



BOARD OF DIRECTORS MEETING MINUTES

November 2, 2020 at 7:00 pm

WELCOME AND CALL TO ORDER

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

ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Carol Stewart, Mandy Curtis, Jordan Wuest, Elise Fagnan, Anne-Marie North

Staff: Jennifer Keith

Regrets: Rosoleen Rutherford, Marina Chekunova, Tanya Magee

1. Welcome & Approval of Agenda

Rename RFD 2020-137 - Staff Compensation. Keith advised that she had 2 items to add to the agenda: item 12 Approval of New Club and item 13 Insurance - Disease & Contagion Defense Cost Coverage Extension.

MOTION: (Stewart/North) to approve the Agenda as amended.

Carried

2. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

3. Minutes from October 5, 2020 – Review & Acceptance

MOTION: (Stewart/Curtis) to approve the minutes as circulated.

Carried

4. Action Items

Keith referred to the action items and updates in the meeting package.

OPENING BUSINESS

5. Reports

a. CAS Investigation Report

Rose provided an update on the status of the Canada Artistic Swimming National Team internal investigation and the action plan developed in response to the investigator's findings. There was a discussion about the impacts and opportunities to further support the work of the EVOLVE project in BC.

ACTION: BCAS to consider engaging experts to create a safe and healthy sport campaign targeting athletes and families with coaches and clubs as a secondary target market. Keith to add to the January Planning Meeting agenda.

ACTION: Activate the EVOLVE blog strategy to address timely issues in our sport, inviting a variety of members and contributors sharing their perspectives, learnings, and stories.

b. Executive Director Report

Keith referred to the registration statistics outlined in her report noting that athlete registration is down about 50% from last season though many clubs have delayed the start of recreation

programming for the season. Keith recommends surveying clubs to determine if they plan to offer additional programming this season.

Keith also referred to the deferred deadlines for viaSport's Safe Sport requirements as the release of BC's universal code of conduct and its supporting documents will inform BCAS ability to update its policies.

ACTION: Keith to survey clubs about recreation program expectations for 2020-21.

ACTION: Keith to pull registration statistics to see where Masters Rec athletes are listed in statistics.

c. Finance Report

Keith noted that a focus of the last month has been preparing reports for funders. The final report for 2020 will be to Sport Canada about the EVOLVE project which is due on December 1st. Keith also highlighted the efficient collection of club fees that has been associated with accepting e-transfers and requiring coaches to pay their fees directly to BCAS with collection rates of 87% and 100% respectively.

Keith noted that after consultation with the auditor's not-for-profit specialist, it was confirmed that BCAS will need to file all outstanding T2 for the years in which we have been approved for GST rebates. The auditor can complete them retroactively for an estimated \$500-750/year.

MOTION: (Stewart/Curtis) to approve a budget of \$4,000 to engage MNP to complete the past due T2 filings. **Carried**

ACTION: Keith to budget for both the third and fourth quarter for the December meeting.

ACTION: Set up a Board Planning Meeting in January to discuss financial planning for fiscal 2021 and 2022.

d. Sport Development Report

Keith noted that an addition to the report presented in the meeting package is that the Growth Mindset Working Group had their inaugural meeting and have agreed to connect on a monthly basis to support each other in the growth mindset journey. Since the Summit, Magee has been working with officials, coaches, and CAS to address concerns about judging criteria for land events.

e. High Performance Report

With the pandemic affecting high-performance program delivery, viaSport and CSI Pacific requested that PSOs receiving Enhanced Excellence funding present revised budget projections for the fiscal period April 2020-March 2021. Keith presented the Enhanced Excellence budget that was submitted to viaSport and CSI Pacific prior to the October 15th deadline noting that with facilities showing an unwillingness to rent out pool space to BCAS, there is no chance that Ignite can run as planned for 2020-21. The Leadership Team has discussed a possible high-performance model for this season that includes engaging Fortius, other integrated sport services providers and high performance coaches to offer online training for all national stream athletes from December to April followed by an Ignite Program Trials event in May or early June. Athletes selected to the Ignite Gold, Silver and Prospects programs would then participate in a training program in June as well as 1-2 weeks of an Ignite Camp in early July. With the High Performance Director position vacant, staff will need support to finalize the program plans.

ACTION: Keith to consult with Chekunova and Curtis on recommendations for the Ignite Program.

ACTION: Keith to consult with Magee to gauge her interest in coordinating high performance programming on a short-term basis. If Magee declines, Keith to reach out to Annie Smith then post the short-term contract position to the public.

MOTION: (Stewart/Curtis) to accept the reports as presented.

Carried

BUSINESS CARRIED FORWARD

6. COVID-19 Risk Assessment

a. Technical Leaders Working Group Update

There was no update from the Technical Leaders Working Group.

b. RTAS Stats Update

Keith presented an update on the tracking of return to artistic swimming training and compliance.

c. RFD 2020-136 – Temporary Refund Policy

Keith noted that BCAS and CAS have a no refund policy once registration is submitted in the e-Registration System. Given the uncertainty that has resulted from the pandemic, BCAS indicated that it would revisit its refund policy on a temporary basis.

MOTION: (North/Stewart) To adopt the Temporary Refund Policy as presented.

Carried

7. Annual Summit Debrief

Keith referred to the initial Summit Participant Survey noting that the response is very limited but the responses received to date were favourable. Keith also noted that she received emails stating participants were very satisfied with the experience and sessions. Notable sessions were the Wake Up & Move, Wake Up & Flex, and their respective HOW sessions, the Growth Mindset Panel, and the Wine & Trivia Social.

ACTION: Keith to redistribute the Summit Participant Survey to members.

8. Risk Management Working Group Update

Keith referred to the meeting summary and next steps found in the meeting package and asked if anything needed to be added or if there were questions from those who were not in attendance at the meeting.

ACTION: Keith to update Risk Registry and set a meeting with Risk Management Working Group before the end of 2020 to do a final review.

ACTION: Keith to add the Risk Registry review to the January Planning Meeting agenda.

9. Strategic Plan Working Group Update

Keith referred to the meeting summary and next steps found in the meeting package and asked if anything needed to be added or if there were questions from those who were not in attendance at the meeting.

ACTION: Keith to finalize the changes and create the Executive Summary.

ACTION: Keith to work with Curtis to develop a visually pleasing presentation of the information.

ACTION: Keith to contact and potentially engage Erica Groschler on a Strategic Plan members engagement strategy.

10. EVOLVE Update: Conflict Management

Conflict management training with members is complete, but there remains work to be done to further engage members in actively creating better strategies to manage conflict at the organizational and team levels. Rose suggested that Now What Facilitation should now work directly with teams and working groups to develop tailored strategies and tools for managing conflict that can be replicated by others. Working groups may include clubs at the executive, coach, or parent levels as well as the BCAS Board.

ACTION: Keith to work with Now What Facilitation to further develop the plan and budget.

ACTION: Keith to add conflict management Board session to the January Planning Meeting.

Fagnan joined the meeting at 9:02 pm.

NEW BUSINESS

11. AGM & Board Nominations

Rose noted that the AGM is scheduled for 1:00 pm on November 21st and all board members should plan to attend. Three nominations have been received to date – one for the President position, one for the Director of Finance and one Director-at-Large. We anticipate 2 additional nominations for the Director at Large vacancies.

Keith noted that viaSport has confirmed that they will attend the AGM and provide a 10-15 minute presentation about the state of return to sport in BC, safe sport initiatives and how they will impact clubs, and some details about how PSO funding, including Enhanced Excellence.

The draft audited statement will arrive this week for review and should be finalized by the end of the week for distribution to the membership. Our auditor, Lexy McLeod, will attend the AGM to present the statements to the membership.

ACTION: Keith to distribute a reminder of the nomination deadline.

ACTION: Keith to set up a meeting for the auditors to present the statements to the Board or Finance Committee prior to approval.

12. Approval of New Club

Keith presented the application received requesting membership for a new club, the Maple Ridge Artistic Swimming Club. All application requirements are in place.

MOTION: (Stewart/Fagnan) To approve the application of the Maple Ridge Artistic Swimming Club for membership with BC Artistic Swimming. **Carried**

13. Insurance: Disease & Contagion Defense Cost Coverage Extension (DCE)

Keith advised the Board that SBC Insurance is now offering a Disease & Contagion Defense Cost Extension to support sport organizations that may face litigation resulting from an outbreak or the spread of disease or contagion. The underwriter, Markel has indicated that coverage is available on a first come, first serve basis for a limited number of approved sport organizations in Canada.

ACTION: Keith to follow up with SBC Insurance to better understand the product and the potential cost implications as well as whether the coverage extends to member clubs.

14. Human Resources

a. RFD 2020-137 – Staff Compensation

Rose presented the recommendations of the Human Resources Committee in relation to staff compensation. Part of the discussion was held in camera relating to specific staff compensation.

Keith excused herself from the meeting while the Board went in camera.

IN CAMERA

The Board discussed recommendations of the Human Resources Committee in relation to staff compensation.

Keith rejoined the meeting.

MOTION: (Stewart/Vanderfluit) To update the BCAS Human Resources policy with a standard staff pay increase on the contract anniversary date that aligns with the local consumer price index as calculated by Statistics Canada, subject to budget considerations each year. Carried

ACTION: Keith to work with Sport BC Payroll to activate the updated compensation.

ACTION: Keith to update the Human Resources Handbook.

ACTION: Human Resources Committee to undertake Jennifer Keith’s performance review prior to her next employment anniversary in April 2021. A. North will assist with developing a performance review process/guide.

ACTION: Human Resources Committee to develop a rationale and/or policy to determining staff bonuses. A. North will assist with this development.

The meeting was adjourned at 9:44 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

November 21, 2020	1:00 – 3:00 PM	Virtual Annual General Meeting
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