

BOARD OF DIRECTORS MEETING MINUTES

September 25, 2017 at 6:30-9:00 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 6:30 pm.

ATTENDANCE

Voting: RaeAnne Rose, Susan Kemper, Rhonda Vanderfluit, Sonja Dickinson, Anne-Marie North, Jennifer Kryworuchko, Susan Kemper
Staff: Jennifer Keith
Absent: Tanya Magee, Elise Cantner, Carol Stewart
Guests: Dina Bell-Laroche, Sport & Law Strategy Group (6:30-7:00), Emily Woodrow, MNP (7:00-7:30), Kate Bake-Paterson, DLA Piper (7:30-8:00)

OPENING BUSINESS

1. Approval of Agenda & Welcome
MOTION: (Vanderfluit/Dickinson) to approve the Agenda as amended. Carried
2. Action Items reviewed and updated
3. Minutes from July 22, 2017 – Review & Acceptance
MOTION: (Vanderfluit/Dickinson) to approve the Minutes as circulated Carried
4. Reports
The following reports were submitted and are attached
 - a. President Report
 - b. Executive Director Report
 - c. High Performance Director Report
 - d. Sport Development Director Report
 - e. Financial Report
MOTION: (Kryworuchko/Vanderfluit) to approve the Reports as circulated Carried

BUSINESS CARRIED FORWARD

5. Synchro BC Values Proposition (Guest: Dina Bell-Laroche)
Dina Bell-Laroche from Sport Law & Strategy Group joined the meeting to discuss her focus as facilitator at the Summit. These sessions will concentrate on developing understanding of our values as an organization and how each of us can live those values in our roles within the organization.
ACTION: Board member to review session descriptions to ensure language is relevant to our members.
ACTION: Assign one Board member to provide an introduction at each values session during the Summit. Ensure introductions to each session explains where we are and where we'd like to go.
6. 2016-2017 Audited Financial Statements (Guest: Emily Woodrow)
Emily Woodrow of MNP LLP presented the 2017 financial statements to the board of directors. The audit was clean with no differences in adjusting entries. The audit report summarized the auditor's responsibilities and opinion.

Next year's financial statements will need to align with New Societies Act, primarily with respect to remuneration of top paid employees / contractors.

ACTION: Jennifer Keith to develop a format for assigning value of in-kind contributions for to officials' volunteer time

ACTION: Jennifer Keith to arrange for the transfer funds for bursary money spent from the general account to bursary accounts

ACTION: MNP to remove the schedules from the Financial Statements and consolidate the information on the Income Statement

ACTION: MNP to present the Financial Statements at the AGM on October 21st.

7. Proposed Amendments to the Bylaws (Guest: Kate Bake-Paterson)

Kate Bake-Paterson of DLA Piper LLP presented the draft of the new Synchro BC bylaws.

ACTION: Kate: update membership age eligibility consistently throughout document – use same as Societies Act – at least 18-year of age by the registration deadline

ACTION: Board/Governance Committee review definitions of members, access to information and flexibility borrow funds etc. and send information to Kate

ACTION: Governance Committee to determine timeline for feedback, responses and calling of SGM

ACTION: Kate Bake-Paterson to present the draft bylaws at the AGM on October 21st.

Anne-Marie departed the meeting at 8:30 pm.

8. Request for Decisions

a. RFD 2017-20 – Nomination Policy (Ratify)

MOTION: (Kryworuchko/Stewart) to approve and adopt the revised Synchro BC Nomination Policy as presented. Carried

ACTION: J. Keith to distribute the nomination package to the membership

b. 2017-21 – Athletes with a Disability Name Change (Ratify)

MOTION: (Stewart/Kryworuchko) to change the name of Synchro BC's Athletes with a Disability program to Adaptive Synchronized Swimming (Adaptive Synchro) affecting all of Synchro BC's programming language and references, including the name of the AWD Committee to Adaptive Synchro Committee. Carried

ACTION: J. Keith and T. Magee to update relevant documents and information sources accordingly.

c. 2017-22 – Approval of Revisions to Strategic Plan

MOTION: (Vanderfluit/Dickinson) to approve the revisions to the Strategic Plan as presented. Carried

ACTION: J. Keith update values statement with new 'we' statement.

- d. RFD 2017-23 – Approval of 2017-2019 High Performance Plan
MOTION: (Vanderfluit/Dickinson) to approve the 2017-18 and 2018-19 High Performance Plans as presented. Carried
ACTION: Remove Chiropractor as member of IST team.
- e. RFD 2017-24 – Approval of 2017-2019 Sport Development Plan
MOTION: (Dickinson/Kryworuchko) to approve the 2017-18 and 2018-19 overall Sport Development Plan, including the Sport Development Committee work plan, Train to Train (T2T) work plan, Adaptive Synchro work plan and Masters work plan, as presented Carried
ACTION: Governance Committee – create travel policy that considers Canadian travel advisories when selecting international meets.
- f. RFD 2017-25 – Approval of 2017-2018 Operations Plan
MOTION: (Kryworuchko/Vanderfluit) to approve the 2017-18 Operations Plan as presented with the understanding that it is a working document that will change and evolve as the season progresses. Carried
ACTION: J. Keith – incorporate format of Operations Plan to develop monthly Board reports.
- g. RFD 2017-26 – Approval of Talen Identification/Canada Winter Games Selection Criteria
MOTION: (Dickinson/Kryworuchko) to approve the 2017-18 Talent Identification and Canada Winter Games Selection Criteria as presented. Carried
ACTION: S. Kemper - verify if Canadian citizenship eligibility as of July 1, 2016 is a Canada Games requirement.
- h. RFD 2017-27 – Approval of 2017-2018 Athlete Assistance Program Criteria
MOTION: (Dickinson/Rose) to approve the Athlete Assistance Program (AAP) Criteria as presented. Carried
ACTION: J. Keith – ensure a TID/CWG/AAP tab is included in relevant competition registration.
- i. RFD 2017-28 – Approval of Music Violation Fine
MOTION: (Kryworuchko/Vanderfluit) to approve the following fine to align with Synchro BC competitions penalties with those imposed by Synchro Canada:
Failure to submit music by the deadline, in the correct format or labelled correctly - \$100/infracton. Non-payment of this fine prior to the start of the event shall result in a one-point penalty deduction from the routine score. Carried

The meeting was adjourned at 9:32 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES

Annual General Meeting

Oct 21, 2017 @ 5:00 pm

Room 1055, Richmond Oval