



BOARD OF DIRECTORS MEETING MINUTES

January 20, 2020 at 7:00-9:30 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:02 pm.

ATTENDANCE

Voting: RaeAnne Rose, Rosoleen Rutherford, Rhonda Vanderfluit, Elise Fagnan, Anne-Marie North, Marina Maliapen, Mandy Curtis
Staff: Jennifer Keith, Susan Kemper
Regrets: Carol Stewart, Jordan Wuest, Tanya Magee
Guests:

OPENING BUSINESS

1. Welcome & Approval of Agenda

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

2. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

3. Minutes from December 9, 2020 – Review & Acceptance

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

ACTION: Keith to distribute electronic invitations for the 2020 meeting schedule to the Board and staff.

4. Action Items

The Action Items were reviewed, and updates were provided.

5. Reports

The following reports were submitted and are attached:

a. President's Report

Rose reported that she participated in the CAS PSO Update meeting on January 15, 2020. A significant portion of the meeting centered on the logistics for CAS' June Planning Meeting in June in Windsor, Ontario. The meeting will coincide with the FINA Super Final with the expectation that delegates arrive on Saturday to watch the FINA Super Final with meetings scheduled on Sunday and Monday. There was also discussion about gender equity on the CAS Board and in the sport. Other discussion items are the same as those noted in the Executive Director's report of the January ED Meeting.

b. Executive Director's Report

In addition to the report presented, Keith noted that the Capital Gaming project is progressing with steps towards the purchase of new sound equipment and meet

management technology. Staff are also exploring the electronic scoring system with the support of Canada Artistic Swimming.

Keith also inquired if there will be Board members present at the upcoming National Stream Provincial Qualifier to help present awards.

- c. Financial Report
- d. High Performance Report

Susan Kemper left the meeting.

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

Carried

BUSINESS CARRIED FORWARD

6. Culture Renewal Next Steps

Keith noted that there is no new information from Sport Canada or the Canadian Centre for Ethics in Sport with regards to the funding or when it will be issued. Keith is planning for the project to be activated as soon as the funding is finalized. The first step will be to have facilitators attend the Board Planning Meeting at the end of February.

Keith inquired if there were any questions or concerns of the Board after reviewing the project documentation that was distributed after the last meeting.

ACTION: Keith to include a review of the Culture Renewal Project in the Board Orientation meeting.

7. 2019-2020 Committee Assignments

Rose will redistribute the committee breakdown information, requesting that the Board respond if changes are required.

8. LGBTQI2S Readiness Checklist

Keith referred to the viaSport LGBTQI2S Readiness Checklist included in the meeting package noting that the Sport Development Director has asked the Board to complete the checklist allowing for a gap analysis that will inform workplans. It was agreed that Keith would present the Readiness Checklist at the February Planning Meeting and report on the organization's state of readiness.

It was agreed that all policies are to be amended to ensure gender inclusive language.

ACTION: Keith to complete the LGBTQI2S Readiness Checklist and present the results to the Board at the February Planning Meeting.

ACTION: Keith to amend all policies to ensure gender inclusive language.

9. RFD 2019-100A – Volunteer & Screening Policy Amendments

MOTION: (Curtis/North) To adopt the proposed amendments to the Volunteer & Screening Policy, as presented.

Carried

ACTION: Keith to proposed additional updates to the Volunteer & Screening Policy to provide more clarity between short-term and contractual volunteers.

ACTION: Keith to review and update policies or develop material to mitigate risk for provincial program volunteers who billet and travel with provincial program athletes giving consideration to best practices and resources that may be available through Respect in Sport and/or the Sport Law and Strategy Group.

ACTION: Keith to post a clean version of the Volunteer & Screening Policy on the website.

Elise Cantner joined the meeting.

10. RFD 2019-103 – Coach Certification Policy Amendments

MOTION: (Curtis/Rutherford) To approve the recommended amendments to the BC Artistic Swimming Coach Certification Policy. **Carried**

ACTION: Keith to post a clean version of the Coach Certification Policy on the website.

ACTION: Keith to address lack of policy related to assistant or apprentice coaches with CAS.

ACTION: Keith to inquire whether CAS has jurisdiction over the requirement for minimum coaching standards in provincial competitions.

ACTION: Keith to update the Board on the scope of this problem at the next meeting (updated coach certification list and number of coaches that fail to meet the standards).

NEW BUSINESS

11. RFD 2019-104 – NT Athlete Bursary Program Amendments

MOTION: (Curtis/Rutherford) To approve the recommended amendments to the NT Bursary Program guidelines, as amended. **Carried**

ACTION: Keith to amend to sections a) iv. and b) iii to read “Confidentially, provide BC Artistic Swimming’s High Performance Director with a copy...”

ACTION: Keith to post a clean version of the NT Bursary Program guidelines on the website.

12. RFD 2019-105 – NT Athlete Bursary Award

MOTION: (Cantner/Vanderfluit) To approve distribution of \$500 from the National Team Bursary Award to Sasha Nixon as prescribed by the bursary guidelines. **Carried**

ACTION: Keith to distribute the funds as appropriate.

13. Office Lease Renewal

Keith noted that the current lease expires on April 30, 2020 and will automatically renew for a one-year term on a month-to-month basis unless either the landlord or BCAS give 90 days’ notice (due at the end of January). Terms of the lease could increase rental expenses by a maximum of 2.5%.

It was agreed that unless notice was given by Fortius, BCAS will allow the lease to automatically renew for a one-year term.

The meeting was adjourned at 8:54 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

February 29 – March 1, 2020	All Day Planning Meeting	Fortius Sport and Health
March	NO MEETING	
April 6, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
May 4, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
June 1, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
July 6, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
September 14, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
October 5, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
November 2, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting