



BOARD OF DIRECTORS MEETING MINUTES

November 4, 2019 at 7:00-9:30 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:01 pm.

ATTENDANCE

Voting: RaeAnne Rose, Carol Stewart, Rosoleen Rutherford, Rhonda Vanderfluit, Elise Fagnan, Lisa Balcombe, Jordan Wuest

Staff: Jennifer Keith,

Regrets: Anne-Marie North, Susan Kemper, Tanya Magee

Guests:

OPENING BUSINESS

1. Welcome & Approval of Agenda

MOTION: (Vanderfluit/Stewart) to approve the Agenda as circulated. **Carried**

2. Declaration of Potential Conflict of Interest
No potential conflicts of interest were declared.

3. Minutes from September 9, 2019 – Review & Acceptance

MOTION: (Stewart/Rutherford) to approve the Minutes as circulated. **Carried**

4. Action Items

The Action Items were reviewed, and updates were provided.

ACTION: Keith to update the Action Items under Officials Succession & Development to reflect the new BC Officials Committee Chair as the lead.

ACTION: Keith to announce Lisa Balcombe's appointment to NOC through social media.

5. Reports

The following reports were submitted and are attached:

- a. President's Report

Rose noted that the Synchro BC Awards Banquet is scheduled for Saturday, December 7 at the Surrey Arts Centre in the Studio Theatre, 5pm – 7pm. This is the weekend of the training meet to be held in Surrey. Catering will be provided by Candlelight Catering. Tickets are \$39. Board members, Synchro BC staff, and Officials will receive complementary tickets. We are looking for an event photographer.

ACTION: Keith to advertise the date and ticket information ASAP

b. Executive Director's Report

The Board unanimously agreed to host the Canada Artistic Swimming 2020 Annual General Meeting as part of the Synchro BC 40th anniversary celebrations noting that members who have provided meritorious service to the organization will be recognized during the CAS Awards Gala.

ACTION: Keith to work with CAS and Richmond Sport Hosting to confirm the CAS AGM meeting logistics.

ACTION: Keith to establish a 2-3 person CAS AGM organizing committee

CAS has put out a call for bids for the 2021 Qualifier and Nationals. Keith noted that unlike the current synchro model, both speed swimming and water polo have provincial and national competition funding models that generate significant profits for local host organizations and the PSO.

ACTION: Keith to investigate the financial models used by speed swimming and water polo that allow provincial and national competitions to generate meaningful profits.

Keith provided an updated about the Synchro BC Annual General Meeting logistics and AquaGO! Implementation challenges.

ACTION: Fagnan to discuss AquaGO! program delivery with Pacific Wave Synchro

Jordan Wuest left the meeting.

c. Financial Report

ACTION: Keith to provide the Board with a proposed final annual budget for fiscal 2019-2020.

ACTION: Keith to proceed with moving the QuickBooks accounting system to the online platform.

ACTION: Keith to proceed with changing banks.

ACTION: Keith and Rutherford to complete the CRA filing requirements related to the GST refund.

d. Sport Development Report

e. High Performance Report

MOTION: (Vanderfluit/Stewart) To accept the Reports as presented.

Carried

BUSINESS CARRIED FORWARD

6. Statements of Purpose (Mission, Vision, Declaration, Values)

The Board reviewed the Statement of Purpose that includes the new mission and vision statements.

ACTION: Keith to delete the last paragraph under Statement of Purpose.

7. Strategic Plan Review and Next Steps

The Board reviewed the Strategic Objectives and Tactics as amended by the Executive Committee during its meeting of October 15, 2019.

Keith reported on the progress made in relation to the Strategic Plan Development Proposal that was approved by the Board in April. It was agreed that the next step is the membership consultation and that the process needs to be engaging and flexible to allow members to participate at their convenience.

ACTION: Keith and the Leadership Team to draft high level KPIs for internal reporting as well as targeted KPIs that meet funders' needs.

ACTION: Rose to conduct a final review of the Strategic Objectives and Tactics.

ACTION: Keith and Rose to develop a plan for a flexible, video presentation of the Strategic Objectives and Tactics as well as a follow-up survey.

ACTION: Keith to draft the State of Synchro based on consultations with the membership over the last 3 seasons.

8. Culture Change Next Steps

The Board agreed that a Culture Change Working Group should be formed, including representation from the different member groups, to help manage the process and activities, and to engage the membership.

ACTION: Keith to work with Rose to establish a working group after the AGM.

ACTION: Keith to draft Terms of Reference for the Culture Change Working Group.

ACTION: Keith to update Cari Din and the other partners on the status of the project.

9. Discipline Case

Keith presented the findings of the external Discipline Chair in relation to an outstanding discipline case.

ACTION: Keith to distribute a letter outlining the outcome to the involved parties.

10. Trademarking BC Artistic Swimming

Keith reported that she has consulted with DLA Piper regarding the CAS recommendation to trademark the new BC Artistic Swimming brand. The legal advice demonstrated that there is no value or benefit in trademarking the brand, however, they did point to issues/concerns in the CAS Brand Usage Agreement.

ACTION: Keith to discuss the issues with the CAS Brand Usage Agreement with Jackie Buckingham as prescribed by our legal advisors.

11. Ratify RFD 2019-98 – Approval of 2018-19 Audited Financial Statements

MOTION: (Rutherford/Stewart) To adopt the 2018-19 Audited Financial Statements as presented.

Carried

12. RFD 2019-95 – Discipline & Appeals Policy Amendment

This item was deferred.

NEW BUSINESS

13. RFD 2019-96 – Volunteer Policy Amendments

This item was deferred.

14. RFD 2019-97 – 2019 Awards Recipients

It was agreed that Synchro BC would no longer offer the Coach Development and Officials Development Awards as the development activities are primarily driven by Synchro BC, not the clubs.

MOTION: (Stewart/Vanderfluit) To approve the recommended award recipients for the 2019 Awards Celebration. Carried

This was the final Board meeting for Lisa Balcombe with her term complete as of the November 16th AGM and she will not be standing for re-election. Lisa was thanked for her valuable contributions to the Board of Directors over the last two years. She will be missed.

The meeting was adjourned at 8:50 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

November 16, 2019	2pm – 3:30pm (AGM)	GoTo Webinar
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