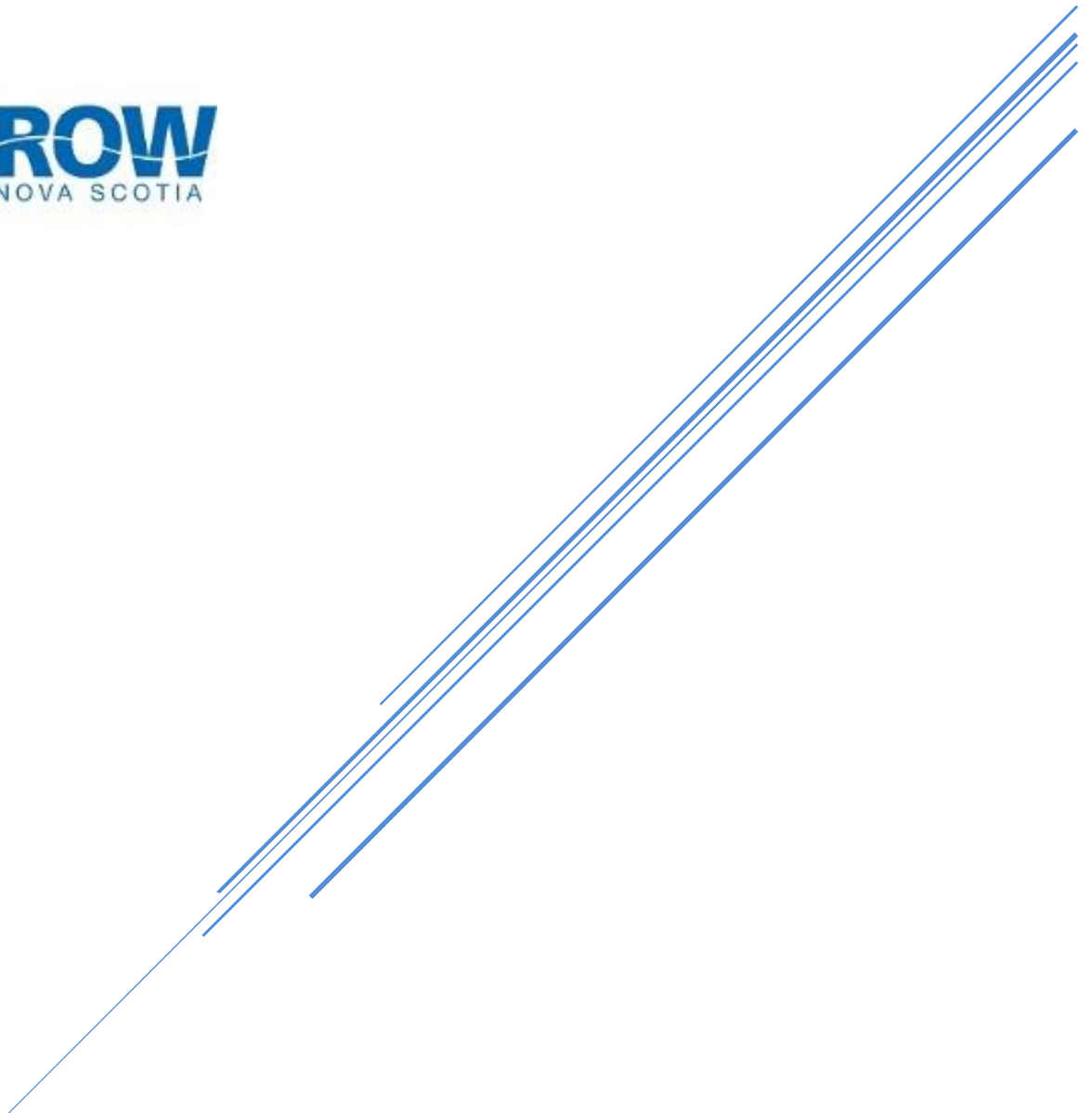


ANNUAL GENERAL MEETING PACKAGE

March 19, 2020





Row Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, NS B3J 1G6

Annual General Meeting Thursday, March 19, 2020

Agenda

1. Call to order
2. Identification of voting delegates
3. Approval of the agenda
4. Approval of minutes
5. Reports from the Board of Directors
 - a. President's Report
 - b. Provincial Team Report
 - c. Treasurer's Report
6. Election of Officers
7. New Business
8. Meeting adjournment



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Row Nova Scotia
Annual General Meeting
Meeting Minutes
February 12, 2019
Oakwood House, Dartmouth

Board of Directors Present: Katie Edwards (President), Joan Backman (Secretary), Rosalyn Huyhn (Treasurer), Greg Scherkoske (Director)

Staff Present: Patrick Thompson (Staff Ex-Officio) and Patrick Cody (Staff Ex-Officio)

Regrets: Nick Head-Petersen (Director), Judith Kays (Director), Andrew Todd (Director), Jason Balsor (Director)

1. Call to Order. The meeting was called to order at 6:36 by Greg Scherkoske, and seconded by Jocelyn Pletz.

2. Identification of Member Club Voting Delegates

Antigonish Rowing Club: Katie Edwards

Halifax Rowing Club: Connor Booker and Kathy Spurr

MicMac Amateur Aquatics Club: Jocelyn Pletz and Karen Kavanaugh

North Star Rowing Club: Roger O'Neill and Peter Webster

Lunenburg Yacht Club: Karen Kinley

Quorum is met.

3. Approval of the Agenda

Kathy Spurr motioned to approve the agenda as presented, seconded by Karen Kinley. Motion carried.

4. Approval of the AGM minutes from February 20, 2018

Peter Webster motioned to approve the previous AGM minutes as presented, seconded by Bob Sawler. Motion carried.

5. Business Arising from Minutes

No business arising from the minutes.

6. Report from the Board

The Board of Directors gave a presentation. Please see the full presentation

at: <http://www.rowns.ca/wp-content/uploads/2019/02/Row-NS-AGM-Presentation-Final.pdf>



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Membership statistics. Some growth overall across clubs, with a total of 724 members. More women members than men.

Coach and Umpire Committee. Congratulations to Pat Cody for being awarded RCA Coach of the year. This year, Row NS has been focused on creating a system of sustainability for coaches and umpires. Significant strides made in certifying learning facilitators and evaluators here in the province. A coach mentorship program has been implemented. Meeting RCA coaching certification expectations in a realistic time frame while supporting and involving coaches and clubs will be a significant focus for the committee and board. There will be slight changes to LTR and Rowing Coach training, and some workshop modules will be available on line, to make the process more accessible and supportive to a broad range of potential and current coaches. Recognize Linda's excellent work developing umpires, through education, mentorship and participation at regional and national regattas. Excellent regatta and venue feedback from umpires with helpful, specific ideas for improvement.

High Performance Committee. 2019 was the most successful competitive season in NS rowing history. RCA is changing the erg standards, and new NSPT training squad criteria will be implemented to keep up with changes and incorporate on water and TID criteria. A Row NS National Team Athlete financial assistance policy has been developed.

Community Engagement Committee. Facilitating communication and collaboration between clubs, and between clubs and Row NS, is a focus for the Board, including new quarterly meetings of club Presidents and annual visits to club Board meetings. A school rowing pilot project will be completed in the spring and fall of 2019, with the three Metro clubs and private schools. Funding was secured for a promotional video to be completed next rowing season. Priorities for 2019 include development of a strategy for regatta volunteer recruitment, training and retention, as well as a coastal rowing strategy.

Safety and Events Committee. Regattas were all successful, with numbers steady or increasing. Fall numbers in particular continue to increase, with close to 200 athletes at Really Chili, bolstered by great participation from Newfoundland. Looking forward, Regatta Central moving back to the Legacy platform, which is what the rest of the world uses. An ad hoc regatta review committee will continue to gather feedback from clubs and make improvements. Sprints will occur later in 2019 (July 27-28) due to unavailability of Lake Banook, will also be later in 2020. ARC/AURC location TBD. Rowing will be offered as part of the 55+ Games in Antigonish, as a come and try sport.

Membership Model Review. RCA will be releasing membership numbers April 2019. The current membership model and fees will remain the same for 2019. Proposed fee increase was voted down at the annual conference. Fees are based on activity in regattas.

Governance Committee. The topic of safe sport is on everyone's mind, and RCA is working on policies including responsible coaching, ethics training, background screening, and the rule of 2. Katie working with Ontario and BC presidents to look at all documentation across provinces, so all associations have policies that are in agreement. The Governance Committee has worked hard to develop a number of draft policies for inclusion in a Row NS Policy Manual. Following legal review, they will be submitted to the Board for approval. It is important to note that these policies may also be helpful to clubs in development of their own policies. Row NS plans a review of the Strategic Plan late in 2019.



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Financial Committee. The Financial Statements for 2018 were presented. Regatta fees are up, but also increase in expenses. Costs of running regattas are increasing, e.g., trophies purchased to replenish inventory. Increase in coach's salary for inflation. Capital equipment for the Provincial Team was purchased, including 4 sculling oars, speed coaches, and a trailer; old equipment was sold. Funding increased for coaches and rowers, including \$5000 for coach training and funding rowers to attend regattas.

Funding and Grants. Row NS had a successful application process through the new Sport NS funding mechanism, called the Sport Development Tool. This involved an extensive self-review across four pillars (participation, organizational effectiveness, coaching and officiating, and high performance). This process acknowledges that it takes all of these components to produce results on the podium. Rowing was one of the best performing sports, and as a result Row NS funding will rise from \$30,000 to \$70,000 by 2020. This also made us eligible to hire a Technical Director, hopefully by April 1, 2019; funding for this position is in addition to the \$70,000. This should allow us to continue to grow and support athletes and clubs. With this funding comes high expectations. Participation is a big component. Growth in the sport can also be lateral; coastal rowing is an example, by removing barriers to participation in rowing. The sport is changing, with its status in the Olympic movement changing with elimination of two LW events. The movement towards coastal rowing is seen as an avenue to potentially increase events in Olympics By 2028, the sport of rowing will be different than now.

7. Election of Officers

There is one vacancy on the Board. Will Bryden was nominated for a 2 year term as Director at Large.

The following slate of officers for 2019 was put forward by Row Nova Scotia.

Katie Edwards – President
Roselyn Huynh – Treasurer
Joan Backman – Secretary
Judith Kays – Director at Large
Nick Head-Petersen – Director at Large
Will Brydon – Director at Large
Greg Scherkoske – Director at Large
Andrew Todd – Director at Large

Call for nominations from the floor, there were none. Board made a motion that the slate of officers be approved, Peter Webster seconded. Motion carried. Slate of officers approved as presented.

8. **New Business.** No questions or additional items of New Business from the floor.

9. Adjournment

Roslyn Huynh motioned to adjourn, seconded by Roger O'Neill. Motion carried. The meeting was adjourned at 7:34 pm.



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**President's Report
Row NS
2019-2020**

This has been a very good year for Row NS. We have brought all of our work into alignment with the restructuring of our funding partners, and it has helped provide clarity and strategic direction. The four pillars (Participation, Coaching/Officiating, Organizational Effectiveness, and Excellence) provide a template for all we do, and those four categories are frequently discussed around our tables.

Our Strategic Plan expires at the end of 2020, and so we began (in the fall of 2019) to plan the introduction of the 2021-2025 Strategic Plan. Our process is cross-cutting and involves meaningful consultation with stakeholders – especially our member clubs. The process is further enhanced by its coordination with the plans of our partners (Sport NS, the province, Rowing Canada, the Canadian Sports Centre Atlantic, etc.).

One of our strengths is our board: we have a diverse group of people who, above all else, care deeply about the sport of rowing in Nova Scotia. We feel very strongly that the mandate of the board is to be Nova Scotian rowing-centric, to create opportunities for growth for all rowers and would-be rowers in our province, and to ensure the long-term sustainability of the organization.

We are terrifically excited about the candidates who have offered to serve Row NS, as board members or as members and leaders of subcommittees. There are more people than ever before holding their hand up to serve the sport of rowing, and we are deeply encouraged by this. The future is very bright.

We are also extremely proud of our provincial team athletes, who work with both the clubs and the provincial program to achieve their personal and collective goals. The results at national and international regattas speak for themselves: our coaches and our athletes are finding a straight line between strategic hard work and success, and we applaud them.

Several times this year, we have had Nova Scotian athletes recognized nationally for their achievements. They truly keep Nova Scotia on the rowing map.

But, we continue to view these achievements as part of the overall picture for Row NS – the tip of the iceberg. Without strong governance at the club and board level, without excellent and dedicated coaches, without strong competition here at home, and without our extraordinary umpires, our athletes simply could not achieve the level of success that they have. Row NS is the village it takes to help our athletes reach their goals.

All that said, we are known in this province and by Rowing Canada to be the little province that dreams big. We are never content with the status quo, and we try not to react to change – we want to anticipate and drive change.

We see some of our fellow Maritime provinces struggling mightily under the weight of challenges and obstacles, and it makes us ever more determined to ensure that we are not only stable but strong.



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This year, we anticipate that much work will be devoted to the development of coastal rowing, as we look to a future that includes coastal and beach sprints at Olympic games. But, we see massive opportunity in coastal not only at the high performance level, but also as a means by which we can grow the sport of rowing in Nova Scotia. Quite simply, we want more people rowing, in more communities – and we want people to come to Nova Scotia to row.

Our growth must be strategic, though, and we must have the resources to support that growth without detracting from our existing responsibilities.

One of the key elements to that is expanding our staff complement, and we are thrilled that Jenna Pelham has joined the team as Technical Director. Her posting was previously announced, but allow me to once again congratulate Jenna – and to say how excited I am about the work she is already undertaking. Jenna is passionate about providing access to rowing for all people, and that sense of passion and equity is the exact right fit for Row NS.

Onwards!

What follows is a snapshot of the year's activities, sectioned by Pillars.

Katie Edwards

President, Row NS

Participation

- Coastal Event in Lunenburg (very popular – fastest sign-up for a regatta in quite some time! LYC did a great job hosting, and it spawned new thinking around coastal in NS)
- Partnerships with CrossFit gyms (In particular, CrossFit Actuate in Antigonish has become very involved with the indoor season, as well as the on-water one)
- Building up of Indoor Rowing (Beast of the East has had massive uptake – turns out it's fun to compete virtually!)
- MicMac's partnership with Dartmouth swim clubs (Spearheaded by Tracy Brown – a very smart way to build relationships and grow awareness of the sport)
- Creation of Coastal Strategy 2020-2023 (A small committee has worked diligently to develop an overarching strategy that encompasses all facets of Coastal; it's very much a work in progress)
- Participation in Coast to Coast Indoor Rowing Day (anchored by the PAC (provincial presidents) and driven by the presidents of AB, Quebec, and PEI, this event saw thousands of people across Canada connect virtually to "row" their way across Canada. HRC was our driver, here – thanks especially to Holly et al)



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- Piloting High School rowing (Jenna P. has been working on this project, getting high school rowing back up and running. Lots of positive momentum.)

Organizational Effectiveness

- Added two board members with financial expertise (Rose and Will have been incredible at providing strategic vision for Row NS, and built upon the work of Nicole, who served in the role previously. Thanks to them, we're on very secure financial footing.)

- Began work on Safe Sport policy-creation and liaised with Rowing Canada re: Safe Sport (this issue is of utmost concern and immediacy for everyone in sport, and we've worked closely with PAC and RCA to ensure our policies are up-to-date and useful)

- Created Presidents' Group for lateral communication among clubs (this has been a great addition to the governance structure – our club presidents meet regularly to get updates and share challenges and innovative solutions)

- Produced promotional video (thanks to Judith, who worked with Pat T. to make this. It remains a priority to share our stories with the broader public, and to ensure that rowing's 'brand' is strong)

- Shifted banking strategically (Rose's work here, with Will and Pat T., demonstrated keen thinking and the desire to manage our money well in the long term)

- Received support for adding additional staff person (the result of a lot of work by many people, including past president Peter. The hiring process was fraught, but provided us an opportunity to do a lot of good reflecting, resulting in a candidate whom we're thrilled to have)

Coaching and Officiating

- Coastal umpire training with Guylaine Bernier in Lunenburg (this was strategic, and anchored by Joan and Linda, who saw the opportunity to pair the event with umpire training – which will be vital as we press forward with coastal)

- Replenished umpire equipment and planned further upgrades (Joan led the charge to ensure that our umpires are properly outfitted and equipped)

- Special note re: Linda Lee, who devotes an enormous amount of time to ensuring that our regattas are staffed by educated and kind umpires who provide a positive experience to our athletes.

- Supported coaches to attend RCA conference (this is always a weekend filled with informal and formal learning opportunities, where we do a lot of business with our national counterparts. Continuing to have a strong Row NS contingent there is vital)

- Hired Technical Director (Jenna Pelham)



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- Supported Pat Cody to roles with Rowing Canada (Pat's work is being recognized on the national stage, and we're thrilled that he's been chosen, year over year, to represent our country as a coach. Many people worked to ensure coaching coverage for our athletes in Pat's stead, and we're deeply grateful)
- Created a coaching policy to further professionalize coaching and ensure athlete safety and responsible development (huge thanks to Andrew Todd and his team here – this is long overdue, and indicates that our responsibility is always to the athlete, and their physical, emotional, and mental well-being)

Excellence (most of this is covered by Pat Cody in his report, but a few tidbits from Row NS to complement)

- Created a financial policy for acquiring new equipment (it's important that we support the training of our PT athletes, but that must always be balanced with a firm grasp on our financial resources. We are doing a much better job of long-term planning, and thank Pat Cody for his work here)
- Purchased three new boats from Fluidesign (thanks to Rose and Will, particularly, for working through the options for payment plans and ensuring that Row NS balanced its financial resources with our obligations to the provincial team)
- Purchased new training equipment for Provincial Team Training Centre (again, thanks to Pat Cody for ensuring that we are planning in the long-term, and anticipating purchases of not only athletic equipment but also office gear)
- And again, we are very proud of our provincial team athletes and coaches. We're looking forward to Canada Games 2021, and undertaking plans to ensure our athletes' success and well-being.

Provincial Coach Report
Row NS
2019-2020

The vision of the Nova Scotia Provincial Team (NSPT) is Nova Scotia rowers have a pathway to excellence from local competition to the Olympic stage. The mission of the NSPT is to build a world class athlete and coach development system right here in Nova Scotia.

The NSPT has four performance-based programs servicing 16-22 athletes daily. This year Row NS renewed and expanded partnership with the Canadian Sport Centre Atlantic and new partnership with Rowing Canada Aviron. Row NS also expanded and updated its equipment to consist of a fleet of two 2x/'s and 6+1 singles and 8 sets of sculls and four sweep oars for on water training; and four bikes, one SkiErg and 11 Ergs to support indoor training.

Row NS continued its talent identification (TID) testing administered via RBC Training Ground & Paralympic Search with nine secondary tests; resulting in four new members. Additionally, six Training Camps were delivered for ongoing athlete monitoring and training effectiveness assessments, NSPT athletes participated in RCA's RADAR athlete monitoring program and ongoing athlete wellness monitoring, Lambert readiness monitoring, and time trialing.

Notable Results and Achievements:

- Two members on Senior World Championship Team (Cody Bailey, M8+, 8th & Andrew Todd, PR3M2-, 1st).
- One member on Junior National Team (Claire Ellison, JW4x, 4th).
- One member on U-21 National Team that attended Trans Tasman Regatta in New Zealand (Ben Walls).
- Two members on CanAmMex Team (Emerson Crick & Carolyn Culen).
- Eight athletes represented Nova Scotia at NRC's: Andrew Todd, Claire Ellison, Kayla Bugeya-Miller, Jenna Pelham, Hannah Meeson, Cody Bailey, Emerson Crick, Jana Peachey, and Steven Randall.
- Row NS athletes had four top 3 performances at NRC's:
 - Andrew Todd, PR3 M1x, 1st
 - Claire Ellison, J W1x, 1st
 - Cody Bailey, M2-, 2nd
 - Hannah Meeson, U23 LW1x, 2nd
- Participation at Royal Canadian Henley was up; 6 crews in A Finals (best ever for NS).
- Claire Ellison, Rowing Canada Aviron Junior Female Rower of the Year and Tony Zasada Memorial Fund Award.
- Andrew Todd, Rowing Canada Aviron co-recipient of Para Rower of the Year with partner Kyle Frederickson.
- Pat Cody named to Rowing Canada Next Gen Coaching Staff (JM4x, JW2x, JW1x).

From a coach development stand point Row NS delivered the RCA Coach Weekend 1 workshop and two Learn to Row Workshops, but had to cancel the RCA Coach Weekend 2 workshop due to low participation. Further, two RCA Coach Evaluations were delivered (Andrew Todd & Jenna Pelham), two



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coaches attended the RCA Performance Coach workshop (Ottawa 2020), six coaches attended the Atlantic Coaches Conference (Pat Cody (presenter), Angela Hersey, Tracy Brown, Colm Gribbin, Katie Edwards and Andrew Todd) and three coaches nominated to Canada Games 2021 team staff – a coach development & mentorship program. Of particular note and growth for the organization, was the hiring of Row NS Technical Director (Jenna Pelham).



Financial Statements
Expenditure Statement: Year End December 31, 2019

		<u>2019</u>		<u>2018</u>	
<u>Regattas</u>	Revenue	18,249		27,679	
	Expenditures	<u>-9,597</u>		<u>-11,550</u>	
			8,652		16,128
<u>Coaching Staff</u>	Funding	55,349		50,529	
	Expenditures	<u>-56,338</u>		<u>-51,303</u>	
			-989		-774
<u>Coach and Umpire Education</u>	Revenue	950		3,040	
	Funding	5,500		4,220	
	Expenditures	<u>-9,672</u>		<u>-10,987</u>	
			-3,222		-3,727
<u>Capital Equipment and Repairs</u>	Revenues	19,193		11,045	
	Expenditures	<u>-27,586</u>		<u>-20,049</u>	
			-8,393		-9,005
<u>Provincial team</u>	Revenue	8,501		4,413	
	Funding	13,802		3,658	
	Expenditures	<u>-25,715</u>		<u>-15,042</u>	
			-3,412		-6,971
<u>Membership fees</u>	Revenues	10,365		10,895	
	Expenditures	<u>-959</u>		<u>-959</u>	
			9,406		9,936
<u>Operations</u>	Revenues	5,143		4,996	
	Funding	25,500		18,000	
	Expenditures	<u>-29,857</u>		<u>-25,324</u>	
			786		-2,328
<u>PSO Projects</u>	Funding	3,175		2,000	
	Expenditures	<u>-5,790</u>		0	
			-2,615		2,000
Net Income (Loss)		<u><u>212</u></u>		<u><u>5,260</u></u>	



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

	December 31, 2019	December 31, 2018
ASSET		
<u>Current Assets</u>		
Cash and Cash Equivalents	34,593	58,718
Accounts Receivable	28,350	0
Prepaid Expenses	0	0
Total Current Assets	62,943	58,718
Capital Assets		
<u>Rowing Shells (net amortization)</u>	62,145	39,180
<u>Row Nova Scotia Equipment</u>		
Office Furniture & Equipment	773	773
Rowing Equipment	36,107	34,284
Regatta Equipment	7,461	7,461
Provincial Team Equipment	24,909	24,909
Para Rowing Equipment	17,835	17,835
Total Row Nova Scotia Equipment	87,085	85,263
Total Accum Amort: Row NS Equipment	(52,204)	(45,618)
Total Row Nova Scotia Equipment	34,882	39,645
Total Capital Assets	97,027	78,824
TOTAL ASSETS	159,971	137,543
LIABILITY		
<u>Current Liabilities</u>		
Accounts Payable	20,619	311
Prepaid Sales	500	2,400
Total Current Liabilities	21,119	2,711
<u>Restricted Funding & Grants</u>		
Canada Games Fundraising 2017	1,770	1,410
Canada Games Legacy Fund	3,456	3,456
S4S PSO Project	5,325	1,252
Capital fund	8,372	8,997
Total Funding & Grants	18,923	15,115
TOTAL LIABILITIES	40,042	17,826
EQUITY		
Total Prior Year Retained Earnings & Restricted Funds	119,717	114,457
Current period earnings	212	5,260
TOTAL EQUITY	119,929	119,717
LIABILITIES AND EQUITY	159,971	137,543



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Election of Officers

This is the slate officers up for election put forward by the current Row NS Board of Directors:

- President – Katie Edwards
- Treasurer – Will Bryden
- Secretary – Erica Gagnon
- Director at Large - Andrew Todd
- Director at Large – Greg Scherkoske
- Director at Large – Joan Backman
- Director at Large – Judith Kays
- Director at Large - Emily Jago
- Director at Large - Mike McCarron