

Annual General Meeting Package 2017 - 06 – 14

Financial Year ending March 31, 2017
Club report to June 1, 2017



Funding support provided by the Government of British Columbia!

False Creek Rowing Club

Code of Conduct

Effective: 2014 05 15

Be safe.

Be welcoming.

Be respectful.

All members of the False Creek Rowing Club have to agree to the code of conduct when they complete the RCA Membership System application for participation in club lessons, new membership, or renewal of their existing membership.



Land Storage Unit LS-159 & LS-160, Burrard Civic Marina, 1655 Whyte Ave, Vancouver, BC V6J 1A9

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Agenda

1. Call To Order
Notice of Meeting sent via email May 11th, 2017
2. Note of Quorum
Note: Our Bylaws require that a minimum of 3 members being present shall represent quorum.
3. Acceptance of Agenda
4. Acceptance of Minutes of the Annual General Meeting held Wednesday June 16th, 2016
5. Reports
 - a. President
 - i. Regatta
 - ii. Boathouse
 - iii. Programming
 - b. Treasurer
 - i. Financial Statements & Position
 - ii. Filings with Rowing Canada Aviron & Rowing BC
 - c. Secretary
 - i. Regulatory Filings & Licenses
 - d. Acceptance of the Reports of the Executive
6. Unfinished Business – AGM 2016
7. Elections

We would like to thank Dr Heather Holden who was elected as a director in 2016. Her goal was to assist us in our compliance with migrating to the new Societies Act which she achieved. Other events in her life have obliged her to resign as a director but we thank her for her efforts and thoughtfulness as a board member.

The positions of President and a Director At Large on the Board of Directors are up for election at this Annual General Meeting. All Board of Directors positions are elected for 2 year terms.

In the event that no candidates stand for election, bylaw 36f states: "If no successor is elected, the person previously elected or appointed continues to hold office" and the current incumbent will remain in office.

At a board meeting earlier this year, we discussed adding another Director position to the Board to take advantage of other opportunities. If there is interest by the membership to add another position, we will do so.

The Club's constitution does not limit the maximum number of directors.

8. New Business
9. Next AGM date: 7 pm, Wednesday June 13th, 2018 at the FCRC Compound.
10. Adjournment.



2016 FCRC ANNUAL GENERAL MEETING

June 15, 2016

FCRC Compound #159 1655 Whyte Ave, Vancouver BC V6J 1A9

ATTENDEES:

Simon Litherland
Kuhan Milroy
Herb Evers
Lauren Isbister
Don Arnold
Jessica Lowe
Don Marshall
David Darling

MEETING MINUTES

- I. Call to Order: 6:05pm
 - a. Notice of meeting sent May 26th, 2016
 - b. Our Bylaws require that a minimum of 3 members being present shall represent quorum.
- II. Agenda review (opened by Don, 2nd by Herb). Unanimously approved.
- III. Acceptance of June 17th, 2015 FCRC AGM minutes
 - a. Jessica proposed, 2nd by Lauren Isbister.
 - b. No changes.
 - c. Unanimous approval.
- IV. Presidents Report: refer 2016 AGM Annual Report on the website.
 - a. Programming
 - i. Rowing lessons were held in June through September in 2016 and have been held in April and May 2017.
 - ii. Coached Member rowing is taking place on Saturday mornings thanks to Lauren Isbister, our coach.
 - b. EQUIPMENT
 - i. Rowing Canada Aviron has provided boats on loan to False Creek Rowing Club for a period of 2 years.
 - ii. The Delta doubles still have an outstanding balance of \$1,000 against them.

- iii. Maintenance and support for older equipment remains a concern. A fleet manager needs to be appointed.
- iv. Open air storage of rowing equipment is leading to degradation of materials.
- v. Burrard Civic Marina does not maintain consistent water service for washing boats: it is fickle and unpredictable.
- vi. Recently acquired racks, through a grant from the Province of BC, have made storing boats much easier and more efficient.

c. REGATTA

- i. This year's regatta continues to grow from previous years in terms of participants and entries. Surpluses were mitigated by the cost of security, something that has been deemed unnecessary in future years.
- ii. Administrative overhead in terms of permits remains high but with enough preparation is something that can be addressed.

d. FINANCIAL STATEMENTS

- i. Cash flow to meet future \$600 monthly payment for the Vanier Park compound remains top of mind.
- ii. Our financial position is growing more secure.

V. Motion to accept all reports by Don Marshal. 2nd: Lauren Isbister. Unanimous approval.

VI. ELECTIONS

- a. President position is up for election. No volunteer. Simon remains President per Bylaw 36f: "If no successor is elected, the person previously elected or appointed continues to hold office".
- b. Secretary: Jessica Lowe stands for election. No other candidates. Jessica elected Secretary by acclamation.
- c. Treasurer: Kuhan Milroy stands for election. No other candidates. Kuhan elected Treasurer by acclamation.
- d. Don Arnold and Heather Holden stand for election as Directors at Large. No other candidates: election by acclamation.
- e. No further candidates stood for election although the Chair identified a need for a Board member to have specific responsibilities for equipment. If the Board finds a suitable candidate, they will be appointed.

VII. NEW BUSINESS

- a. Don Arnold asked if FCRC had a plan to move to the new Societies Act.
 - i. Heather Holden has already indicated that she plans to make this a goal of her directorship.

VIII. NEXT AGM: June 14, 2017.

IX. Motion to adjourn by Herb Evers. Meeting adjourned at 6:49pm.



FCRC's newest device:
Outside oar racks!

Made of the finest trellis fencing from Home Depot, bits of string and the wood from our first boat dolly this fine device has space for more than 50 oars. And it will keep them protected from the elements to some degree.

President's Report

The brief summary for this past year would be: we continue to row!

There are many who deserve a thank you for allowing this to happen:

- Thunderbird Rowing for the sale to us of a coxed quad, the "Lulu" to be renamed to recognize someone of the purchasing sponsor's wishes along with the donation of some sweep oars (the white blades).
- St George's School for the donation of a lightweight Pocock 8+ and at least a set and a half of sweep oars to go with it (the red blades).
- Delta Deas Rowing Club for selling us a heavyweight single which is already getting excellent use.
- The Province of British Columbia for financial grants to assist us with events and programs.

Within the club there are people making a difference and each of them needs to be recognized for what they do:

- Herb and Shannon for looking after the book keeping
- Lauren, Nicola and Jessica for keeping our rowing lessons on the forefront of what we do
- Lois and Don for being there, fiddling around making things better.
- Mark Hetherington for helping with not just our compound, but partnering with Vancouver Ocean Sports and the Dragonzone folks to help keep all of our fleets on top of the water.

I would like to say thank you again to our coach, Lauren who deserves a huge amount of credit: she is the False Creek Rowing Club to all the people who take structured lessons and often volunteers on a Saturday morning through the winter to run the coach boat. Thank you Lauren!

We applied for a Community Gaming Grant this year as we we have several qualifying functions within the club that enable us to be eligible: our rowing lessons for participants, our member programming and the regatta. The application was completed with advice from the Nanaimo Rowing Club and the Inlet Rowing Club in Port Moody. Their suggestions and observations have helped create what we hope is a strong contender, although it has to be submitted under the adult sport category as we do not have a youth program or people with visible or declared disabilities rowing with us.



Our application has been processed, but at this time we have not yet been informed of the decision of the Gaming branch.

GRANT APPLICATION STATUS

Status for Application Number 10921 Complete

A decision has been made by the Community Gaming Grants Branch and you will be receiving a notification letter shortly. If you chose e-mail for the delivery method when you applied, the letter will be sent only to the address that was provided.

If you do not receive a notification letter within the next four (4) weeks, please [contact us](#).

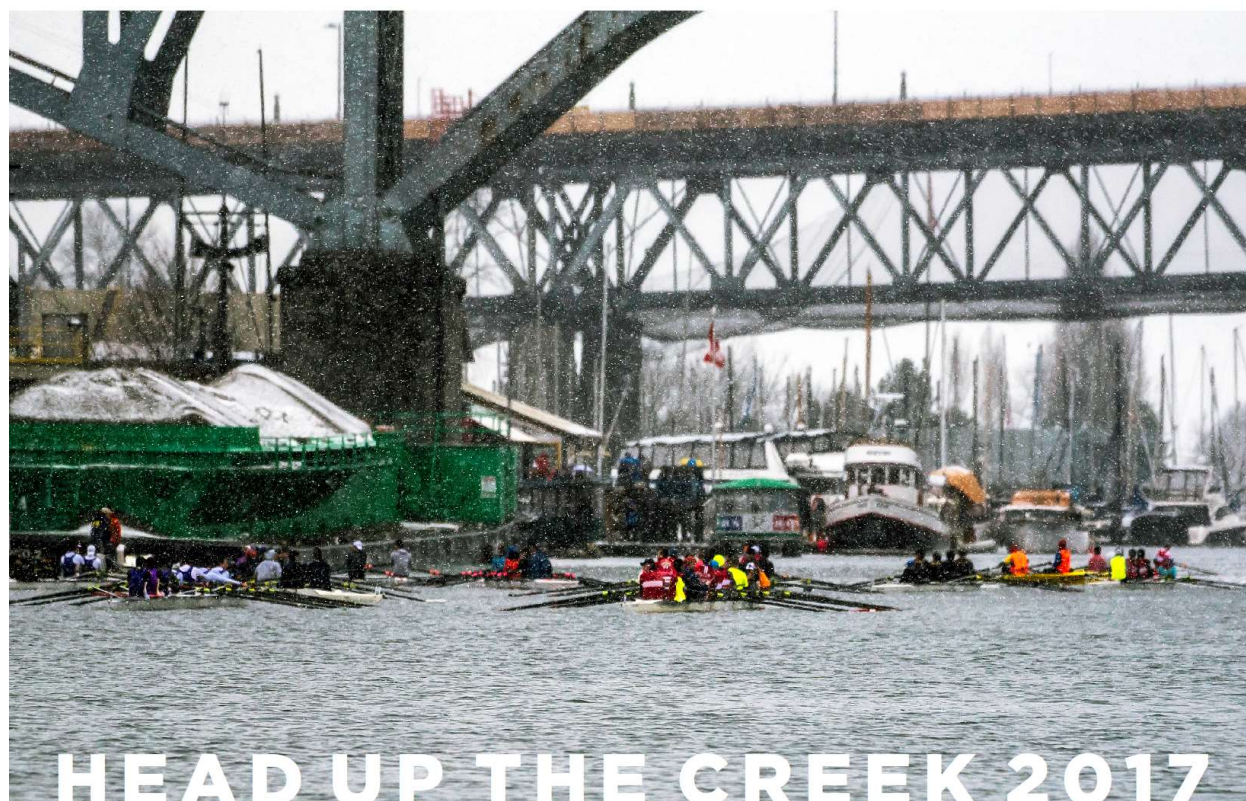
We were assigned some boats from the RCA recreational fleet: 1 double and 3 singles. Two of them, a touring double and a touring single, both by Hudson, have been relocated to the Fort Langley Community Rowing Club leaving us with the Edon (with pontoons) and the yellow Maas 26. These boats get a good amount of use due to the broad range of skills they support.

We moved our logo away from spoons and towards hatchets and brought in a blaser crest (shown on cover) for membership usage, as opposed to uniforms, and public uses.

We were able to assist the Delta Deas Scholastic Regatta by lending them our engine and inflatable boat to act as a safety boat once again this year.

All in all, we contributed a lot to rowing in BC this year: Jessica was regatta chair of the National Rowing Championships, at which several of our members also volunteered. Simon, Mark, Carla and Kris officiated as Rowing BC Umpires and Roberto became a Associate Umpire. Tricia Smith was elected to the International Olympic Committee (not that we had anything to do with that, but it's kind of cool she's a member). Dr Mike Wilkinson is still on the RCA and FISA medical commissions. Jennifer Fitzpatrick is still Executive Director of Rowing BC and the Duke and Duchess of Cambridge passed very close to our compound on their way to the Kitsilano Coast Guard Station last year.

Regatta



First of all: it wasn't supposed to snow. Really.

The regatta is being designed to scale to achieve a number of goals ranging from providing meaningful competition in an event that supports the cardio training over the winter, creating sport exposure on one of the most visible waterways in Canada and helping people enjoy their sport before they have to renew their memberships in the spring.

The regatta still continues to grow. Maple Bay and Salish Sea entered for the first time. Thank you to a huge contingent from the Vancouver Rowing Club and Vancouver College for attending and making the event worthwhile, attracting CityTV to the regatta. We heard that Delta, Nicomekl and Deep Cove and Lake Stevens finally dug their trailers out a few days later.

Without the efforts of many of our volunteers we would have been really stuck. Vancouver College, the Kitsilano Yacht Club and the Jericho Sailing Centre's people and safety boats conspired again help keep the regatta moving safely along. The Canadian Coast Guard helped shovel the docks which helped us launch and recover boats safely.



The City of Vancouver Rowing Champion title was again bestowed upon a quad from the Vancouver Rowing Club.

The food provider, the Burrard Lions Club provided a panini style food service that did the exactly the job we needed and Bard on the Beach allowed us access to their power kiosk for the coffee and food preparation.

Once again, the Vancouver Rowing Club remains our biggest contingent and supplied some of the volunteers for the event. Their participation continues to mean that the event remains sustainable. Feedback remains positive about hosting the event on the same weekend as UFV's Head Of The Fort. We did not have representation from Vancouver Island due to a regatta conflict, but others were able to sign up, if not participate and the overall numbers of registrants increased to about 190 rowers although actuals were closer to 140. For 2018, we anticipate being on the same weekend as Head of the Fort: our date is Sunday March 4th, 2018.

The timing of the event: again, hosting just before the membership renewal date for many clubs is also an incentive to retain members by giving them an opportunity to compete ahead of the Junior Regattas in an event that is the end of the head race season.

Boathouse

Our two compounds at the Burrard Civic Marina LS159 & LS160 provide storage of 40' x 60' and costs about \$7,200 per year in total.

We currently have permission from the Vancouver Park Board to install a canopy over the compound. Funding for this project is defined in the Community Gaming Grant that we have applied for in mid April. Results should be available shortly.

At the end of March 31st, 2015 we had a club single and an 8+, both donated to FCRC. There were also an additional private double and 2 singles being stored there.

As at June 8th 2017, we have 6 singles, 2 doubles, a quad, 2 coxed quad/four and two eights. We also have access to a private member's ocean going double. There is one private single, and another planned. This includes 2 singles from the RCA Western Recreational Fleet: and keeps out fleet at about 40 seats, compared to 41 (not all functional in 2016) and up from 10 in 2015.



November 22, 2015

Programming

With respect to lessons: we have offered lessons in 8+'s and 4x+'s in April through August of 2016 and again so far in May and June of 2017. Seats are available for July but interest runs high.

Bespoke rowing lessons are available through several coaches who contract our facilities and equipment. After a small number of sessions, the participants are encouraged to join the club.

Member programming is growing – we currently have approximately 20 active members and 20 life or honorary members exclusive of those taking lessons. Our monthly membership payments cover our rent from the Vancouver Parks Board, which allows us some comfort in terms of cash flow required. We are using TeamSnap, an online roster management system that allows people to participate more consistently and be able to plan practices more effectively. We are getting more requests from members and outsiders about program options and have continued club provided programming on Monday and Wednesday evenings to address this, in addition to the Saturday morning slot. There are rowers who also row at random times during the day which spreads out the need to acquire equipment in a faster cycle. And there has been a trivia night and equipment days!

Secretary's Report

Regulatory Filings

We are current in our filings with the Registrar of Companies, not including this Annual General Meeting: this AGM will be filed accordingly after the Annual General Meeting.

Our Rowing Canada Aviron and Rowing BC filings are up to date.

We are using the RCA Membership Registration system for our rowing lessons as well for membership management.

As part of the transition to the new Societies Act, we reviewed our constitution and bylaws. They were found to be wordy, but not in violation of the new act, its intent, or the law. Rather than adopting templated standard Bylaws, or hiring a lawyer to re-write new ones, we have migrated over the existing ones within the system.

We utilize ADP as our payroll agent who submit payroll deductions as required to the Canada Revenue Agency.

We comply with CRA rules and Shannon submits our T2 corporate tax filings annually.

Treasurer's Report

Investments in regatta infrastructure in previous years have begun to pay off in terms of reducing our expenses in this and future years although there have been increases in the expenses our other suppliers charge us. We anticipate that the regatta will continue to generate positive cash flow, but its role is to increase exposure to the sport in the city, and to help encourage members to set goals in advance of the membership renewal date.

We have received donations of cash this past year through the National Sport Trust Fund project P271 – our Capital Equipment Campaign. Money flowing through the NSTF cannot be used for operating expenses such as salaries or rent but has been used to purchase new equipment such as the Lulu from the Thunderbird Rowing Club.

Non-charitable contributions to the FCRC can be made on our member's web page using recurring monthly charges via PayPal in a variety of amounts. At present, there are no voluntary gifts being received by the organization on a formal level.

We are not required to collect PST or GST as part of our charges as we do not hit the threshold over which it must be charged.

The credit card held by the President has had its limit increased from \$500 to \$3,500 by Royal Bank. While unrequested, this has made it easier to address regatta expenses.

Financial Position and Statements – Please see fiscal reports at the end of the AGM report.

Cash flow was greatly improved in the financial year end March 31, 2017. While our rent causes our predicted bank balances to just get through the April 1st lease payment, this year we had sufficient cash flow from the regatta, in addition to member renewals paid in advance and monthly paying

members that we have been able to maintain a cushion against financial spikes. In November of 2016 we moved from having a series of special priced offers for memberships of limited duration to a monthly payment option through PayPal. At present, no one has cancelled their monthly payments, or failed to take action when a credit card payment is rejected (typically due to expired credit card information).

Registration of members with Rowing Canada Aviron and Rowing BC.

We are in complete compliance with RCA's requirement to register all members, participants and volunteers using their web registration system. As a result, we are also fully registered with Rowing BC.

Because the RCA membership system does not permit individuals to register as volunteers or social members, we have to manually enter data for some users. Additionally, there is no way to bulk register individuals and so we have gone the route of requesting all social and active members to become sport members of RCA and Rowing BC. Members also have the option of upgrading their membership as they see fit if they wish to compete in sanctioned events in Canada.

Members with an annual renewal will be issued a membership number from RCA. Where False Creek requires a membership number, we will use the RCA registration number. Life members may use their FCRC issued number which are sequentially distributed based on application order.

We are also supportive of the RCA move towards having a single registration fee and moving away from the sport and competitive splits. While slightly more expensive for those that never compete, for those that only compete at a small number of events the barrier to entry is reduced. For those that compete in a large number of events, when you need to give your head a shake if you think you are going to do well in all of them.

Strategic Planning

Strategy Position

We are a community of rowers bringing our sport to Vancouver's False Creek in a welcoming, respectful and safe manner.

Strategic Goals:

Short Term:

- 1) We obtain a sufficient number of members and boats to be able to operate from our existing premises at the Burrard Civic Marina sustainably.
- 2) We grow our fleet at the Burrard Civic Marina to approximately 24 boats (8 - 1x, 8 - 2x, 4 - 4x/+, 4 - 8+) to be able to better cater to the needs for rowers returning to the sport, and to be able to offer lessons to individuals on a limited basis.
- 3) We operate our club and its programs in line with our values so that potential members approach us first.

- 4) We work with the other users of the False Creek waterway (other rowing clubs, organized paddlers, ferry operators, and marinas) to build understanding of each group's goals.
- 5) We generally row in the mornings or during the day and are respectful of the paddling events/practices that happen on False Creek, particularly in the evenings.
- 6) We continue to host the Head Up The Creek regatta on a Sunday in early March.

Medium Term - building on our short term strategic goals:

- 7) We work with the rowing and paddling groups, and potentially groups like the Bard On The Beach to create or improve the facilities available to these users at the Burrard Civic Marina compounds and Vanier Park in terms of covered storage, washrooms, showers, locker and changing rooms and administrative, socialization and meeting room space.
- 8) We continue to work with the paddling groups at the east end of False Creek to create a facility that can support rowing for youth, people with disabilities and large groups.
- 9) We offer rowing programming focused on the quality of the instruction for those who are new to the sport, and those who are already experienced.
- 10) We expand our rowing opportunities to include Coastal Rowing.

Long Term – building on our medium term strategic goals:

- 11) We continue to operate a rowing program from the Burrard Civic Marina that caters to our more competitive members.
- 12) We operate a boathouse from the east end of False Creek that supports adaptive, youth, secondary school, recreational and post-secondary institution programming.
- 13) We operate an equipment rotation strategy so that all members have access to equipment that is appropriate to their stage of development and physiology.
- 14) We host a coastal rowing event from Vanier Park.
- 15) We host “friendly” events on the 500 metre dragon boat course in August.
- 16) For the following events, we only send crews chosen based on merit:
 - a. Head Of The Charles (Boston USA) club events,
 - b. Seattle Yacht Club Opening Day (Seattle USA),
 - c. Brentwood Regatta (Mill Bay, BC),
 - d. Henley Royal Regatta (England, UK),
 - e. Royal Canadian Henley Regatta (St Catharine's, Canada),
 - f. Canadian Secondary Schools Rowing Association (Niagara, Canada),
 - g. Canadian University Rowing Championships (various)
 - h. Rowing Canada Aviron western selection and trial events (western Canada).

FINANCIAL STATEMENTS

FALSE CREEK ROWING CLUB

March 31st, 2017

(Unaudited)

**FALSE CREEK ROWING CLUB
STATEMENT OF NET ASSETS**

As at March 31st
(Unaudited)

	<u>2017</u>	<u>2016</u>
ASSETS		
Cash	3,702	971
Accounts receivable	2,714	565
NSTF receivable	<u>2,479</u>	<u>189</u>
Total Current Assets	8,895	1,725
Capital Assets	<u>30,691</u>	<u>22,877</u>
	<u><u>39,586</u></u>	<u><u>24,602</u></u>
 LIABILITIES AND NET ASSETS		
Loans payable	4,995	6,308
Accounts payable	<u>1,767</u>	<u>6,308</u>
	6,762	6,308
Deferred contributions	<u>4,180</u>	<u>305</u>
	<u>10,942</u>	<u>6,613</u>
Net Assets	<u>28,644</u>	<u>17,989</u>
	<u><u>39,586</u></u>	<u><u>24,602</u></u>
 APPROVED BY THE BOARD		

_____ Director

_____ Director

False Creek Rowing Club**STATEMENT OF REVENUES & EXPENSES**

year ended March 31st

(Unaudited)

	<u>2017</u>	<u>2016</u>
REVENUES		
Lessons	7,800	3,000
Membership	6,325	4,480
Grants	2,000	4,585
Boat storage	1,250	1,000
Miscellaneous	293	136
	<u>17,668</u>	<u>13,201</u>
EXPENSES		
Compound lease	7,051	6,886
Coaching	4,261	1,090
RCA/RBC dues	1,640	1,210
Bank / Peleton / Paypal / NTSF charges	911	416
Repairs & maintenance	683	500
Website	391	201
Miscellaneous	40	114
	<u>14,977</u>	<u>10,417</u>
excess REVENUES OVER EXPENSES	2,691	2,784
<i>(excluding regatta revenue and expenses)</i>		
Net Regatta Revenues	<u>914</u>	<u>141</u>
Excess of revenues over expenses	3,605	2,925
 Donations	 7,050	 2,650
NET ASSETS, Beginning of year	<u>17,989</u>	<u>12,414</u>
NET ASSETS, End of year	<u><u>28,644</u></u>	<u><u>17,989</u></u>

FALSE CREEK ROWING CLUB HEAD UP THE CREEK REGATTA

March 31st,
(Unaudited)

	<u>2017</u>	<u>2016</u>
REGATTA REVENUES		
Regatta Fees	5,370	4,656
Donation - Safeway		100
	<u>5,370</u>	<u>4,756</u>
REGATTA EXPENSES		
Park permit	769	588
Miscellaneous supplies	764	322
Rowing BC - participant fees	648	724
Safety Boats	600	705
Peloton fees for registration	500	420
Toilets	466	574
Volunteers-refreshments & prizes	409	582
First aid services	250	150
Donation - Bard on the Beach (electricity)	50	50
Security		470
City of Vancouver permit		30
	<u>4,456</u>	<u>4,615</u>
NET REGATTA REVENUES	<u>914</u>	<u>141</u>