

# BOARD OF DIRECTORS MEETING MINUTES

July 12, 2021 at 7:00 pm

## OPENING BUSINESS

### 1. WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:04 pm.

### 2. LAND ACKNOWLEDGEMENT

Curtis acknowledged that she is joining the meeting from the traditional land located in the Tk'emlups te Secwepemc territory that is situated in the southern interior of British Columbia within the unceded traditional lands of the Secwepemc Nation where she is fortunate to live, work and play.

Chekunova acknowledged that she is honoured to work and play on the unceded land of the Coast Salish including the territory of the Kwikwetlem, Tsleil-Waututh, Stohlo and Qayqayt First Nations people.

## ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Ann Stirrat, Elise Fagnan, Anne-Marie North, Mandy Curtis, Marina Chekunova, Carol Stewart

Staff: Jennifer Keith, Tanya Magee

Regrets:

Rose acknowledged receipt of the letter of resignation from Director-at-Large, Meng Chen.

### 3. Approval of Agenda

**MOTION:** Stewart made a motion to approve the Agenda, as circulated.

### 4. Declaration of Potential Conflict of Interest

There were no conflicts of interest declared.

### 5. Minutes from Previous Meetings – Review & Accept

**MOTION:** Stewart made a motion to approve the minutes from June 7, 2021, as amended.

### 6. Action Items

Rose referred to the action items and updates in the meeting package. The action items related to Commit to Kids and Respect in Sport training will be updated to reflect the individual renewal dates.

**ACTION:** Keith to update the Action Items with the relevant training renewal dates.

### 7. Reports

#### a. Presidents Report

Rose reported that CAS has initiated the nomination process for the AGM on September 18, 2021 requesting that Board members can let her know if there are any interested or suggested candidates from BC. Rose also reported that following the last meeting, Kathy Hare from Sport Law provided an assessment of the Board's adherence to governance protocols noting that:

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- According to the BCAS Bylaws and Robert’s Rules of Order, a seconder is not needed for motions at BCAS Board meetings.
  - Two levels of amendments are permitted on a motion.
  - There should be a motion to adopt reports, not accept them.
  - Overall, the meetings are handled very well in accordance with the appropriate parliamentary procedures and maintaining our focus on governance rather than operations.

**b. Executive Director’s Report**

Keith referred to the report presented in the meeting package. She highlighted that Team Canada will be holding their final Olympic preparation camp in Victoria from July 17-25. BCAS staff will work with CAS to organize club activities and to create opportunities to send the team to Tokyo with lots of support. It was agreed that members of the Board and/or staff may need to travel to Victoria to in support of these efforts and that we should leverage the FINA judges and Board members who live on Vancouver Island in our planning.

**ACTION:** Keith to work with CAS staff to finalize plans for the National Team training camp and Olympic send off.

**c. Finance Report**

Stirrat referred to the report presented in the meeting package noting that the ED Projections column of the May 31, 2021 statements project a surplus before the adjustment for deferred revenue. Based on the deferral of \$108,000, the surplus for the fiscal year is projected to be \$45,000. She noted that Keith and the accountant are working on the year-end reconciliation in preparation for the annual audit

**ACTION:** Keith to work with the accountant to finalize year-end statements and to set up the annual audit.

**d. Sport Development Report & High Performance Report**

Magee referred to the report presented in the meeting package noting that the next Advance Coach and Ignite planning activities are set and is consulting with participants on viable dates. The “What It Takes to Win” session led by Biz Price will occur the week of August 23<sup>rd</sup> allowing the rest of the sessions to follow.

There was discussion of the need to review the organizational and corresponding committee structures to ensure they continue to meet the needs of BCAS.

**ACTION:** Rose and Keith to plan a meeting that includes an organizational review.

**MOTION:** Stewart made a motion to adopt the reports, as presented.

Carried

**BUSINESS CARRIED FORWARD**

**8. COVID-19 Risk Assessment Update**

**a. RFD 2021-154 – Adoption of Communicable Disease Prevention Plan & Illness Policy**

**MOTION:** (Stewart/Stirrat) to approve the Communicable Disease Prevention Plan & Illness Policy as amended. Carried

**ACTION:** Keith to update the document as follows:

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- Illness Policy, section B.1.b. updated to add “known or presumed to be infectious”
  - Cleaning Protocols updated to reflect that shared drinking vessels are not recommended but are acceptable from third-party vendors such as Starbucks or Tim Hortons.
  - Add a recommendation for officials to bring their own cutlery.

**ACTION:** Keith to create opportunities for host clubs to participate in Food Safe Training on an annual basis.

## 9. EVOLVE Update

### a. Draft Provincial Communications Agreement

Keith presented the draft Provincial Communications Agreement for the review of the Board noting that there will be another session at the Summit to finalize the agreement. As an outcome of the Board’s communication session in January, a provincial communications pathway will also be developed. It was agreed that while it is great that members are considering the implementation of the Rule of Two outside the coach-athlete relationship, the Rule of Two is absolute and required for coach-athlete relationships but not mandated for other communications between adults. It is recommended that alternate language be used to reflect the intention of the Rule of Two in other settings. It was also suggested that the Micro, Mezzo and Macro contexts could be described in a more meaningful way. The next session should include break-out sessions that consider scenarios that will help to identify behaviour considerations and commitments.

**ACTION:** Keith to work with Nadia Kyba to develop the follow up session.

## 10. 2021-2022 Workplans

### a. Operations

Keith referred to the draft workplan that was presented in the meeting package. She highlighted that although the EVOLVE funding has ended, the initiative will remain a priority over the next year and will align with CAS’ Rise Up Project. It was recognized that there is a lot that falls within the Operations workplan and that it may need to be re-prioritized with new timelines to ensure feasibility.

**ACTION:** Keith to review and reprioritize the Operations Workplan.

### b. Sport Development

Magee referred to the draft workplan that was presented in the meeting package and reminded the Board that the Words Matter document aims to support the ongoing use of inclusive language in all communications. She will reshare the document with the Board.

**ACTION:** Magee to re-distribute the Words Matter document to the BCAS Board and staff.

### c. High Performance

Magee noted that the high-level and short-term high performance coordinator work plan was designed to complete the upcoming Ignite Program consultations with NS clubs and coaches after which it is expected that the Board will decide on appropriate high performance leadership.

## 11. Safe Sport Update

### a. BC and viaSport Requirements

### b. CAS Safe and Welcoming Sport Policy Suite

Keith presented a comprehensive update of the national and provincial initiatives and requirements that are in place to support the BCAS Safe Sport Program, including the commitments established in the 2021-2022 viaSport contribution agreement, the newly released BC Universal Code of Conduct, the 3 new independent safe sport reporting and case management mechanisms, and the CAS Safe and Welcoming Sport Policies. She noted that the next step is to align the relevant BCAS policies to the national and provincial requirements for presentation to the Governance Committee.

**ACTION:** Keith to consolidate the safe sport materials for presentation to the Governance Committee ensuring compliance with CAS and viaSport requirements.

**12. RFD 2021-155 – Adoption of Club Operations Policy Implementation Plan**

**MOTION:** (Stewart/Curtis) to adopt the Club Operations Policy Implementation Plan, as presented, and to update the Club Operations Policy accordingly. **Carried**

**ACTION:** Keith to update the COP and distribute to the clubs.

**NEW BUSINESS**

**13. RFD 2021-156 – Adoption of True Sport Policy**

**MOTION:** (Stewart/Vanderfluit) to adopt the True Sport Policy, as presented. **Carried**

**14. RFD 2021-157 – Adoption of Revised Volunteer and Screening Policy**

**MOTION:** (Stewart/Curtis) to proposed changes to the BCAS Volunteer and Screening Policy, as presented. **Carried**

**ACTION:** Keith to post a clean copy of the policy on the BCAS website.

**15. RFD 2021-158 – Adoption of Revised Privacy Policy**

**MOTION:** (Stewart/Curtis) to adopt to proposed changes to the BCAS Privacy Policy, as presented. **Motion Withdrawn**

**ACTION:** Keith table the Privacy Policy revisions to the Governance Committee for further review.

**IN CAMERA**

**MOTION:** (Stewart/Chekunova) to move the meeting in camera at 9:34 pm. **Carried**

**16. CAS Lawsuit Update**

Rose provided an update on activities and communications related to the CAS Lawsuit since the last meeting.

The meeting was adjourned at 10:25 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

September TBD	7:00-9:30 pm	Possible In Person Meeting
October 4, 2021	7:00-9:30 pm	Zoom
November 1, 2021	7:00-9:30 pm	Zoom
November 2021	TBD	Annual General Meeting