
Burnaby Lake  **Rowing Club**

**Burnaby Lake Rowing Club
Minutes of 2017 Annual General Meeting
Burnaby Lake Sports Complex West, 3677 Kensington Ave, Burnaby, BC
December 9, 2018**

1. The meeting was called to order by Peter Klinkow, President at 10.30am December 9, 2018
2. Confirmation of a quorum – 28 members present
3. Acceptance of Agenda:
 - Motion to approve agenda– moved: Matthias Uhlenbruck; second: Lorraine McCulloch;
Vote: unanimous
4. Approval of minutes of the 2017 AGM:
 - Motion to approve – moved: Larry Crowley; second: Nancy McKinstry; Vote: unanimous
5. Presentation of reports
 - President-attached below
 - Vice-President-verbal report
 - Treasurer-attached below
 - Captain-verbal report
 - Coach-verbal report
6. Election of Officers and Directors: candidates for the positions are as follows:
 - Vice-President - Andrea Lynch
 - Treasurer – Francie Crowley
 - Two at-large directors – Perry Ceholski and Mike Wilkinson
 - All positions elected by acclimation
7. Approval of Membership Dues for 2018-19:
 - Peter noted that under the bylaws, membership dues must be determined by the board of directors. However, given the significance of proposed changes in dues, the board felt that a discussion and an advisory vote by the membership would be appropriate.
 - Perry Ceholski presented a report (see attached) from the finance committee (Perry Ceholski, Nancy McKinstry and Francie Crowley) regarding the recommended BLRC dues for 2018-2019 (this report was circulated to the membership prior to the AGM)
 - Perry advised the benefits to accepting the recommendations from the committee to consolidate the membership categories, combine the coaching fee with the membership fee and move to a common membership year should include better analysis of our financial situation, be able to improve growth of the club and improve grant application success

- General discussions points included the concern regarding loss of members due to the increased cost of membership and resistance to paying for coaching versus non-coached memberships in the past
 - Motion: approval of the fee structure and membership dues as presented in the AGM materials - moved: Larry Crowley, second: Nancy McKinstry; vote taken: 15 votes to approve and 11 votes against motion; Motion approved.
8. Other business:
- Information regarding the Bylaw Issue Review was available prior to the AGM (attached below)
 - The use of proxy votes at the AGM: recommendation was to maintain the no proxy voting position as per Bylaw section 3.15. Accepted unanimously
 - Term limits: Following discussion, a motion was made as follows: That we approve term limits as recommended in the AGM information. Moved: Larry Crowley, second: Matthias Uhlenbruck; Vote: unanimous
 - Creation of an officer position of Past-President: Motion to accept the Board recommendation on the position of Past president as outlined in the information presented to the AGM: Moved – Dimas Craviero, Second – Carolyn Thompson, Vote: unanimous
9. Adjournment:
- Motion to adjourn: Move: Matthias Uhlenbruck, Second – Larry Crowley.
AGM adjourned at 12.35pm

Presidents Report 2018

The board's 2018 goals and accomplishments

Goals, in order of priority-set at the first board meeting of the year

- Acquire a weed Harvester
- Establish Burnaby High School Program
- Bylaw changes

Results

- Weed harvester-breakthrough--Burnaby hired a contractor and cleared the weeds in August. 2019 weeding and 2020 decision
- Burnaby high school program-initial contact with Burnaby Central was favourably received, implementation in 2019 under Anne, our new coach
- Bylaw changes-to be discussed at this AGM

2019 goals

Major issue-implementation of Burnaby high school program-co-ordination with SFU boats, support from Rowing BC and rowing Canada, Hub program

Advance Burnaby Lake as west coast race track-facilities-Rowing Canada (Terry Dillon) and FISA (Matt Smith)

- World Masters Games 2022
- World University Games 2022
- National Training Centre-Buntzen Lake
- Cascadia
- Working with Tourism Burnaby-major infrastructure grant

Expand membership

Fill gaps-communications committee, membership committee

Many thanks to all our volunteers, especially Jody and Sarah Douville

Treasurer's Report 2018

The changes between this operating year and the previous one are shown on the statements. Overall, income is down from the past year. I would attribute this to the uncertainty going into the last year with the weed issue on the lake. Two years ago the manual weeding of the lake was a great success but going into this past year we knew that could not happen again due to volunteer availability, safety concerns and burnout. The City of Burnaby finally stepped-up in late August but, by then, potential regattas had already been cancelled. This resulted in a deferral of memberships and coaching arrangements.

It is also important to note that another cost driving our expenses significantly is power boat repairs. This fiscal year we have already seen higher expenses for the motors than all of last year's total.

Going forward, we need to increase revenue to cover the shortfalls as we do not have significant dollars in reserve to make up for shortfalls. For BLRC, there are two primary ways to increase revenue: 1. Hold more regattas 2. Increase membership dues. Ideally, we would like to continue to have a buffer to minimize the need to change membership costs annually.

I reviewed some old memorandums passed on to me going back to 2009 when Dick McClure retired. The Board, at that time, realized that they had to charge for coaching, a service previously provided for free by Dick. I think anyone in this room over the age of 50 who has been involved for any length of time in competitive sports had a coach who gave selflessly of themselves and was there day after day workout after workout and never charged a dime. That of course was Dick and that of course was (in the case of Burnaby Rowing Club) pre 2009. From this point on, the Burnaby model has been to have membership and coaching charged separately, except for underage rowers who must pay for coaching as well as membership. To ensure we provide quality coaching to all, remain a vibrant and viable club and build a legacy for the future, we have proposed combining the costs of membership and coaching. This is consistent with many other clubs and will provide tremendous value to our membership.

The Board has had many ongoing discussions with the City of Burnaby and one of the main topics coming up over and over is the need for the Club to run a high school program. The proposed budget

factors that into the numbers put forward. This requires the club to make an investment in its future and change our cost structure to allow us to offset anticipated club expenses.

While it seems that membership costs are increasing, when you combine coaching costs with membership, the overall cost is virtually the same or slightly less for members. Having access to the lake, equipment and regularly scheduled practices with a qualified coach, at the proposed costs is really tremendous value for any member who has joined for recreation or competitive training.

We are truly fortunate to Burnaby Lake as a resource. The recent NRC's showcased it in an outstanding way. We have a new Head Coach and the welcome sign is out for all – juniors and masters. Our proposed model ensures we not only remain stewards of the lake and the environment, but also strengthens our club to accommodate future growth and provide the necessary equipment to be safe and effective.

Finance Committee Recommendation regarding BLRC Dues

The goals of the Finance Committee were to:

- Consolidate and clarify membership categories – reduce the number from 9
- To make it easier to understand fee structures between categories, remit fees, and activate rowers
- Ensure overall membership increases are below 10%
- Ensure the club remains a sustainable organization

Problem:

Today we have over 9 different membership categories, which include:

- Non-rowing members – for members that are not rowers.
- National team members – for current members of national team
- Summer Youth/U23 – for students who train with BLRC over the summer.
- Youth/U23 – Students who train with the club year round
- Masters competitive – Masters rowers who train year round and wish to compete
- Masters recreational – Masters rowers, recreational rowing only
- Private coaching program membership – members part of an independent coaching program, not part of BLRC
- Special membership – membership given to individuals for special recognition

On top of this, you were charged separately for coaching and options ranged from 3-12 months.

Here are the categories, number of members and costs for each membership type:

| Current 2018 | Membership | Coaching Costs | RCA fee | RBC fee | # of members | Total cost without coaching | Total cost with coaching |
|-----------------------|------------|----------------|---------|---------|--------------|-----------------------------|--------------------------|
| Non-rowing members | \$ 105 | | \$ - | \$ - | \$ 10 | \$ 105 | \$ 105 |
| National Team members | \$ 65 | | \$ 20 | \$ 20 | \$ 3 | \$ 105 | \$ 105 |
| Summer Youth/U23 | \$ 165 | \$ 180 | \$ 20 | \$ 20 | \$ 14 | \$ 205 | \$ 385 |
| U23/Youth | \$ 390 | \$ 376 | \$ 20 | \$ 20 | \$ 19 | \$ 430 | \$ 806 |
| Masters competitive | \$ 430 | \$ 376 | \$ 20 | \$ 20 | \$ 17 | \$ 470 | \$ 846 |
| Masters recreational | \$ 440 | | \$ 20 | \$ 20 | \$ 2 | \$ 480 | \$ 480 |
| Cinda's program | \$ 85 | | \$ 20 | \$ 20 | \$ 5 | \$ 125 | \$ 125 |
| Senior Competitive | \$ 430 | \$ 376 | \$ 20 | \$ 20 | \$ 4 | \$ 470 | \$ 846 |
| Special Membership | \$ - | | 0 | 0 | \$ 4 | \$ - | \$ - |

All of these categories were created in the past, likely to cover unique situations or accommodate specific requests. Given the number of categories, different costs, the timing of payments, tracking down payments, activating memberships, receiving paperwork etc...this presented significant challenges for the club. Regardless of the reason, the committee felt there must be a better way.

Proposal

The Finance Committee recommends the following changes for membership categories and costs for 2019/2020:

- Reduce the number of membership categories from 9 to 6 and clearly outline each category.
- Bundle the cost of coaching, equipment maintenance, course maintenance, fuel etc...into one membership fee.
- Allow some flexibility in our membership by offering categories applicable to large member segments (ie. Masters and Students).
- Move to a common registration date

The new structure would be as follows:

| Proposed 2019 | Membership cost | RCA fee | RBC fee | Total # of members | Total per member |
|---|-----------------|---------|---------|--------------------|------------------|
| Non-rowing members Annual cost | \$ 115 | \$ - | \$ - | 13 | \$ 115 |
| Annual Rowing Club membership with 12 months coaching | \$ 740 | \$ 20 | \$ 15 | 17 | \$ 775 |
| Annual Student member with coaching - U23 | \$ 690 | \$ 20 | \$ 15 | 15 | \$ 725 |
| Summer student (May-Oct 6 months) member with coaching | \$ 400 | \$ 20 | \$ 15 | 14 | \$ 435 |
| LTR Program | \$ 325 | \$ 20 | \$ 15 | 30 | \$ 360 |
| Externally led program membership for non-members (6 months) eg. HP | \$ 400 | \$ 20 | \$ 15 | 8 | \$ 435 |

The categories are as follows:

- Non-rowing members – For members who want to support the club but do not row
- Annual Rowing Club membership with 12 months coaching – This is the standard annual membership for anyone rowing with the club over the age of 23.
- National Team members – now under Non-rowing member category.

- Annual Student member with coaching – This category is for athletes under 23 years old and want annual membership with 12 months of coaching.
- Summer Student – full membership for athletes under 23 years old for 6 months (May to October). Includes coaching. This category can convert to full membership.
- LTR program – this is for individuals of all ages, wanting to join a Learn to Row program.
- Externally led program membership (6 months) – For athletes who are part of a non-club coaching program.

This structure ensures that club operation costs and coaching are split proportionally amongst the different categories, while allowing some flexibility where needed. When you combine coaching costs with membership, the overall cost to members has decreased. By reducing the number of categories and moving to an annual registration date, we reduce a significant portion of volunteer time devoted to registration activities.

Our rationale for bundling coaching and membership fees was that the club’s intent is to have coaching available for all members at most of our scheduled rowing times throughout the year. This new structure ensures members have access to quality coaching, equipment and rowing facilities and eliminates the need to arrange and collect separate club payments for coaching services. It also ensures we are able to manage increasing costs and reduced volunteer involvement in the club.

Finally, we want to move to a common membership renewal date of April 1st, 2019. 2018/19 will be a transition year and will present how we do this once we finalized our membership structure and costs.

On behalf of the committee I want to thank you for considering this proposal. It was important for us to get it right. We reviewed several other club structures and costs and found the following where they had data posted:

| CLUBS | FALSE CREEK RC | NICOMEKL RC | VANCOUVER RC | DELTA DEES RC | DEEP COVE RC | Victoria City RC |
|---|----------------|-------------|--------------|---------------|--------------|------------------|
| PROGRAMS | | | | | | |
| Adult Competitive (1 year) no coaching | | \$ 480.00 | | \$ 790.75 | | \$ 1,072.25 |
| Adult Competitive with coaching | | | | | | \$ 1,408.25 |
| Adult Competitive (mid-March to mid Sept) | | | | | | \$ 544.50 |
| Adult Recreational (1 year) | | \$ 480.00 | \$ 553.96 | \$ 790.75 | | |
| Adult Recreational (June-Oct) | | | | | \$ 730.00 | |
| National Team Member (training or carded-2018) | | | | | | |
| Youth/U23 competitive (Apr 1- Sept 1) | | | | | | |
| Youth/U23 (1 year) | | \$ 480.00 | | | | |
| Juniors Competitive Novice(1 year) | | | | \$ 880.00 | \$ 1,095.00 | |
| Juniors Developing Recreational (1 year) | | | | | | |
| Juniors Varsity (1 year) | | | | | | |
| Junior Recreational (2 months) | | | | | | \$ 308.25 |
| Junior Competitive (5 months) 3 days/wk | | | | | \$ 540.00 | \$ 1,103.75 |
| Junior Competitive (5 months) 4 days/wk | | | | | | \$ 1,250.75 |
| Junior Competitive (5 months) 5 days/wk | | | | | | \$ 1,529.00 |
| Junior Competitive (2.5 months) | | | | | \$ 300.00 | |
| Masters Annual (Mid Feb to Oct end) | | | | | \$ 920.00 | |
| Masters Spring (Mid Feb to mid June) | | | | | \$ 540.00 | |
| Masters Saturday or Sunday (1 year) | | | \$ 563.96 | | | |
| Novice Program (13 months) | | | \$ 642.71 | | | |
| Guest Rower | | | \$ 30.00 | | | \$ 30.00 |
| Adult/Junior Learn to Row (Level 1 & 2) - 8 sess. | | \$ 295.00 | \$ 313.50 | \$ 235.00 | \$ 300.00 | |
| Adult/Junior Learn to Row (Level 1 & 2) - 6 sess. | | | | | | \$ 208.50 |
| Custom Learn to Row - 6 sessions (1 person) | | | | | | \$ 330.00 |
| Para Rowing (1 year) | | | \$ 534.14 | \$ 520.00 | | |
| Non-Rowing Cox | | | \$ 284.48 | | | |
| Junior Competitive - Coxing (Jan - May) | | | | | | \$ 471.00 |
| Equipment Fund (Annual) | | | \$ 200.00 | | | |
| Boat Storage | \$ 530.00 | | | | | |

Where we have data for clubs, we can see our proposal is consistent with other clubs when you factor additional coaching fees are added to fees illustrated above.

This will be a topic at our AGM in December, however, we felt that it was important to communicate to membership well in advance to allow for time to consider this proposal.

If you have any questions or feedback, any member of the Finance Committee would be happy to discuss this with you.

Perry Ceholski

Frances Crowley

Nancy McKinstry

Bylaw Issue Review for Annual General Meeting

At our 2017 Annual General Meeting there was a considerable discussion about our bylaws, in the context of the recent BC Societies Act requirement to “transition” or re-register our bylaws to conform to the BC format. At the meeting, the proposed bylaws as recommended by the board were approved, but three issues remained outstanding. As a result, the board was tasked with reviewing the outstanding issues and providing recommendations for review by our members.

The outstanding issues are proxies, term limits and the role of the past president. After careful consideration, the board makes the following recommendations for consideration by our members. We are distributing these recommendations to solicit comments by the members in advance of the AGM, so that the board can consider changes to the recommendations based on member comments. The final board recommendations will be distributed as part of the normal package of materials to be sent out two weeks in advance of the December 9, 2018 AGM.

Please send your comments to Bruce Ford, secretary of BLRC, at bsford@shaw.ca by November 23, 2018.

Following is a review of the issues and board recommendations.

PROXIES:

CURRENT POLICY (AS AT 2017 AGM):

Proxy voting not permitted.

Bylaw section 3.15 Voting by proxy is not permitted.

BOARD RECOMMENDATION:

Maintain the policy as it stands. For review at the annual general meeting in 2021, which will give the current policy time to see the effect on member engagement, attendance at the AGM meetings and the level and concern of disenfranchisement of any category of membership.

The current no proxy position is consistent with the model bylaws published by the BC government.

TERM LIMITS FOR BOARD MEMBERS:

CURRENT POLICY:

BLRC does not have term limits for board members currently.

BOARD RECOMMENDATION:

Effective as at the 2018 Annual General Meeting and for all future years, term limits for Directors will be enforced on the following schedule:

Directors (at-large) – will serve a 2 year term and at their option and subject to the vote of membership, may serve up to a total of 4 years. (that is, 2 X 2 year terms)

Directors in this category may serve an additional 2 years (for a total of 6 years of service) if they step into a role as a Director and Officer, subject to the nomination and vote of membership. At the end of their third term they are obligated to step down for a minimum period of 2 years, after which they may run for the board of directors once again.

Director and Officer – if a valued member of the Board also serves as an Officer, as designated in these bylaws and has served the maximum time of 4 years and wishes to remain engaged, at the discretion of the BLRC Board of Directors and subject to the vote of membership, may serve an additional 2-year term.

NOTE: This policy, if agreed to by membership, will have a transition period to ensure the existing board members do not all vacate their roles at the same time and adequate time to train and develop new board members to ensure proper succession.

ROLE OF THE PAST PRESIDENT

CURRENT POLICY:

Currently there is no role for the past president.

BOARD RECOMMENDATION:

The outgoing president of BLRC will sit as past president for a one-year term to assist in the transition, provide continuity and act as council to the incoming President and board of Directors.