Wiggans.
- The main objectives of this committee are to increase:
  - positive public awareness of the sport
  - membership recruitment and retention
  - volunteer recruitment and retention
  - donations – public and private
- Key activities 2017:
  - Promotion of provincial “Come-and-Try” rowing event
  - Increased social media presence and followers (see next slide)
  - New website launch February 15, 2017
  - Media coverage for Canada Games and National Rowing Championships
  - Increased volunteer involvement
  - Initiated campaign to fundraise for future capital equipment purchases





## SUMMARY OF SOCIAL MEDIA ACTIVITY

	Feb 2018	Feb 2017	Feb 2016
Facebook followers	409	304	188
Twitter followers	660	577	478
Instagram followers	356	109	New!
E-Newsletter distribution	952	912	New!



## MEMBERSHIP BY CLUB BASED ON RCA MEMBERSHIP YEAR (APRIL 1–MARCH 31)

	Antigonish	Halifax	Lunenburg	MicMac	North Star	TOTAL
Total (2013)	131	259	0	120	90	600
Total (2014)	67	319	28	113	64	591
Total (2015)	92	295	24	101	69	581
Total (2016)	72	274	26	162	63	597
<b>Total (2017)</b>	<b>74</b>	<b>298</b>	<b>30</b>	<b>192</b>	<b>63</b>	<b>657</b>
Sport	28	249	30	160	37	534
Competitive	46	49	0	32	26	127



# REPORT FROM THE BOARD – COACH DEVELOPMENT



## COACHES IN NOVA SCOTIA

2017

### TRAINING AND CERTIFICATION IN 2017

	TRAINED	CERTIFIED
Learn to Row (LTR) Instructor	9	0
LTR Instructor (Adaptive)	0	0
RCA Coach Weekend 1	8	-
RCA Coach Weekend 2	2	-
RCA Coach	-	0
RCA Performance Coach	0	0
RCA High Performance Coach	0	0
LTR Instructor Learning Facilitator	0	0
LTR Instructor Learning Facilitator (Adaptive)	0	0
RCA Coach Learning Facilitator	0	0
LTR Instructor Evaluator	0	0
LTR Instructor Evaluator (Adaptive)	0	0
RCA Coach Evaluator	0	0
RCA Performance Coach Evaluator	1	0
<b>TOTAL</b>	<b>20</b>	<b>0</b>

# REPORT FROM THE BOARD – COACH DEVELOPMENT



## TOTAL – COACHES IN NOVA SCOTIA

AS OF DEC 31 2017:

	IN TRAINING	TRAINED	CERTIFIED
Learn to Row (LTR) Instructor	61	62	13
LTR Instructor (Adaptive)	5	10	0
Level 1 (old NCCP System)	-	-	12
RCA Coach	45	15	15
Level 2 (old NCCP System)	-	-	8
RCA Performance Coach	16	8	3
Level 3 (old NCCP System)	-	-	4
RCA High Performance Coach	1	2	0
LTR Instructor Learning Facilitator	0	2	0
LTR Instructor Learning Facilitator (Adaptive)	0	1	0
RCA Coach Learning Facilitator	0	0	1
RCA Performance Coach Learning Facilitator	0	0	0
RCA Coach Master Learning Facilitator	0	0	1
LTR Instructor Evaluator	0	1	0
LTR Instructor Evaluator (Adaptive)	0	0	0
RCA Coach Evaluator	0	1	0
RCA Performance Coach Evaluator	0	1	0

# REPORT FROM THE BOARD – UMPIRE DEVELOPMENT



## TOTAL – UMPIRES IN NOVA SCOTIA

2017

Level 1 (Associates)	3
Level 2 (Licensed)	7
Level 3 (Chief Umpire)	4
Level 4 (Clinician)	1

### Training:

A Level 1 Umpire course was held in 2017. There were 4 participants, with 3 continuing to apprentice.

### Local Regattas supported by Nova Scotia Umpires:

- Atlantic Indoor Rowing Championships
- Ice Breaker Regatta
- Nova Scotia Sprints Regatta Regatta
- Halifax Harbour Championships / Northwest Arm Regatta
- Head of the Four Bridges (NB)
- Atlantic Rowing Championships & Atlantic University Rowing Championships
- Really Chili Regatta

### National Regattas sported by Nova Scotia Umpires:

- Royal Canadian Henley (Lesley Griffiths)
- Canadian University Rowing Championship (Bonnie Anderson)
- National Rowing Championship (Joan Backman)

### Safety Notes & Recommendations

### Required Equipment

### Thank you!

Thanks to all the Umpires and Volunteers who offer up their time to make the regattas run so smoothly!  
Thanks to all the Organizing Committees who put on the awesome regattas for the rowing community!



# REPORT FROM THE BOARD – UMPIRE DEVELOPMENT



---

## Safety Notes & Recommendations:

### Lake Banook

#### Safety:

A) The placement of buoys for the warm up/cool down need to be more consistent in placement from regatta to regatta, and more visible. It is not always clear to coaches or athletes which buoys are to be circled.

B) The use of the 6<sup>th</sup> lane can only be done safely when:

1. The warm up/cool down area is clearly defined and slightly to the shore.
2. Boats are kept far back from the start area so that they do not encroach on the 6th lane at the start.
3. There is adequate traffic restriction of boats heading into and exiting the warm up/cool down area, while racing crews are approaching the finish line.
4. There is adequate marshalling in the warm up/cool down area to keep boats away from the 6th lane while it is being used.

#### Recommendations:

1. Use large distinct buoys and put them in the same place every regatta.
2. Marshal placed at the top of the warm up / cool down area to hold boats until they are called.
3. Marshal at the tower or string of buoys separating the 6th lane from the entrance of the warm up / cool down area for the last 250m of the course.
4. There needs to be a tarp covering for the Start platform.

### Halifax Rowing Club / Northwest Arm

#### Recommendations:

1. Need to be able to confirm a time when the lot will be available for trailers to land.
2. Need to make sure Safety Boats/motors are reliable.
3. Tent or covering for the Finish
4. Have visiting crews launch from Horseshoe or Dingle

### Lochaber

#### Safety:

1. Need more safety / marshals on the way to the course.
2. Need signage or flags along the road by the finish to alert traffic of people standing at the finish.

#### Recommendations:

1. Move the location of the course to an area of the lake that is closer to the launch area and has a safe finish viewing area.
2. Provide overhead covering for the Start and Finish Umpires.

#### Required Equipment:

1. Replace missing bow markers
2. Replace unreliable megaphones
3. Replace one of the clocks

# REPORT FROM THE BOARD – HIGH PERFORMANCE



- Committee led by Peter Webster, working with Pat Cody, and Pat Thompson
- Three training groups working out of the Provincial Training Centre in Dartmouth, under the leadership of the Provincial Team Coach, in addition to training sessions at their home clubs:

<b>Group</b>	<b>Sessions/ Week</b>	<b># of Athletes</b>
Performance	9-12	6
Training	5	8
Development	2	1

**Offering over 30 hours of active coaching services weekly**

- Delivery of Training and Assessment Camps
- Development and distribution of training plans for athletes club coaches
- Management and development of training centre
- 24 TID assessments this year resulting in 6 referrals to clubs

# REPORT FROM THE BOARD – HIGH PERFORMANCE



## ADDITIONAL NOTES

- Renewed partnership with Canadian Sports Centre Atlantic
- Full participation in RBC Training Ground national multi sport talent search
- Development of a database for performance monitoring

Event	Results
Canada Summer Games	W1X: 6th, W2X: 6th, LW2X: 5th, W4X: 6th, W2-: 5th M1X: 8th, M2X: 6th, M4X: 6th, M2-: 4th Women's Team Points: 6th Overall Men's Team Points: 7th Overall
National Rowing Championships	JW1X: 3rd and 4th (Claire Ellison and Hannah Meeson) JM1X: 4th (Ben Walls) JM2-: 3rd (Tristan Kays and Noel Balsor) M1X: 8th (Cody Bailey)

# REPORT FROM THE BOARD – SAFETY & EVENTS



2017 Events	# of Participants
Atlantic Indoor Rowing Championships	69
IceBreaker Regatta	81
NS Sprints Regatta	165
Halifax Harbour Championships / Northwest Arm Regatta	106
Atlantic Rowing Championships	124
Really Chili Regatta	160

- Committee led by Peter Webster, working with Erica Gagnon and Kendra MacDonald
- Committee members each helped organize and chaired a Row NS regatta in 2017
- Reviewed the new RCA membership system and how it would be applied in Nova Scotia
- Organized motor boat safety training for volunteers at regattas
- Helped with organization of “Come-and-Try” events and looked at continuing on an annual basis.
- Discussed the creation of an on-water/cold water safety manual for all clubs to use.
- Discussion on how to offer annual emergency safety training.

# REPORT FROM THE BOARD – FINANCE



**Row Nova Scotia  
Financial Statements**  
Expenditure Statement: Year End December 31, 2017

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

# REPORT FROM THE BOARD – FINANCE



## Row Nova Scotia Financial Statements

Balance Sheet: Year End December 31, 2017

	<u>December 31, 2017</u>	<u>December 31, 2016</u>
<b>ASSET</b>		
<u>Current Assets</u>		
Cash and Cash Equivalents	44,883	65,996
Accounts Receivable	230	
Prepaid Expenses	2,226	
<b>Total Current Assets</b>	<u>47,338</u>	<u>65,996</u>
 <b>Capital Assets</b>		
<u>Rowing Shells (net amortization)</u>	42,255	14,973
<u>Row Nova Scotia 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	<u>17,835</u>	<u>17,835</u>
Total Row Nova Scotia Equipment	77,546	75,539
Total Accum Amort: Row NS Equipment	<u>(37,967)</u>	<u>(29,584)</u>
<b>Total Row Nova Scotia Equipment</b>	39,578	45,956
 <b>Total Capital Assets</b>	<u>81,834</u>	<u>60,929</u>
 <b>TOTAL ASSETS</b>	<u><u>129,172</u></u>	<u><u>126,925</u></u>



# REPORT FROM THE BOARD – FINANCE



## Row Nova Scotia Financial Statements

Balance Sheet: Year End December 31, 2017

### LIABILITY

#### Restricted Funding & Grants

Canada Games Fundraising 2017	777	1,802
Canada Games Legacy Fund	3,456	4,546
S4S PSO Project	846	709
Club/Coach Development (Para)	-	1,120
Capital fund	9,667	10,000
<u>Total Funding &amp; Grants</u>	<u>14,746</u>	<u>18,177</u>
<b>TOTAL LIABILITIES</b>	<u>14,746</u>	<u>18,177</u>

### EQUITY

Total Prior Year Retained Earnings & Restricted Funds	108,748	113,557
Current period earnings	5,678	(4,809)
<b>TOTAL EQUITY</b>	<u>114,426</u>	<u>108,748</u>

### LIABILITIES AND EQUITY

<b>129,172</b>	<b>126,925</b>
----------------	----------------

# REPORT FROM THE BOARD – MEMBERSHIP FEES



## RCA Membership Fees, effective April 1, 2018:

	CURRENT	NEW
Fixed Annual Fee	\$15/year for Sport Rowers \$50/year for Competitive Rowers	\$20/year fee for all Rower types
Variable Annual Fees	N/A	\$3.25 per seat per race

### Why is the RCA Membership Model changing?

- RCA has responded to the feedback from members following an extensive consultation process. This new model is based on the concept of “pay as you play” and has been developed as a revenue neutral model.
- This is a different method of collecting membership fees that will continue to provide the level of service that our members expect. Overall membership revenue is expected to be about the same as prior years.

# REPORT FROM THE BOARD – MEMBERSHIP FEES



## Row NS Membership Fees, effective April 1, 2018:

	CURRENT	NEW
Fixed Annual Fee	\$10/year fee for all Rower types	\$15/year fee for all Rower types
Variable Annual Fees	N/A	\$1.75 per seat per race

### Why is the Row NS Membership Model changing?

The increase in fees is needed to support the strategic initiatives identified in the Strategic Plan, including:

- Providing additional support and opportunities to coaches via training and certification in the NCCP pathway, and development opportunities outside of the NCCP pathway such as targeted clinics and mentorship.
- Developing athletes that have the ability to be selected to the Junior, U23, and Senior national teams. Building a Provincial Team that is on par with the best in the country requires a sustainable indoor training centre, a long-term on-water location for training and equipment storage, and regularly attending major events that help develop strong National athletes.

### Comparison with other Nova Scotia PSO Membership Fees:

- \$40 Rugby
- \$35 Badminton
- \$45 Canoe/Kayak
- \$70 Judo
- \$30 Squash
- \$45 Boxing
- \$50 Lacrosse

# REPORT FROM THE BOARD – MEMBERS COMPLETING THEIR TERMS

---



Thank you to the following individuals who have completed their terms and are not renewing as Board Members:

## **Nicole Sanscartier – 3 years of service, 1 year as a Director, and 2 years as Treasurer**

- o In three short years and two as Treasurer, Nicole is leaving Row NS in an excellent financial position. She has been instrumental in leading the development of a multi-year budgeting process, streamlining many of our financial process and developing new financial policies for the organization.

## **Tracy Brown – 4 years of service, 2 years as a Director, and 2 years as Secretary**

- o Over the past four years Tracy has been a workhorse on the Row NS Board of Directors. She has been keen to take on any project, big or small; and willing to challenge the status quo. She has played an important role in the development of a number of important initiatives including the Row NS Strategic Plan, the current committee structure, the quarterly e-newsletter, the annual Awards Banquet, and the Row NS fundraising campaign.

## **Peter Webster – 7 years of service, 6 as President**

- o A special thank you to Peter who has served as the President of Row NS for the past 6 years and served one year previous as the Vice President. In his time with Row NS Peter led the charge on many key developments that have brought rowing in Nova Scotia to the place it is today. Peter oversaw the hiring of the current Provincial Coach Patrick Cody, the development of the Row NS Provincial Training Centre, the current agreements for Provincial Team Training with the CSCA, the purchase of the Row NS erg fleet, bringing the fully-buoyed 2k course to Antigonish and the subsequent hosting of the CanAmMex Regatta at Lochaber, NS, the 2017-2020 Strategic Plan, and most recently the Nova Scotia Performance Pathway Initiative.

# PROPOSED 2018 BOARD

---



## **1. THE FOLLOWING BOARD MEMBERS HAVE COMPLETED THEIR 2-YEAR TERMS AND ARE NOT RE-OFFERING:**

President - Peter Webster

Treasurer - Nicole Sanscartier

Secretary - Tracy Brown

## **2. THE FOLLOWING BOARD MEMBERS WERE ELECTED IN 2016, AND ARE REMAINING ON THE BOARD FOR YEAR 2 OF THEIR 2-YEAR COMMITMENT:**

Director - Judith Kays

## **3. PROPOSED SLATE OF INDIVIDUALS FOR THE 2018 ROW NS BOARD:**

President - Katie Edwards

Treasurer- Rosalyn Huynh

Secretary - Joan Backman

Director - Jason Balsor

Director - Nick Head-Petersen

Director - Judith Kays

Director - Greg Scherkoske

Director - Andrew Todd

## **4. ANY NOMINATIONS FROM THE FLOOR?**

## **5. ELECTION OF NEW BOARD MEMBER(S)**

# NEW BUSINESS

---



ANY NEW BUSINESS ITEMS?





---

THANK YOU TO THE VOLUNTEERS WHO SERVE AS  
BOARD AND COMMITTEE MEMBERS

THANK YOU TO OUR MEMBERS AND VOLUNTEERS WHO  
CONTINUE TO SUPPORT ROW NOVA SCOTIA INITIATIVES

THANK YOU TO OUR DEDICATED MEMBERSHIP WHO CONTINUE  
TO ENJOY AND PROMOTE THIS SPORT!

CLOSING COMMENTS FROM OUTGOING ROW NS PRESIDENT

CLOSING COMMENTS FROM INCOMING ROW NS PRESIDENT

LOOKING FORWARD TO A GREAT 2018!

MEETING ADJOURNMENT