



FALSE CREEK ROWING CLUB



A member of Rowing Canada Aviron and Rowing BC



Annual General Meeting Package 2024 September 04

Financial Year ending March 31, 2024

Club report to August 27, 2024

The False Creek Rowing Club has received funding from the following organizations: without them we would not be able to offer programming within our community.



Financially supported by the Province of British Columbia



Notice of the Annual General Meeting

The False Creek Rowing Club's Annual General Meeting is being held at

8:00 pm, Wednesday September 4th, 2024

in person: at the False Creek Rowing Club compound LS159 at the Burrard Civic Marina 1655 Whyte Ave, Vancouver BC V6J1A9 and

via Video Conference: <https://1qbit.zoom.us/j/89580597055>

Our Operating Address

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

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False Creek Rowing Club - 2024 Annual General Meeting Report Package

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Agenda – Annual General Meeting September 4th, 2024

This year's Annual General Meeting will be a hybrid meeting: attendance can be either in person or remotely:

- **Onsite:** the meeting will be hosted at the False Creek Rowing Club compound LS159 at the Burrard Civic Marina 1655 Whyte Ave, Vancouver BC V6J1A9 at 8 pm.
- **Virtual:** via Zoom <https://1qbit.zoom.us/j/89580597055> also at 8 pm

Agenda – Annual General Meeting 8 pm, September 04, 2024

1. Call To Order (meeting must be called to order prior to 8:30 pm)
2. Notice of Meeting sent via email August 20th, 2024 in accordance with ByLaw 26.
3. Note of Quorum

Note Bylaw 28: 10% of the members entitled to vote, or a minimum of 3, are a quorum.

While all members and program participants are welcome to join the AGM, participation in votes is limited as per Bylaw 4. The following members have the right to vote at an AGM of the FCRC:

- (Active & League) Rowing Members aged 19 and over
- Social Members aged 19 and over
- Founding Members
- Life Members
- Honourary Life Members

Honourary Members and Participants in our group lessons and Community programming who are not registered as Members do not have the right to vote at the General Meeting of the False Creek Rowing Club.

At the time of notice on August 20, 2024, there are 166 people registered through FCRC with Rowing Canada Aviron, of which 71 are members entitled to vote. **Quorum is therefore set at 8.**

- | | |
|---------------------------|----|
| • Founding/Life Members: | 19 |
| • Active Members over 18: | 46 |
| • Social Members over 18: | 6 |
| • Honourary Life Members: | 0 |

4. Acceptance of Agenda
 - a. (motion 1 required) Proposer/Seconder: For/Against/Abstentions
5. Acceptance of Minutes of the Annual General Meeting held Wednesday, June 14th, 2023
 - a. (motion 2 required) Proposer/Seconder:
 - i. Note: Proposers/Seconder had to have attended the meeting
 - ii. Corrections?
 - iii. For/Against/Abstentions
6. Guests
 - a. None anticipated.
7. Reports
 - a. President

- i. Refer AGM Package to be distributed next week
 - b. Treasurer
 - i. Refer AGM Package to be distributed next week
 - c. Secretary
 - i. Refer AGM Package to be distributed next week
 - d. Board Members At Large
 - i. Refer AGM Package to be distributed next week
 - e. Acceptance of the Reports of the Executive
 - i. (motion 3 required) Proposer/Seconder: For/Against/Abstentions
- 8. Recognition of Members Achievements & In Memoriam
 - a. Achievements
 - i. Tricia Smith, Life Member FCRC
 - 1. President, Canadian Olympic Committee
 - 2. Member, International Olympic Committee
 - 3. Member, International Council of Arbitration for Sport
 - 4. Vice President, World Rowing
 - ii. Dr Michael Wilkinson, Life Member FCRC
 - 1. World Rowing Sports Medicine Commission
 - iii. Katie Clark, Honourary Member FCRC
 - 1. World Rowing 2024 Final Paris Olympic Qualifier: W4x representing Canada
 - 2. Henley Royal Regatta, winner: Princess Grace Challenge Cup – W4x, rowing as Shawnigan Lake School
 - iv. Cameron Arthur, Social Member FCRC
 - 1. Canamex Regatta, Mexico City: W8+ Silver representing Canada
 - v. RCA Umpires
 - 1. Ge-An Rijniersce, Social Member (Level 4 RCA Clinician and Level 5 World Rowing Umpire)
 - 2. Simon Litherland, Life Member (Level 4 RCA Clinician)
 - 3. Bas Rijniersce, Social Member (Level 2 RCA Umpire)
 - 4. Carla Pace, Life Member (Level 2 RCA Umpire)
 - 5. Kathleen Duddy, Active Member (Level 2 Associate RCA Umpire)
 - vi. Boat Namings:
 - 1. Kiran van Rijn, in memorium by the previous owners of the boat. Hudson 1x
 - 2. Cello Solo, by previous owner of the boat. Hudson 1x
 - b. In Memoriam
 - i. Dick McClure, Boatman of the Burnaby Lake Rowing Club.
- 9. Unfinished Business – AGM 2023
 - a. Not aware of any.

[Special Resolution to Amend the Bylaws of the False Creek Rowing Club – What is a member?](#)

This is a Special Resolution requiring 75% of those present to be in favour.

- 10. Adding Clarity to the definition of a Member

- a. (motion 4 required) Proposer/Seconder: For/Against/Abstentions

Bylaw Change 1: enhanced definition of a member.

Goal: to remove ambiguity in terms of who is, and who is not, considered a member.

Current Bylaw

4. The Club has the following classes of members, all of whom will be appropriately registered with the national and provincial rowing associations:

(a) Rowing Members are members of good standing who are either adults or youth, as per the following definitions:

1. Adult Members are individuals aged 19 years or over and are entitled to full Privileges subject to these Bylaws.
2. Youth Members are individuals aged 18 years or less and are entitled to all Privileges except that a Youth Member under the age of 18 shall not vote at any general meeting of the membership. A member is a Youth Member for the year in which he or she turns 18.

Proposal: add detail to the current Bylaw

(add section)

Bylaw 4 (a) 3

3. Members are those participants in FCRC programming, where the programming takes place over at least 3 months within the membership year, regardless of when the individual joined that program. Individuals taking lessons, where their course instruction concludes in under 3 months are not considered members.

Special Resolution to Amend the Bylaws of the False Creek Rowing Club – Creating a Vice-President

This is a Special Resolution requiring 75% of those present to be in favour.

11. Creating the role of a Vice-President on the Board of Directors

- a. (motion 5 required) Proposer/Seconder: For/Against/Abstentions

Bylaw Change 2: creation of a Vice President

Goal: to provide continuity and better governance to the organization by improving the transition of power from one President to the next and having a clear plan for succession for the organization.

Current bylaws:

33. The Officers of the Club are the President, Rowing Captain, Secretary and Treasurer.

44. Unless the Directors provide otherwise, the Officers have the following powers and duties.

- a. The President is the chief executive officer of the Club and
(i) supervises the other officers in the execution of their duties;

- (ii) chairs all general meetings and meetings of the Directors;
 - (iii) serves ex officio as a member of all committees established by these Bylaws or the Directors;
 - (iv) officiates at Club functions; and
 - (v) has such other powers and performs all other duties that a president normally has or performs.
- (b) The Rowing Captain assists the President in the performance of his or her duties and assumes the duties of the President in his or her absence. Additionally, the Rowing Captain is responsible for the rowing operations of the Club.
- (c) The Secretary
 - (i) prepares and has custody of all minutes of meetings of the Club and meetings of the Directors;
 - (ii) maintains and keeps all records, except financial records, of the Club, including but not limited to the Register of Members, as required by the Act;
 - (iii) conducts or supervises the conduct of correspondence;
 - (iv) issues notices of meetings of the Club and Directors;
 - (v) has custody of the corporate seal of the Club; and
 - (vi) has such other powers and performs such other duties as these Bylaws or the Directors may require.
- (d) The Treasurer
 - (i) prepares or supervises the preparation of and maintains all books of account, monthly reconciliations, financial statements and other financial records of the Club, including but not limited to records of
 - (A) all money received and disbursed by the Club and the matter in respect of which each receipt and disbursement took place,
 - (B) every asset and liability of the Club, and
 - (C) every other transaction affecting the financial position of the Club;
 - (ii) keeps such additional financial records as may be necessary to comply with the Act;
 - (iii) furnishes financial documents and information as required by the Act and the Directors; and
 - (iv) has such other powers and performs such other duties as these Bylaws or the Directors may require.

Proposal: Amend Bylaw 33 and add Bylaw 44 (d)

Amend Bylaw 33: [add text]

33. The Officers of the Club are the President, ***Vice President***, Rowing Captain, Secretary and Treasurer.

Add section to Bylaw 44:

- (e.) The Vice President acts to support the President. In the event that the President no longer holds office through resignation or other mechanism outside of an election at a General Meeting of the membership, the Vice President is appointed President by virtue of this bylaw.

- (i) assists the President and Rowing Captain to ensure that regulatory and best practices are in place within the organization;
- (ii) periodically meets with representatives of the False Creek Rowing Club's member programs and brings their perspective to the Board;
- (iii) officiates at Club functions in the absence of the President; and
- (iv) assists other Board members in reviewing and proposing updates to documents, including Bylaws, Planning Documents, Operating Procedures and other files related to the functions of the organization.

Setting the Membership Fees for the coming year

Fees and Charges – Bylaw Requirement to Set At AGM

Bylaw 64. Dues and Fees

- a. The Directors will recommend changes as they see fit to the Club dues and related annual fees to the membership for their approval at the Annual General Meeting.
- b. In the event that the membership does not pass a resolution to alter the dues and fees, the existing fees and dues shall remain in effect.

Bylaw 65. Charges

- a. The Directors have the authority to assign pricing for programs, goods and services offered equally to non-members and members.
- b. The Directors may delegate this authority to the staff, agent or servants of the organization.

12. Motion 6: Propose that the Membership Fees for balance of the April 1st 2024 to March 31st 2025 season be set as follows:

Note that these amounts do not include fees related to Rowing Canada Aviron, Rowing BC or Jericho Sailing Centre Association fees and dues.

a. Annual Membership – Active Rowers April 1st 2024 to March 31st 2025 \$882

Current pricing = \$882 (no prorating)

prorated as follows:

- i. September 5th 2024 to October 31st 2024 \$500
- ii. November 1st 2024 to December 31st 2024 \$316
- iii. January 1st 2025 to March 31st 2025 \$200

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

b. On-Season Membership – Active Rowers April 1st 2024 to October 31st 2025 \$690

Current pricing = \$690 (no prorating)

Prorated as follows:

- i. September 1st 2024 to October 31st 2024 \$275

c. Upgrade On Season Membership to Annual September 5th 2024 to March 31st 2025
\$300

Prorated as follows:

- i. November 1st 2024 December 31st 2024 \$300
- ii. January 1st 2025 to March 31st 2025 \$200

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

d. Off-Season Membership – Active Rowers November 1st 2024 to March 31st 2025
\$316

Current pricing = \$316

Prorated as follows:

- i. November 1st 2024 December 31st 2024 \$316
- ii. January 1st 2025 to March 31st 2025 \$200

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

e. League Membership – Full Season April 1st 2024 to September 30th 2024
\$585

Current pricing = \$585

Current Prorating May 1st 2024 – May 31st 2024 \$585

June 1st 2024 to June 30th 2024 \$468

July 1st 2024 to August 7th 2024 \$353

August 8th 2024 to September 30, 2024 \$330

f. League Membership – Monthly April 1st 2024 to September 30st 2024
\$125

Current pricing = \$125

g. Upgrade League Membership to Annual September 5th 2024 to March 31st 2025
\$300

Prorated as follows:

- iii. November 1st 2024 December 31st 2024 \$300
- iv. January 1st 2025 to March 31st 2025 \$200

h. Rowing Machine Membership November 1st 2024 to March 31st 2025
\$300

Previous year pricing = \$200

Previous year Prorating October 1st 2024 – January 13th 2024 \$200

January 14th to March 31st 2024 \$132

prorated as follows:

- i. November 1st 2024 to December 31st 2024 \$300
- ii. January 1st 2025 to March 31st 2025 \$200

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

i. Social Membership **April 1st 2024 to March 31st 2025**

\$30

Current pricing = \$30

j. Life Membership **purchased from April 1st 2024 to March 31st 2025**

\$22,050

i. Current pricing is based on 25 years of annual dues

ii. Prorating is not available for Life Memberships.

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

(motion 6 required) Proposer/Seconder: For/Against/Abstentions

13. Motion 7: Propose that the Membership Fees for the April 1st 2025 to March 31st 2026 season be set as follows:

a. Annual Membership – Active Rowers **April 1st 2025 and October 31st 2026**

\$900

Current pricing = \$882 (no prorating)

Prorated as follows:

- | | |
|---|-------|
| i. April 1 st 2025 to July 31 st 2025 | \$900 |
| ii. August 1 st 2025 to October 31 st 2025 | \$600 |
| iii. November 1 st 2025 December 31 st 2025 | \$400 |
| iv. January 1 st 2026 to March 31 st 2026 | \$250 |

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

b. On-Season Membership – Active Rowers **April 1st 2025 to October 31st 2026**

\$700

Current pricing = \$690 (no prorating)

Prorated as follows:

- | | |
|--|-------|
| i. April 1 st 2025 to July 31 st 2025 | \$700 |
| ii. August 1 st 2025 to October 31 st 2025 | \$400 |

c. Upgrade On-Season Membership to Annual **November 1st, 2025 to March 31st, 2026**

\$300

Prorated as follows:

- | | |
|--|-------|
| i. November 1 st 2025 to December 31 st 2025 | \$300 |
| ii. January 1 st 2026 to March 31 st 2026 | \$200 |

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

d. Off-Season Membership – Active Rowers **November 1st 2025 to March 31st 2026**
\$400

Current pricing = \$316

Prorated as follows:

- i. November 1st 2025 to December 31st 2025 \$400
- ii. January 1st 2026 to March 31st 2026 \$250

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

e. League Membership – Full Season **April 1st 2025 to March 31st 2026**
\$525

Current pricing = \$585

Current Prorating	May 1 st 2024 – May 31 st 2024	\$585
	June 1 st 2024 to June 30 th 2024	\$468
	July 1 st 2024 to August 7 th 2024	\$353
	August 8 th 2024 to September 30, 2024	\$330

Prorated as follows:

- i. May 1st 2025 to June 30th 2025 \$525
- ii. July 1st 2025 to July 31st 2025 \$390
- iii. August 1st 2025 to August 31st 2025 \$260
- iv. September 1st 2025 to September 30th 2025 \$130

f. League Membership – Monthly **April 1st 2025 to September 30th 2025**
\$130 (monthly)
Current pricing = \$125

g. Upgrade League Membership to Annual **Sept. 1st, 2025 to March 31st, 2026**
\$400

Prorated as follows:

- i. September 1st 2025 to December 31st 2025 \$400
- ii. January 1st 2026 to March 31st 2026 \$250

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

h. Rowing Machine Membership **November 1st 2025 to March 31st 2026**
\$325

Previous year pricing = \$200

Previous year Prorating	October 1 st 2023 – January 13 th 2023	\$200
	January 14 th to March 31 st 2024	\$132

Prorated as follows:

- i. November 1st 2025 to December 31st 2025 \$325
- ii. January 1st 2026 to March 31st 2026 \$225

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

i. Social Membership

April 1st 2025 to March 31st 2026

\$30

Previous year pricing = \$30

j. Life Membership

purchased from April 1st 2025 to March 31st 2026

\$22,500

Previous year pricing = \$22,050

- i. pricing is based on 25 years of annual dues
- ii. Prorating is not available for Life Memberships.

NOTE: This category of Membership to include the use of the rowing machines at the Jericho Sailing Centre (JSCA). JSCA Membership not included.

(motion 7 required) Proposer/Seconder: For/Against/Abstentions

14. Elections

- a) The Board of Directors has determined that the following positions will comprise the board subject to election this Annual General Meeting

- President
- Captain
- Secretary
- Treasurer
- Vice President (*subject to previous Special Resolution*)
- Board Member At Large: Community Programming
- Board Member At Large: Membership
- Board Member At Large: Regatta Coordinator
- Board Member At Large: Equipment & Facilities Manager
- Board Member At Large: Safe Sport

- b) The following positions of Directors are up for election at this Annual General Meeting. All Board of Directors positions are elected for 2-year terms.

- President
 - Simon Litherland is no longer eligible to stand for re-election.
- Captain
 - Audrey Tsai has indicated that she is not standing for re-election this coming year.
- Vice President
 - No current incumbent/new role
 - Treasurer
 - Wenqi Zhang moved to New York for a job with horrific hours and has resigned from this position effective the AGM.
- Member at Large – Membership
 - Kathleen Duddy has indicated that she is not standing for re-election this coming year.
- Member at Large – Compound, Equipment & Facilities

- No current incumbent
- Member at Large – Safe Sport/Health/Safety
 - Don Marshall has indicated that he is not standing for re-election this coming year.
 - Kathleen Duddy has indicated that she will stand for this position.
- Board Member At Large: Regatta Coordinator
 - David Darling has indicated that he is resigning from this position due to unexpected other commitments
 - Erin Gray has indicated that she will stand for this position.
- c) The following people were elected at the FCRC 2023 Annual General Meeting and as at time of the writing of this report will remain on the Board:
 - Ignatio Rozada, Secretary
 - Nina Thomson, Member At Large, Community Programming

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.

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

15. New Business

16. Next AGM date: 8 pm, Wednesday September 10th, 2025

Moving the Annual General Meeting to September allows new Board members to come onboard prior to the planning phase for the following year's programming.

- The AGM must be within 6 months of the end of the fiscal year (prior to September 30th).
- The AGM must be within 15 months of the previous Annual General Meeting (prior to December 5th, 2025).
- Note that in the event quorum is not reached at the AGM, according to our bylaws, the rescheduled AGM will take place 7 days later, and the members then present will form a quorum. Therefore the AGM should take place prior to September 22nd in the event that quorum is not reached on the originally scheduled date of the AGM so as to have the AGM prior to 6 months from the fiscal year end).

17. ADJOURNMENT

- a. (motion 8 required) Proposer: For/Against/Abstentions (record time of adjournment)

Minutes of the 2023 Annual General Meeting – False Creek Rowing Club

False Creek Rowing Club - Annual General Meeting - June 14, 2023 at 7:00pm via video conference

Board Members in Attendance:

- Simon Litherland President
- Lauren Isbister Secretary
- Wenqi Zhang Treasurer
- Audrey Tsai Captain
- Kathleen Duddy Member at Large - Membership

Regrets:

- Cal Oliver
- Sam Roberts
- Don Marshall
- Nina Thomson

FCRC Members in Attendance:

Kylie Whitcombe

Ignacio Rozada

Rolf Skala

Guests in Attendance:

N/A

MINUTES

- 1) Call to Order
 - a) Meeting called to order at 7:03pm
- 2) Notice of Meeting
 - a) Sent via email March 21, 2023 in accordance with Bylaw 26
- 3) Notice of Quorum
 - a) Note: Bylaw 28: 10% of members entitled to vote or a minimum of 3, are a quorum
 - b) 41 Members were eligible to vote as of May 21, 2023. Quorum is set at 5 members.
 - c) 8 members present. Quorum achieved.
- 4) Acceptance of Agenda
 - Proposer/Seconder: Duddy/Zhang
 - For/Against/Abstentions: Carried unanimously
- 5) Acceptance of Minutes of the Annual General Meeting held Wednesday, June 15, 2022.
 - Proposer/Seconder: Isbister/Duddy
 - Note: Proposer/Seconder had to have attended the meeting
 - Corrections: No corrections
 - For/Against/Abstentions Carried unanimously
- 6) Guests
 - No guests
- 7) Reports

- President
 - i) Refer to AGM package
- Treasurer
 - ii) Refer to AGM package
- Secretary
 - iii) Refer to AGM package
- Board Members at Large
 - iv) Refer to AGM package
- b) Acceptance of the Reports of the Executive
 - Proposer/Seconder: Duddy/Zhang
 - For/Against/Abstentions: Carried unanimously
- 8) Recognition of Member Achievement & In Memoriam
 - a) Achievements:
 - i) Tricia Smith, Life Member FCRC
 - (1) President, Canadian Olympic Committee
 - (2) Member, International Olympic Committee
 - (3) Vice President, World Rowing
 - ii) Dr. Michael Wilkinson, Life Member FCRC
 - (1) Rowing Canada Team Physician
 - (2) World Rowing Sports Medicine Commission
 - iii) Katie Clark, Honourary Member FCRC
 - (1) Selection for World Rowing - World Cup II in Varese, Italy June 16-18, 2023 - W2x entry by RCA
 - iv) Andrea Proske, Social Member FCRC, Tokyo 2020 Gold Medallist
 - (1) Announcer, 2023 Henley Royal Regatta June 27-July 2, 2023
 - v) Level 4 RCA Clinician Umpire Appointments
 - (1) Ge-An Rijniersce, Social Member (also Level 5 World Rowing Umpire)
 - (2) Simon Litherland, Life Member & President
 - b) Boat Namings:
 - i) Kuhan Milroy - past Treasurer, coach, Life Member: Hudson 2x
 - ii) Lauren Isbister - past coach (first), Secretary: Hudson 2x
 - iii) Heather Holden - past Chair of Vancouver Parks Board, past Board member, Life Member: Hudson 4x+/-
 - iv) Don Marshall - Board member and medical committee: WinTech 4x (boat named in early FY2024)
 - v) Eve Limbrick-Oldfield - Board member and medical committee: Hudson 4x (boat named in early FY2024)
 - c) In Memoriam
 - i) No mentions
- 9) Unfinished Business - AGM 2022
 - No unfinished business
- 10) Elections

- a) We would like to thank the following directors who were elected in 2021 and whose terms have come to an end and will be stepping down from the Board. Thank you for your thoughts and vision in terms of leading False Creek on a journey we can all be proud of.
 - i) Cal Oliver - Term concluded at this AGM. Cal has been instrumental in getting the Community Rowing Program started and progressing forward.
 - ii) Lauren Isbister - Term concluded at this AGM. Lauren was our first proper coach, later becoming a member of the Board of Directors, and finishing off as the Secretary.
 - iii) Thank you to Wenqi Zhang and Nina Thomson who were appointed as Directors during this past year. Nina has taken on responsibilities for Community Rowing and Wenqi has been our Treasurer.
 - iv) This year, Sam Roberts and Audrey Tsai exchanged roles. Audrey is now the Club Captain and Sam is responsible for Communications. Both were elected to the Board in 2022.
- b) The Board of Directors has determined the following positions will comprise the board subject to election this Annual General Meeting
 - i) President
 - ii) Secretary
 - iii) Treasurer
 - iv) Board Member at Large: Community Programming
 - v) Board Member at Large: Regatta Coordinator
 - vi) Board Member at Large: Equipment & Facilities Manager
 - vii) Board Member at Large: No fixed duties
- c) The following positions of Directors are up for election at this Annual General Meeting. All Board of Director positions are elected for 2 year terms.
 - i) President
 - (1) Note: Simon Litherland, President was elected to the position and is no longer eligible to stand for re-election.
 - (2) Simon continues as president.
 - ii) Secretary
 - (1) Candidate: Ignacio Rozada
 - (2) Awarded Secretary
 - iii) Treasurer
 - (1) Wenqi Zhang is standing for this position. Wenqi is a CFA candidate, has an engineering degree in computer science and works in investment banking.
 - (2) Awarded Treasurer
 - iv) Member at Large - Community Programming
 - (1) Nina Thomson is standing for this position. Nina works for KPMG, consulting in community development in BC.
 - (2) Awarded Member at Large - Community Programming
 - v) Member at Large - Regatta Coordinator
 - (1) Candidate: David Darling
 - (2) Awarded Member at Large - Regatta Coordinator
 - vi) Member at Large - Equipment & Facilities
 - (1) There are no candidates for this position at this time
 - vii) Member at Large

d) Additional members

The following were elected at the FCRC 2022 Annual General Meeting and will remain on the Board:

- i) Don Marshall - Board Member at Large: Health, Safety & Culture
- ii) Kathleen Duddy - Board Member at Large: Membership

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

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

11) New Business

- a) Awards night at the Billy Bishop Legion (1407 Laburnum St, Vancouver V6J 3W4) at 6pm on June 15, 2023.

12) Next AGM date:

- a) 8pm, Wednesday, September 4, 2023.
 - i) Discussion by the directors of the False Creek Rowing Club indicated that June is a difficult time for directors to assume their positions: programming for the year is in flight and we are in "execution" rather than "planning" mode.
 - ii) The discussion by the Board was to move the Annual General Meeting to September to allow new Board members to come onboard prior to the planning phase for the following year's programming.
 - iii) The Board therefore suggests that the AGM for 2024 be held approximately just short of 15 months after the June 2023 AGM at 8 pm, Wednesday September 4th, 2024.
 - iv) In the event quorum is not reached at that meeting, the adjourned meeting will be held Wednesday, September 11, 2024 at 8 pm. This date is also within 15 months of the previous AGM and within 6 months of the end of the financial year.
 - v) This date complies with the requirements to have an AGM within 15 months of the previous AGM and within 6 months of the end of our financial year, March 31.
 - vi) If the membership would like a meeting to be updated in the spring prior to the membership renewal for the season, it can be arranged as either an informal town hall, or an "official special meeting of the general membership" as requested to go over the upcoming strategy for the year.
- b) Proposer/Seconder: Isbister/Skala
- c) For/Against/Abstentions: Carried unanimously

13) Adjournment

Meeting adjourned 7:26

Proposed: Tsai

For/Against/Abstentions: Carried unanimously

Constitution of the False Creek Rowing Club

- NAME OF SOCIETY: **FALSE CREEK ROWING CLUB**
- Incorporation Number: S0054244
- Business Number: 83562 9098 BC0001
- Filed Date and Time: March 13, 2018 09:45 PM Pacific Time

The name of the Society is FALSE CREEK ROWING CLUB

The purposes of the Society are:

1. The name of the Society shall be the FALSE CREEK ROWING CLUB.
2. The purposes of the Society are
 - (a) to promote and encourage a rowing community on Vancouver's False Creek and English Bay that supports the values of being safe, welcoming and respectful.
 - (b) to support recreational water sports use of False Creek and English Bay in terms of infrastructure, events, programming, and development of participants, coaches and officials.
 - (c) to work in partnership with other organizations to achieve these goals.

President's Report

The brief summary for this past year would be: "getting our financials in order and finding our line".

There are many who deserve a thank you for keeping us going in the year just past:

- Those members who continue to support us through continuing to pay their membership fees and allow us to meet our lease and coaching obligations each month.
- Rowing Canada Aviron ("RCA") and Rowing BC who helped us create and promote our community rowing program, and provided financial resources to do it (mostly, but not entirely RCA).
- The Province of British Columbia for financially supporting FCRC through their Community Gaming Grant and Capital Grant program supporting community sport in fiscal 2022 as well as through ViaSport's support for organizations in need as a result of the Covid-19 response.
- The City of Vancouver, the Vancouver Police Department and Transport Canada who continue to clear abandoned boats from False Creek and thereby making our programming possible.

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

- Our coaches from the summer of 2023 and 2024: Kate, Emelia, Kylie, Katrina, Lucy, Stella, Zoe, Tristan, Liam and Nick for keeping our multitude of programs up and running.
- Trevor for keeping our engines running and fixing them when they don't.
- Georgia for being the first point of contact for every person that comes in contact with the False Creek Rowing Club.
- The people that wash our boats, scrape the mussels off the dock, come up with things to let the clothes dry properly, volunteer at regattas: you make things possible.

We applied for a Province of BC Community Gaming Grant and were awarded \$17,500 late in the year. We were not successful in obtaining Canada Summer Jobs grants in 2023 or in 2024, but I understand we weren't alone.

Regatta

Our regatta held October 29th, 2023 attracted more entries than we anticipated: with 107 entries, 195 participants from 13 clubs this was our biggest ever. We also had a welcome contingent from Shawnigan Lake School which was our first big draw from the Island in many years.

The City of Vancouver supported us with a Community Sport Grant of \$2,300 which was hugely helpful in offsetting the Vancouver Park Board permit fees we pay, beyond the Sanction costs from RCA and Rowing BC.

Changing our course to start near Science World and only racing west worked out well: it shortens the race course, but it puts people into a safer place and to be honest they have to row further as they never rowed right to Science World in previous events.

The Head of the Creek overall winner calculation was found to give an unnecessary boost to novice rowers who have more than 3 months experience. It has been amended to avoid a repeat of that.

In 2024, due to scheduling issues affecting the Head and Tail of the Gorge, they will be having their event on "our weekend". The impact is unknown. There will be some, including availability of umpires, but the expense of going over there is putting many mainland crews off so we should be good.

Boathouse

Our two compounds at the Burrard Civic Marina LS159 & LS160 provide storage of 40' x 60' and costs about \$8,000 per year in total. Our lease increased by 16% on April 1, 2024. FCRC fought that on behalf of ourselves and our neighbours, but no luck there.

Membership Fees

After a review of the market, the investment that FCRC has made in new equipment, and our other costs (such as the compound lease expense) has resulted in a decision to increase fees for existing and new members.

Short term memberships were revealed to be problematic in that they involved a lot of onboarding expenses that were not covered by the revenue that the individuals contributed before they cancelled their memberships. Additionally, members that didn't row through the winter but still paid weren't getting the value they anticipated.

We presently have a system where people pay either annually, or by the season. We generally don't have prorated membership pricing, which limits the number of people that would take up membership outside the start of the season.

In the Annual Meeting there is a motion to set fees both for the remainder of the year and for the coming one. This is to ensure compliance with our Bylaws, and also to provide fairness in terms of value received.

Given that many existing members renewed from Fiscal 2024 to Fiscal 2025 but some chose to go with summer seasonal memberships only, and we did not onboard many new members, there is a need to change how we do things.

What began as a summer program for novice rowers last year (those who took lessons in 2023) has become our League membership program. With many returning rowers, it is perhaps our most successful program of 2023 and this summer so far. Considering these folks as members is consistent with the programming we offer. To this end there is a Special Resolution at this AGM to ensure that League rowers are considered members of the False Creek Rowing Club. In conjunction with the setting of the fees for this and the coming year we aim to create opportunities to convert these summer rowers into all year round rowers.

Governance Review

FCRC continues to try to become less dependent on the President. Dividing and conquering roles at a Board retreat in early January helped build understanding and clarity to the role of the Board and each position in it – details are listed later in this report. The creation of a Vice President, another Special Resolution at this year's Annual General Meeting is to help ease the transition to a new person from the old, jaded and eternally frustrated one.

Boat Acquisitions

In the fiscal year ending March 31, 2024 FCRC has purchased:

- 1 new WinTech Competitor 4x (delivered in FY2024, paid for in FY2023)
- 2 used Hudson singles, reburbished: Cello Solo and the Kiran van Rijn.
- 1 Hudson 4x "Shark Predator" quad used (lightly) from Rowing BC
- 9 new Concept 2 "Row Ergs" for winter programming to join the 2 existing FCRC ergs and the ergs donated by Nancy McKinstry and Simon Litherland in FY2023.

Subsequent to the end of the 2024 Financial Year, FCRC Purchased:

- 1 Hudson 2x named Atkinson from St George's School. To be renamed "Rock N'Boat" subject to someone paying an outstanding amount.
- Another third Hudson single is on the property, pending purchase by FCRC or sale to another party.

The WaveCutter singles held so much promise as a boat suitable for new rowers. And they fulfill a role, but design problems in terms of deck quality have meant that they are failing. Each has been the recipient of a number of repairs in terms of plastic welding, by various parties but they are not standing up to the use that we are putting them under.

For the future, we likely want to pursue 1 of 2 (or perhaps both) options:

- More used Hudson stern mounted rigger singles, that can easily accommodate brackets for pontoons allowing them to be used for new rowers.

- More Maas rowing shells: these open water singles are more stable than flatwater boats and would be a good option. Having moved the current FCRC owned Maas 1x to the front of the compound has resulted in more frequent use.

The coach boats block the use of many of the singles. We need to get rid of the green shed so that we can move the coach boats further to the east and improve access to the rowing shells in the southernmost boat racks and possibly install bike racks. This would necessitate replacing the grey metal shed with a taller structure that would allow us to store more equipment in it while potentially eliminating the red shed at the same time.

Secretary's Report, Submitted by the President

Our organization has a strong track record of compliance with regulatory requirements and industry standards. We are pleased to report that we are current with our filings with the Registrar of Companies, with the exception of this year's Annual General Meeting. We will ensure that this event is filed accordingly after its completion.

Furthermore, we have maintained our good standing with Rowing Canada Aviron and Rowing BC through timely and up-to-date filings. We require all guest, social and active members and lesson and Community Rowing participants to become members of RCA and Rowing BC unless their information is captured under the "Come Try" day, supported by Rowing Canada Aviron.

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 in most cases.

Our commitment to safety and responsibility extends to our WorkSafe BC filings, which are also current and prepaid.

To manage our membership and payments, we leverage the RCA Membership Registration system for rowing lessons and membership management. We have used WaveApps, a web-based accounting package, for all payments not involving re-registration with RCA..

We take our tax obligations seriously and comply with Canada Revenue Agency T2 corporate tax filings annually. Our filings for the fiscal year ending March 31, 2024, have been completed and accepted by the CRA.

As part of our commitment to safety, we engage Sterling Backcheck to perform criminal record checks on our coaches and board members as needed. We take pride in partnering with recommended vendors such as Sterling Backcheck, and in requiring our coaches and board members to have their Rowing Essentials and Making Ethical Decisions through the Coaches Association of Canada since March 31st, 2021. We reimburse their costs for taking these courses, as well as any first aid courses they may require.

Treasurer's Report, Submitted by the President

We are not required to collect PST or GST as part of our charges as we do not meet the earned income threshold over which it must be charged. Much of our revenue is through grants and therefore not earned, therefore falls under the threshold for declaration to the tax authorities.

We continue to use the WaveApps.com bookkeeping system. A web-based application, it connects to our accounts at RBC Royal Bank.

Due to not receiving any Canada Summer Jobs funding in the summer of 2023, part of the 2024 Fiscal Year, we experienced a shortfall of cash in February of 2024 and at the start of the month did not have enough cash to meet financial obligations such as rent at the end of the month. We did start accepting payments for group lessons by the end of the month, which has since grown and we have a much healthier cash position at the present time. This is also do to restraint in terms of purchasing capital items: we have bought a number of well-priced used boats which are well suited to our membership and augment the fleet with older but still serviceable equipment so that our fleet is not made up of either new equipment, or floating hulks.

Financial Position and Statements – Please see fiscal reports later in this report (page 27).

Registration of members with Rowing Canada Aviron and Rowing BC.

For the membership year starting April 1st, 2024, we started to levy a refundable volunteer fee to each member. This was to encourage members to become invested in the success of the organization by performing service to support its goals. We have not completed a full cycle at this time to gauge its effectiveness.

This report is written in late August: generally speaking, we are not going to sell many further memberships and no more lessons. Regatta revenue and expenses are generally equal. Our cash balances are required to carry us through until the middle of February when we anticipate the beginnings of group lesson sales for the summer of 2025. With anticipated expenses (excluding depreciation and the regatta) of \$30,000 until March 31st, 2025, our current cash holdings of \$44,800 allow us a buffer of approximately \$15,000 to the end of the year.

HEALTH AND SAFETY Report, Submitted by Don Marshall

Safety on the water, and in the compound, are still tasks that require constant attention, careful planning and execution at all times. Particular attention is needed to be safe when the weather conditions can become harsh and dangerous. Much of this attention is carried out through the activities of our coaches under guidance from the Safe Sport Officer.

- Maintaining safety kits for safety/coach boats – summer/winter appropriate.
- Maintaining a functional first aid kit, and investigates getting an AED
- Ensures that members are aware of Transport Canada and FCRC safety guidelines in terms of PFD's, whistles, lights, etc.
- Ensures that members are appropriately attired for the situation.

It is my observation that the members of FCRC have observed all the rules of safety and that there have been no dangerous or harmful accidents during this fiscal year.

SAFE SPORT - SAFE SPORT LEAD – Don Marshall

The Sport of Rowing has established itself as being concerned with keeping all its participants safe from abuse. The formidable Manual that has been drafted covers every possible problem so that rowing participants from officials down to rowers, particularly youth, can feel safe in their interactions with others while rowing. And that if they do experience abuse there is easy access to make complaints to an impartial third party.

The Safe Sport Lead person:

- Is registered as such with RCA;
- Works with Safe Sport Complaints officer to resolve internal escalations related to culture and safety.
- Ensures coaches are compliant in terms of safe sport and first aid training/certification.
- The protection of individual participants and prevention of abuse can be seen to be the duty of
- everyone involved in sport. Anyone who observes abuse taking place, has an obligation to speak
- out about what they see/hear.

FCRC from my position has been, and is, remarkably free of abuse.

Community Rowing, Submitted by the President

This, our third year Community Rowing programming has been different from our previous ones. In the summer of 2023, during the fiscal year ending March 31st 2024, we anticipated receiving \$8,000 to \$12,000 in Canada Summer Jobs funding from the federal government, however we did not. We did receive funding from the Province of British Columbia for Community Programming to the amount of \$7,000.

While we strongly support Community Programs with volunteer efforts, we deliver these programs with paid staff. As a result, without the financial support we are unable to delivery the same level of programming.

In 2023, we did not realize that we were not going to receive Canada Summer Jobs money, but we spent as though we did. This created a financial issue for us in February of 2024 as per the Treasurer's Report. We changed our process to request Canada Summer Jobs position funding for roles that began later in the summer, rather than right up front. When we did not receive this funding again for the summer of 2024, our programming and staffing model was not impacted, resulting in a more stable and sustainable financial environment.

During the summer of 2023, we had programming for the Canuck's Autism Network, Big Brothers, Big Sisters, the Colour The Trails. During the summer of 2024, recognizing our financial limitations, we focused on delivering programming for the Canuck's Autism Network either as initial rowing lessons or in a continuation program for those families that wished to pursue a longer relationship with FCRC and rowing.

Rowing Operations – Submitted by the President

In 2023, we endeavored to grow our programming by leaps and bounds. Anticipating funding for Community Rowing to deliver those programs, and strong interest in a Junior program for youth under 19, we made arrangements to be able to deliver them. When the participation in the Junior program failed to materialize, and funding for Community Programming did not either, we reduced our exposure to the downside risk as much as possible and cancelled the junior programming summer camps that had been anticipated.

Group Lessons

The summer of 2023 was more successful than in any previous year. Our sculling lessons sold out, just, without marketing beyond our newsletters and compound signage. Participants asked for options post lessons and that was the cause for the development of the Novice program, now known as the League Program. In 2024 we began offering lessons on weekends as we didn't have the Community Programming in those time slots.

Adult Programming – League

Adding participants from the lessons throughout the summer worked out really well – with up to 20 rowers a night on the water it has become an invaluable part of who we are. In 2024 it was renamed the League Program to recognize that rowing, when you are new at it, is much more interesting when it's warm. League members now constitute about 50% of our membership as of August 2024.

Junior Programming

We are continually asked by interested parties if we have a junior program, but without a Head Junior Coach to supply leadership on the water and in a day-to-day position, we have not had success in building a standalone program.

Adult Programming – Recreational & Competitive

In 2023, we grew and recognized that different athletes have different goals. I suspect they all enjoy rowing, or at least sending emails about it. There was enough interest to justify splitting “adults who row” into two groups: a recreational stream, and a competitive stream. The difference isn't so much a level of skill as it is a willingness to get up early in the morning for flat water rather than enjoy frolicking in the wake that afternoons generally have.

In 2024, thanks to Lena, Ignacio, Andrew, Sergio, Tom, Joern, Tate and Quinn, we have had several members attend regattas at other clubs. From excellent performances at Cascadia Masters and the Race Around The Rock. Also in 2024, we did have some under 19 rowers join in our Competitive program, and they went off to row at the BC Provincial Championships and did quite nicely thank you.

Participating in regattas is a valued part of rowing. And it does create equipment use conflicts when we plan programming long in advance before we are aware of members anticipating being able to access club resources.

While we have lots of coaches (Kate, Emelia, Kylie, Georgia, Katrina, Lucy, Stella, Zoe, Tristan, Liam and Nick), they all have their own obligations to families and other projects. This complicates scheduling in that we have coaching changes with a 6 class set of lessons or are unable to find coaches able to work certain sessions. It requires a set of skills to be a coach, and no one person has all of them in equal

measure. A goal of the FCRC is to have a Head Coach, or Technical Director to oversee all aspects of our programming. Someone with both the ability to mentor others, and the technical knowledge needed to be recognized as an authority by all members, the board and the other coaches. Finding that someone, delegating the authority they need to perform their role and managing them is important if we are to move forward. While individual members can perform aspects of the role, without the delegated role responsibility and authority of the Board, it will lead to conflict with the organization that will need to be managed to ensure that we stay true to our goals of being safe, respectful and welcoming.

Financial Statements – April 1st, 2023 to March 31st, 2024

FALSE CREEK ROWING CLUB

The financial statements for the False Creek Rowing Club are not audited at this time.

Balance Sheet

False Creek Rowing Club

As of Mar 31, 2024



ACCOUNTS	Mar 31, 2024
Assets	
Cash and Bank	
1000 Gaming xxxxxxxx9606	\$55.71
1000 Operating xxxxxxxx9366	\$2,467.22
1000 Peloton	\$20,774.31
Payments by Wave	\$939.50
Total Cash and Bank	\$24,236.74
Other Current Assets	
Accounts Receivable	\$50.00
Total Other Current Assets	\$50.00
Long-term Assets	
1764 Capital Assets (items with 3 year depreciation)	\$117,739.56
1764 Capital Assets (items with 6 year depreciation)	\$191,244.07
8670 2009 Accumulated Depreciation	-\$156,776.88
Total Long-term Assets	\$152,206.75
Total Assets	\$176,493.49
Liabilities	
Current Liabilities	
Payroll Liabilities	\$118.70
Total Current Liabilities	\$118.70
Long-term Liabilities	

False Creek Rowing Club - 2024 Annual General Meeting Report Package

Liabilities	
3300 Loan member 001	\$5,272.00
Total Long-term Liabilities	\$5,272.00
Total Liabilities	\$5,390.70
Equity	
Retained Earnings	
Profit for all prior years	\$161,087.08
Profit between Apr 1, 2023 and Mar 31, 2024	-\$24,534.65
Owner's Equity	\$34,550.36
Total Retained Earnings	\$171,102.79
Total Equity	\$171,102.79

Profit and Loss

False Creek Rowing Club

Date Range 1: Apr 01, 2023 to Mar 31, 2024

Date Range 2: Apr 01, 2022 to Mar 31, 2023



ACCOUNTS	Apr 01, 2023 to Mar 31, 2024	Apr 01, 2022 to Mar 31, 2023	Change	
Income				
8090 Investments – Interest	\$18.05	\$15.23	\$2.82	18.52%
8140 Boat Storage	\$1,619.50	\$500.00	\$1,119.50	223.90%
8140 Boat Storage - Non-Cash Payment	\$500.00	\$0.00	\$500.00	0.00%
8140 Rentals	\$0.00	\$2,696.80	-\$2,696.80	-100.00%
8221 Program Income – Membership Dues	\$30,278.44	\$24,212.29	\$6,066.15	25.05%
8223 Direct Public Support – Business Contributions	\$384.03	\$2,466.00	-\$2,081.97	-84.43%
8223 Direct Public Support – Individual Contributions	\$665.00	\$53.00	\$612.00	1,154.72%
8223 Direct Public Support – Partnerships	\$23.00	\$0.00	\$23.00	0.00%
8224 Miscellaneous Revenue	\$2,408.93	\$600.00	\$1,808.93	301.49%
8224 Program Fees - Group Lessons	\$39,085.55	\$26,795.00	\$12,290.55	45.87%
8224 Program Income – Program Service Fees	\$2,342.00	\$5,730.00	-\$3,388.00	-59.13%
8224 Regatta Revenue	\$7,913.20	\$7,406.25	\$506.95	6.84%
8224 Sales - T-shirts & Athletic Wear	\$75.00	\$25.00	\$50.00	200.00%
8242 Community Rowing Grants	\$58,620.00	\$55,000.00	\$3,620.00	6.58%
8242 Gaming Grant - Province of BC	\$17,500.00	\$10,500.00	\$7,000.00	66.67%

Profit and Loss - False Creek Rowing Club

Date Range 1: Apr 01, 2023 to Mar 31, 2024 - Date Range 2: Apr 01, 2022 to Mar 31, 2023

Created on Aug 27, 2024

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False Creek Rowing Club - 2024 Annual General Meeting Report Package

ACCOUNTS	Apr 01, 2023 to Mar 31, 2024	Apr 01, 2022 to Mar 31, 2023	Change	
8242 Grants - Federal	\$0.00	\$14,497.00	-\$14,497.00	-100.00%
8242 Grants - National Sport Trust Fund	\$8,150.00	\$850.00	\$7,300.00	858.82%
8242 Grants - Provincial (Non-Gaming)	\$3,000.00	\$0.00	\$3,000.00	0.00%
8242 Regatta Grants Received	\$2,300.00	\$2,200.00	\$100.00	4.55%
Total Income	\$174,882.70	\$153,546.57	\$21,336.13	13.90%
Cost of Goods Sold				
8320 Equipment Purchase	\$2,836.35	\$3,012.31	-\$175.96	-5.84%
8320 Office Supplies	\$14.33	\$0.00	\$14.33	0.00%
Total Cost of Goods Sold	\$2,850.68	\$3,012.31	-\$161.63	-5.37%
Gross Profit As a percentage of Total Income	\$172,032.02 98.37%	\$150,534.26 98.04%	\$21,497.76	14.28%
Operating Expenses				
8523 Membership Expenses	\$1,382.13	\$806.17	\$575.96	71.44%
8524 Printing and Reproduction	\$0.00	\$533.08	-\$533.08	-100.00%
8620 Contract Services	\$2,834.49	\$1,286.76	\$1,547.73	120.28%
8620 Employee Related	\$701.22	\$0.00	\$701.22	0.00%
8622 Payroll – Employee Benefits	\$600.52	\$1,145.95	-\$545.43	-47.60%
8670 Depreciation	\$55,877.52	\$36,936.01	\$18,941.51	51.28%
8690 Insurance – Property	\$0.00	\$1,912.00	-\$1,912.00	-100.00%
8715 Accounting Fees	\$81.03	\$90.17	-\$9.14	-10.14%
8715 Bank Service Charges	\$7.50	\$0.00	\$7.50	0.00%

Profit and Loss - False Creek Rowing Club

Created on Aug 27, 2024

Date Range 1: Apr 01, 2023 to Mar 31, 2024 - Date Range 2: Apr 01, 2022 to Mar 31, 2023

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False Creek Rowing Club - 2024 Annual General Meeting Report Package

Operating Expenses				
8715 Banking Fees	\$100.00	\$282.10	-\$182.10	-64.55%
8715 Merchant Account Fees	\$257.84	\$1,061.10	-\$803.26	-75.70%
8715 Peloton Fees	\$1,891.43	\$946.20	\$945.23	99.90%
8760 Regulatory Filing Fees	\$42.00	\$87.00	-\$45.00	-51.72%
8761 RCA-Rowing BC	\$8,925.00	\$6,296.00	\$2,629.00	41.76%
8876 Professional Development	\$35.00	\$1,096.95	-\$1,061.95	-96.81%
8916 Rent Expense	\$9,155.84	\$10,202.64	-\$1,046.80	-10.26%
8963 Repairs & Maintenance	\$2,443.56	\$1,902.78	\$540.78	28.42%
9060 Payroll Canada Summer Jobs	\$0.00	\$20,352.56	-\$20,352.56	-100.00%
9270 Community Rowing	\$63,123.38	\$5,628.15	\$57,495.23	1,021.57%
9270 Regatta Expenses	\$10,568.60	\$9,555.08	\$1,013.52	10.61%
9275 Postage & Delivery	\$0.00	\$386.74	-\$386.74	-100.00%
9281 Fuel	\$588.06	\$776.86	-\$188.80	-24.30%
Payroll Employer Taxes	\$2,597.94	\$1,768.54	\$829.40	46.90%
Payroll Gross Pay	\$35,353.61	\$14,379.99	\$20,973.62	145.85%
Total Operating Expenses	\$196,566.67	\$117,432.83	\$79,133.84	67.39%
Net Profit	-\$24,534.65	\$33,101.43	-\$57,636.08	-174.12%
As a percentage of Total Income	-14.03%	21.56%		

Profit and Loss - False Creek Rowing Club

Date Range 1: Apr 01, 2023 to Mar 31, 2024 - Date Range 2: Apr 01, 2022 to Mar 31, 2023

Created on Aug 27, 2024

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Cash Flow

False Creek Rowing Club

Date Range 1: Apr 01, 2023 to Mar 31, 2024

Date Range 2: Apr 01, 2023 to Aug 27, 2023



CASH INFLOW AND OUTFLOW	Apr 01, 2023 to Mar 31, 2024	Apr 01, 2023 to Aug 27, 2023	Difference	
Operating Activities				
Sales	\$171,389.71	\$99,394.13	\$71,995.58	72.43%
Purchases	-\$99,192.95	-\$73,389.52	-\$25,803.43	-35.16%
Inventory	\$0.00	\$0.00	\$0.00	0.00%
Payroll	-\$48,004.27	-\$30,951.35	-\$17,052.92	-55.10%
Sales Taxes	\$0.00	\$0.00	\$0.00	0.00%
Other	\$17,000.00	\$17,000.00	\$0.00	0.00%
Net Cash from Operating Activities	\$41,192.49	\$12,053.26	\$29,139.23	241.75%
Investing Activities				
Property, Plant, Equipment	-\$55,391.68	-\$42,591.68	-\$12,800.00	-30.05%
Other	\$0.00	\$0.00	\$0.00	0.00%
Net Cash from Investing Activities	-\$55,391.68	-\$42,591.68	-\$12,800.00	-30.05%
Financing Activities				
Loans and Lines of Credit	\$0.00	\$0.00	\$0.00	0.00%
Owners and Shareholders	\$0.00	\$0.00	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	0.00%
Net Cash from Financing Activities	\$0.00	\$0.00	\$0.00	0.00%

Cash Flow - False Creek Rowing Club

Date Range 1: Apr 01, 2023 to Mar 31, 2024 - Date Range 2: Apr 01, 2023 to Aug 27, 2023

Created on: Aug 27, 2024

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False Creek Rowing Club - 2024 Annual General Meeting Report Package

OVERVIEW

Starting Balance	\$38,435.93 As of 2023-04-01	\$38,435.93 As of 2023-04-01	\$0.00	0.00%
Gross Cash Inflow	\$191,872.71	\$119,009.13	\$72,863.58	61.23%
Gross Cash Outflow	\$206,071.90	\$149,547.55	\$56,524.35	37.80%
Net Cash Change	-\$14,199.19	-\$30,538.42	\$16,339.23	53.50%
Ending Balance	\$24,236.74 As of 2024-03-31	\$7,897.51 As of 2023-08-27	\$16,339.23	206.89%

Notes to Financial Statements

1. **The financial statements for the False Creek Rowing Club are not audited at this time.**
2. The account numbers listed in the account listings reflect the coding for the Canada Revenue Agency T2 Corporate Tax filings.
3. Rowing Canada Aviron ("RCA") processes registrations and payments for our lessons and first new membership paid each year by members through Peloton Technologies. These payments are recorded within our financial statements and are manually uploaded into the accounting system. Follow up payments are typically made through our payment processor: WaveApps.
4. Rowing BC's and RCA membership payments for individuals and for the organization are paid into the FCRC operating account and are shown on our financial statements as revenue – they are not deducted at source in the RCA web registration system. Funds are transferred to Rowing BC and RCA when the invoices arrive.
5. During the fiscal year ending March 31st, 2024, certain expenses, including RCA and Rowing BC fees and coaching costs related to Community Rowing programming were charged to the Community Rowing expense line. This has not yet been done for the fiscal year ending March 31st, 2025.
6. During late 2019 we migrated to WaveApps accounting for pre-authorized or recurring payments and these amounts are now shown when incurred. Additionally, FCRC uses WaveApps for payroll services. WaveApps maintains our financial record keeping through automated transaction imports from our accounts at RBC Royal Bank.
7. Donations to benefit the False Creek Rowing Club can be made to the BC Amateur Sport Fund, a philanthropic gift-giving program established through the Canadian Council of Provincial and Territorial Sport Federations (CCPTSF) for the development of amateur sport on a national level.
 - a. The CCPTSF is a Registered Canadian Amateur Athletic Association (RCAAA) with the Canada Revenue Agency (#88938 6868 RR0001).
 - b. Donations are held by the NSTF until FCRC applies for a grant to access those funds.
 - c. NSTF funds are held at arm's length from the FCRC. As a result, they are not reported on the FCRC's accounts until project grants are received from them.
8. The Loan from Member 001 for \$5,772.00 shown in the Balance Sheet reflects funds owing to Simon Litherland with respect to the initial lease of area LS159 at the Burrard Civic Marina that allowed the club to start storing boats and function as a rowing club. It was augmented in 2019 when the Federal Government withdrew funding for the Canada Summer Jobs position and FCRC was without resources to reimburse them. This loan has been repaid through 2 mechanisms:
 - a. Boat Storage fees for Simon Litherland's rowing shell have been charged to, and therefore reduced, his loan balance outstanding.
 - b. On July 3, 2024 a cheque in the amount of \$4,752.00 from the FCRC paid out the balance outstanding of the loan from Simon Litherland. The current balance outstanding is now \$0.00.
9. Depreciation of asset values: on March 31, 2024 depreciation of assets in the current and previous years was taken according to the following practice: certain items have been identified as having 6 year depreciation (new rowing shells, new oars), while other capital equipment (used rowing shells & oars, coach boats, engines, etc) is on a 3 year schedule.

Fiscal Year 2023 Depreciation, charged March 31, 2023

6 year Depreciation include new oars and boats.

Depreciation - 6 year items - FY2019 assets

- original cost \$6,619.93
- \$1,103.32 in 6th year
- \$0.00 remaining balance

Depreciation - 6 year items - FY2020 assets

- original cost \$2,108.60
- \$351.43 in 5th year
- \$351.43 remaining balance

Depreciation - 6 year items - FY 2021 assets

- no purchases

Depreciation - 6 year items - FY 2022 assets

- original cost \$62,678.69
- \$10,446.45 in 3rd year
- \$31,339.34 remaining balance

Depreciation - 6 year items - FY 2023 assets

- original cost \$84,948.87
- \$14,158.15 in 2st year
- \$56,632.57 remaining balance

Depreciation - 6 year items - FY2024 assets

- Original cost \$34,260.10
- \$5,710.02 in first year
- \$28,550.08 remaining balance

3 Year Depreciation Items includes used boats, oars, safety/coach boats, motors and hand made infrastructure items.

Depreciation - 3 year items - FY 2022 assets

- original cost \$16,167.64
- \$5,389.22 in 3rd year,
- \$0 remaining balance

Depreciation – 3 year items – FY 2023 assets

- Original cost \$16,597.33
- \$5,532.44 in 2nd year
- \$5,532.45 remaining balance

Depreciation – 3 year items – FY 2024 assets

- Original cost \$39,559.49
- \$13,186.50 in 1st year
- \$26,372.99 remaining balance

➤ Current year items with 6 year depreciation: \$31,769.37

➤ Current year items with 3 year depreciation: \$24,108.16

Total depreciation for the Fiscal year ending March 31st, 2024: \$55,877.52

The financial statements for the False Creek Rowing Club are not audited at this time.

Financial RECORDS: APRIL 1, 2024 to August 27, 2024

FOR COMPARISON PURPOSES ONLY – INTERIM FINANCIALS**Balance Sheet****False Creek Rowing Club**

As of Sep 27, 2024

**ACCOUNTS****Sep 27, 2024**

Assets	
Cash and Bank	
1000 Gaming xxxxxxxx9606	\$17,647.47
1000 Operating xxxxxxxx9366	\$25,497.70
1000 Peloton	\$1,517.69
Payments by Wave	\$168.11
Total Cash and Bank	\$44,830.97
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
1764 Capital Assets (items with 3 year depreciation)	\$118,264.56
1764 Capital Assets (items with 6 year depreciation)	\$191,244.07
8670 2009 Accumulated Depreciation	-\$156,776.88
Total Long-term Assets	\$152,731.75
Total Assets	\$197,562.72
Liabilities	
Current Liabilities	
Payroll Liabilities	\$2,643.22
Total Current Liabilities	\$2,643.22
Long-term Liabilities	
Total Long-term Liabilities	\$0.00

Balance Sheet - False Creek Rowing Club
As of Sep 27, 2024

Created on Aug 27, 2024
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False Creek Rowing Club - 2024 Annual General Meeting Report Package

Liabilities	
Total Liabilities	\$2,643.22
Equity	
Retained Earnings	
Profit for all prior years	\$136,552.43
Profit between Apr 1, 2024 and Sep 27, 2024	\$23,816.71
Owner's Equity	\$34,550.36
Total Retained Earnings	\$194,919.50
Total Equity	\$194,919.50

Profit and Loss

False Creek Rowing Club

Date Range: Apr 01, 2024 to Aug 27, 2024



ACCOUNTS

Apr 01, 2024
to Aug 27, 2024

Income	
8090 Investments – Interest	\$91.76
8140 Boat Storage	\$546.25
8140 Boat Storage - Non-Cash Payment	\$520.00
8140 Rentals	\$1,175.00
8221 Program Income - League Membership	\$6,103.00
8221 Program Income – Membership Dues	\$11,758.25
8224 Miscellaneous Revenue	\$161.00
8224 Program Fees - Group Lessons	\$20,197.50
8224 Program Income – Program Service Fees	\$868.25
8242 Community Rowing Grants	\$3,525.00
8242 Gaming Grant - Province of BC	\$17,500.00
Total Income	\$62,446.01
Cost of Goods Sold	
8320 Equipment Purchase	\$306.63
Total Cost of Goods Sold	\$306.63

False Creek Rowing Club - 2024 Annual General Meeting Report Package

Gross Profit	\$62,139.38
As a percentage of Total Income	99.51%

Operating Expenses	
8523 Membership Expenses	\$650.19
8620 Contract Services	\$506.43
8715 Accounting Fees	\$81.03
8715 Banking Fees	\$47.00
8715 Merchant Account Fees	\$195.08
8715 Peloton Fees	\$992.49
8761 RCA-Rowing BC	\$9,019.00
8916 Rent Expense	\$4,142.50
8963 Repairs & Maintenance	\$2,213.20
9270 Community Rowing	\$129.96
9270 Regatta Expenses	\$14.79
9281 Fuel	\$493.00
Payroll Employer Taxes	\$1,031.97
Payroll Gross Pay	\$18,806.03
Total Operating Expenses	\$38,322.67

Net Profit	\$23,816.71
As a percentage of Total Income	38.14%

Cash Flow

False Creek Rowing Club

Date Range: Apr 01, 2024 to Aug 27, 2024



CASH INFLOW AND OUTFLOW

Apr 01, 2024
to Aug 27, 2024

Operating Activities	
Sales	\$61,976.01
Purchases	-\$18,791.30
Payroll	-\$17,313.48
Net Cash from Operating Activities	\$25,871.23
Investing Activities	
Property, Plant, Equipment	-\$525.00
Net Cash from Investing Activities	-\$525.00
Financing Activities	
Loans and Lines of Credit	-\$4,752.00
Net Cash from Financing Activities	-\$4,752.00

OVERVIEW

Starting Balance	\$24,236.74 As of 2024-04-01
Gross Cash Inflow	\$64,361.01
Gross Cash Outflow	\$43,766.78
Net Cash Change	\$20,594.23
Ending Balance	\$44,830.97 As of 2024-08-27

Cash Flow - False Creek Rowing Club
Date Range: Apr 01, 2024 to Aug 27, 2024

Created on: Aug 27, 2024
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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 Windermere Cup Regatta (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).

Board Roles

As a result of a Board Retreat, followed up by a survey of the board members, the following represents the duties of the Board members of the FCRC:

PRESIDENT (2 year term - 14+ hours/month)

The club president is the Chief Executive of the Club and is responsible for managing the club, leading board meetings and general club meetings, and enforcing boathouse rules and regulations. They also act as the public face of the club, interfacing with the media and the public, as well as being the primary contact for the club in an emergency situation. Key duties include:

- Chair all Annual General Meetings and Special General Meetings of the club membership
- Chair all meetings of the board of directors
- Supervisor and manage all general affairs and operations of the club
- Collaborating with the Treasurer, Community Rowing Board Member and Grant Coordinator to write effective grant proposals and secure appropriate funding
- Participates on internal committees as required (Health & Safety Committee, Regatta Committee)
- Responsible for stakeholder/affiliate relations (Rowing Canada Aviron/Rowing BC, and other organizations) including conflict resolution
- Casts deciding vote in the event of a tied vote on any issue at any meeting.
- Facilitates board planning meetings on a regular and as needed basis
- Acts as the club representative/spokesperson where public speaking or media relations are required.
- Provides signing authority on all bylaws and financial matters
- Ensures the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the club and its operations.

Qualifications include but are not limited to:

- Strong leadership skills and the ability to inspire and motivate others, as well as the ability to make decisions that benefit the club.
- Good communication skills to communicate effectively with all members, coaches, and stakeholders.
- Knowledge and passion of the sport of rowing
- Experience managing a small organization/team including financial management and event organization.
- Able to commit the necessary time and energy to the club, including attending meetings, organizing the regatta, and providing guidance to other directors.

CAPTAIN/VICE PRESIDENT (2 year term - 14+ hours/month)

The Captain/Vice President performs the duties of the president in the absence of the president. They assist with hiring and overseeing club coaches and act as the secondary contact for the club in emergency situations. The vice president is also responsible for creating non-community rowing programming (Learn-to-Rows, membership rows). The Captain/Vice President serves as co-head of the safety committee. The Captain's primary goal is to provide clear programming for membership.

Key duties include:

- Ensuring there is adequate coaching staff for all programming

- Supporting and providing resources to coaching staff
- Creating non-community related club programming
- Provide and coordinate seasonal scheduling for coaching staff
- Participate on internal committees as required (Health & Safety Committee)

Qualifications include but are not limited to:

- Strong leadership skills and the ability to inspire and motivate others.
- Good communication skills to communicate effectively with all members, coaches, and other stakeholders.
- Ability to train and manage coaches by providing constructive feedback and evaluating their performance.
- Strong organizational skills to manage club programming, creating schedules and provide clear direction.
- Able to develop new and innovative programming from the club, including non-community related programming.

TREASURER (2 year term - 8-10 hours/month)

The Treasurer is responsible for effective oversight of the club's financial transactions, budget planning, financial reporting, payroll administration, and bookkeeping. They ensure accurate record-keeping and provide strategic financial advice to the Board of Directors. Key duties include:

- Overseeing all financial transactions, including income and expenses.
- Planning and developing the club's annual budget in collaboration with the Board.
- Maintaining accurate financial records including deposit and expense logs, receipts and invoices.
- Providing user-friendly financial reporting to the Board detailing FCRC's financial health for the Board to make well-informed, high quality decisions.
- Administers payroll processes for employees and reimburses employees/club members for club-related expenses.
- Ensure FCRC's financial practices align with applicable laws and regulations.

Qualifications include but are not limited to:

- Proficient at MS Excel, willing to learn and adapt with respect to all things financial, is interested in story-telling using data and making financial reports user-friendly.
- Possess a strong background in financial management, including knowledge of budgeting, financial reporting, and bookkeeping practices. Able to analyze and interpret financial data accurately.
- Able to assess the financial needs and goals of the club and provide strategic advice on financial matters to support informed decision making.
- Accuracy and attention to detail are crucial in maintaining financial records, as well as an understanding of applicable regulations and laws to ensure the club remains in good standing.

SECRETARY (2 year term - 1-3 hours/month)

The secretary is responsible for managing the club's documentation. They take minutes during all board, special, and general club meetings and also are responsible for submitting reports and updating the BC Societies account. The Secretary also works with the Club Administrator to manage membership. Key duties include:

- Transcribing board meeting and annual general meeting minutes
- Serving as backup to the Director at Large (Club Administrator)
- Managing and maintaining the Document Repository
- Assists in updating the website

Qualifications include but are not limited to:

- The ability to manage and maintain documentation, including minutes, reports and other club records.

- Provide attention to detail in managing records.
- Communicate effectively with other board members, club members and stakeholders.
- Proficient in using Microsoft Office Suite, Google Documents, and other web-based applications.

DIRECTOR AT LARGE - CLUB ADMINISTRATOR (1-2 year term - 8-10 hours/month)

The club administrator is responsible for being the first point of contact for the club. They monitor the club's general email account and respond to or forward emails and phone calls to the appropriate coach, board member or committee head. The administrator also serves as head of the club's Membership Committee and is responsible for managing the club's membership database. Key duties may include:

- Coordinate engaging social events for the club to foster a strong community
- Engaging LTR/community rowers post-session, building relationships and encouraging ongoing participation
- Organizes equipment maintenance days (in conjunction with the Equipment Manager)
- Assists in organizing members and volunteers at Head Up The Creek Regatta

Qualifications include but are not limited to:

- Excellent communication skills to respond to or forward emails to the appropriate member
- Able to provide a positive experience for all members and potential members by performing regular check-ins.
- Able to plan and organize social events to ensure members have an opportunity to gather together.
- Strong interpersonal skills to work effectively with the board, membership, and new members.

DIRECTOR AT LARGE- HEALTH & SAFETY OFFICER (1-2 year term - 4-7 hours/month)

The Health & Safety Officer (HSO) is responsible for making sure that the club is operating safely. They are part of the Health & Safety Committee (in conjunction with the President and Captain/Vice-President). The HSO works with the coaching staff, rowers, and volunteers to make sure that the proper safety equipment and supplies are available and accessible. They also make sure that club safety standards are enforced and manage how the club handles complaints. Key duties include:

- Regularly collaborates with the Captain to ensure coaches are up to date with safety protocols and that safety equipment and supplies are accessible to rowers and volunteers
- Plan and coordinate safety meetings for club members and staff, ensuring that everyone is aware of safety procedures and protocols
- Reviews and updates safety procedures regularly based on RCA/Rowing BC protocols to maintain the highest level of safety
- Acts as the SafeSport lead to promote a safe and healthy environment for all members
- Assists with equipment maintenance to ensure that safety equipment and supplies are in good condition and functioning properly

Qualifications include but are not limited to:

- Knowledgeable of rowing safety protocols, equipment and techniques to ensure a safe rowing environment.
- Able to pay close attention to detail to ensure all safety procedures and protocols are being followed.
- Knowledgeable of RCA and Rowing BC protocols.
- The ability to lead the Health & Safety Committee and provide guidance to coaches, rowers, and other members.
- Basic knowledge of equipment maintenance to assist with maintenance of safety equipment.

DIRECTOR AT LARGE - COMMUNICATIONS (1-2 year term - 4-7 hours/month)

The communications manager supports communication strategies through the website and social media. They are responsible for developing a communications/marketing strategy and provide support to staff using social media. Experience in marketing/communications is ideal, as well as the ability to use most social media platforms. Key duties include:

- Updates the website and various social media platforms
- Participates in recruitment strategies for various club roles (coaches, Community Rowing, etc)

Qualifications include but are not limited to:

- Marketing/communications experience in developing and executing communication strategies including website and social media management.
- Able to use social media platforms effectively to create and distribute content to engage its membership.
- Able to write and edit content for the website, social media platforms and other communication channels to communicate the club's messaging.
- Strong interpersonal skills to work collaboratively with coaches, board members, and club members.

DIRECTOR AT LARGE - COMMUNITY ROWING (1-2 year term - 14+ hours/month)

The Community Rowing Board Member is responsible for planning and implementing the club's Community Rowing Program. This position includes outreach to community organizations to develop partnerships for organization-specific programs, liaising with Rowing BC when they are primary contact for a community organization, developing programming to serve target communities and meet the requirements of grants received, coordinating with the Club Captain to implement programming and facilitate specialized coach training, and organizing member volunteers. Responsible for recruitment, training and management of Community Rowing Coordinator, when this position is available. Key duties may include:

- Planning and implementing the club's Community Rowing Program in coordination with the Club's Captain.
- Responsible for outreach to community organizations to develop partnerships for organized specific programming.
- Collaborates with the Communications Manager to prepare program promotional, educational and evaluation materials.
- Oversees the development of a multi-year plan for sustainable Community Rowing and collaborates with the President on grant application/management. They are responsible for developing programming that meets the requirements of the grants received.
- Manages the Community Rowing Coordinator.
- Secondary roles include acting as the Club's Complaints Officer.

Qualifications include but are not limited to:

- Experience in organizing community outreach programs or working with community partners and organizations.
- Strong communication skills, both verbal and written, to liaise with both internal and external groups.
- An attention to detail and organization to execute a variety of tasks, including program development, grant application/management, and volunteer recruitment and management.
- Experience in grant writing may be an advantage to assist in developing programming to serve targeted audiences and communities.

DIRECTOR AT LARGE - GRANT COORDINATOR (1-2 year term - 8-10 hours/month)

The Grant Coordinator assists various board members in their roles and responsibilities, primarily the President and Community Programming Manager. Their top priorities include grant writing,

programming coordination, as well as conducting research and outreach for Community Programming. Key duties include:

- Researching potential funding sources for specific programming and identifying foundations, corporations, government agencies and other interested organizations.
- Writing clear, concise and compelling grant proposals that support the Club's programming objectives.
- Managing the grant reporting process including tracking funding, collecting and analyzing data and providing updates regarding the impact of the project.
- Coordinating with the Club's President, Treasurer, and Community Rowing Board Member to secure appropriate funding.

Qualifications include but are not limited to:

- Experience in researching, writing, and submitting grant applications to various agencies, including but not limited to Rowing Canada Aviron, Rowing BC, as well as other municipal and private organizations.
- Knowledgeable about club programming including community and non-community programming.
- Able to work collaboratively with board members and community partners to achieve the club's goals.

DIRECTOR AT LARGE - EQUIPMENT MANAGER (1-2 year term)

The equipment manager is responsible for keeping the club's equipment (including shells, oars, coachboats, and other equipment) and boathouse in good working order. As head of the Equipment Committee, they also organize and lead club work days, communicate with the rest of the board about general boathouse maintenance, arrange for any equipment repair, and make sure that the boathouse is stocked with parts for repairs. Key duties include:

- Ensure all the club equipment is in good condition and functioning properly. Regularly inspects all safety equipment and organizes repairs.
- Able to monitor and keep track of all rowing shells, oars, coach boats, engines and compound storage containers.
- Provides updates to the Board about equipment deterioration and significant repairs.

Qualifications include but are not limited to:

- A strong understanding of rowing equipment and operation as well as the ability to perform basic repairs and maintenance. Knowledge of safety procedures and regulations is also important.
- Effective organizational skills to manage the storage of equipment and extra parts/tools.
- Strong interpersonal skills and the ability to communicate clearly and effectively.

DIRECTOR AT LARGE- REGATTA COORDINATOR (1-2 year term)

The regatta coordinator is responsible for managing the FCRC "Head Up the Creek" regatta. They will be the primary liaison to all other clubs, vendors and volunteers. The coordinator will also be responsible for registering any FCRC member of good standing in any regattas the individual/group wishes to participate and represent in. The regatta coordinator is also head of the Regatta Committee. Key duties include:

- Submit permit applications to the City of Vancouver and Transport Canada to host Head Up The Creek
- Coordinate club members, volunteers, and vendors day of regatta.

Qualifications include but are not limited to:

- Experience in event planning and management including logistics, budgeting, and scheduling. Able to coordinate with vendors, volunteers and other stakeholders to ensure the event runs smoothly.

- Knowledgeable of the rules and regulations and equipment used and passionate about the sport of rowing.
- Able to communicate effectively with all involved parties as well as build relationships and work collaboratively with others.
- Strong organizational and leadership skills are important, as well as the ability to remain calm and professional under pressure.

COMMITTEES

Health & Safety Committee
Fundraising Committee
Membership/Social Committee
Junior Program Committee

OTHER NECESSARY ROLES/RESPONSIBILITIES

Head Coach
Executive Director

Main Operating Roles:

President
Captain
Treasurer
Secretary
Community Programming
Club Administrator/Membership

Subsidiary Roles:

Equipment/Facility maintenance
Health/Security/Safety
Communications
Regatta Coordinator