

# BOARD OF DIRECTORS MEETING MINUTES

March 7, 2022 at 7:00 pm

## ATTENDANCE

Voting: RaeAnne Rose, Ann Stirrat, Anne-Marie North, Carol Stewart, Jo-Anne Emery, Manraj Khurana, Marina Chekunova  
Staff: Jennifer Keith  
Regrets: Mandy Curtis  
Guests:

### 1. CALL TO ORDER

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

### 2. LAND ACKNOWLEDGEMENT

North acknowledged that she is privileged to join the meeting from the unceded territory of the Coast Salish Peoples including the Musqueam, Squamish, Sto:lo, and Tsleil-Waututh.

### 3. APPROVAL OF AGENDA

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

Marina Maliapen joined the meeting at 7:06 pm.

### 4. DECLARATION OF POTENTIAL CONFLICT OF INTEREST

No conflicts of interest were declared.

### 5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

**MOTION:** Stewart made a motion to approve the minutes from February 7, 2022, as circulated.

### 6. ACTION ITEMS

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

### 7. REPORTS

#### a. President's Report

Rose noted that there was nothing to add to materials presented and advise that the proposed Bylaw changes would be presented to the Board at the next meeting.

**ACTION:** Proposed Bylaw amendments to be added to April agenda.

#### b. Executive Director's Report

Keith highlighted that the EVOLVE Initiative and findings are being well received across the sector and that BCAS is being encouraged by viaSport to further publish this work and to present it to a broader sport sector audience. She reported that she will be doing an interview with Adrenalin Magazine who wants to profile EVOLVE in their April issue.

Keith noted that the rest of the competition season is expected to proceed in-person and that special events are planned for upcoming meets to honour Mable Moran, demonstrate the 'Aquatica!' program,

and recognize coaches/officials for their dedication during the pandemic. She also proposed that BCAS consider hosting a national competition in 2024 or 2025.

**ACTION:** Keith to follow up with CAS regarding future national competition bids.

**c. Financial Report**

Stirrat referred to the report and statements presented in the meeting package. She reported that BCAS has been up front with funders about not spending 2020-21 Enhanced Excellence Funds (EEF) and their deferral noting that this may result in a gap in BCAS' funding cycle. BCAS has advised funders that a single year without EEF funds would be viable but a loss of funding for the program's three-year cycle would be devastating and put BCAS' high-performance programs in a difficult position. A decision is expected in April.

Stirrat reported that the Finance Committee will meet in April to draft the 2022-23 budget for presentation to the Board. She referred to the financial statements presented in the meeting package noting that with the cancellation of the NS Provincial Qualifier there were nominal revenues and expenses were primarily standard administrative costs for the period ending January 31<sup>st</sup>.

**d. Sport Development Report**

Keith reported that initial plans to train coaches and officials on the new judging system are being formalized, however, recent global events may cause delays. BCAS intends to dedicate a large portion of the Year-End Club Meeting in June to the new judging system. Keith also noted that all BC Games coaching position will be filled within the next few weeks averting the risk previously identified.

**ACTION:** Keith to ensure there are interim communications with members about the status of the new judging system plans.

**e. High Performance Report**

Keith reported that the request to change the CSI Carding Program cycle to better align with our sport delivery model was approved. Carding will now run annually from October to September rather than February to January allowing targeted athletes to be identified based on recent prior season results and provincial program participation. The carding cycle will now begin at the start of the season rather than the midpoint. The Carding System has also been updated with a new points system to identify targeted athletes. Athletes will be evaluated on participation in national and provincial programs, the BCAS monitoring programs and prior season's competition results.

**BUSINESS CARRIED FORWARD**

**8. COVID-19 RISK ASSESSMENT UPDATE**

Keith noted that with most restrictions now lifted, BCAS is operating primarily under its 'New Normal' parameters. Staff adapted the medical bye procedures to streamline COVID-related bye requests and changed award ceremony protocols for in-person competitions. BCAS has also collaborated with CAS to create a workable proof of vaccination process for the National Qualifier as the CAS protocols contravened BC's privacy legislation.

**9. RFD 2022-178 – ORGANIZATIONAL RESTRUCTURE**

**MOTION:** (Stewart/Stirrat) to approve the new BC Artistic Swimming organizational structure in principle subject to the design of revised workflow and organizational charts. Carried (6:1)

**ACTION:** Keith to present the revised charts at next meeting

**ACTION:** Keith to review and amend staff job descriptions as appropriate and draft new employment contracts in consultation with HR Committee.

**ACTION:** Keith to engage a new Meet Manager to shadow the Sport Service Coordinator for the rest of the season.

**ACTION:** Keith to present the new organizational structure to members at the Year-End Club Meeting.

**10. RFD 2022-179 – MABLE MORAN TROPHY**

**MOTION:** (Stewart/North) to create the Mable Moran Trophy to be given out annually at the Mable Moran Provincial Qualifier recognizing club with the greatest increase in membership. Defeated (1:6)

**ACTION:** Keith to work with the Awards Committee to create a Mable Moran Award that focusing on innovation and effort by clubs to foster growth in artistic swimming participation.

**NEW BUSINESS**

**11. RFD 2022-180 – CONFLICT OF INTEREST POLICY AMENDMENT**

**MOTION:** (Stewart/Khurana) to adopt the revised Conflict of Interest Policy as presented. Carried

**ACTION:** Keith to update the policy documents on the website.

**IN CAMERA**

**MOTION:** (Stewart/Khuranna) to move the meeting in camera. Carried

Keith left the meeting at 8:38 pm.

**12. HUMAN RESOURCES**

Rose provided an updated on human resources matters.

The meeting was adjourned at 9:00 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

April 4, 2022	7:00-9:30 pm	Zoom
May 2, 2022	7:00-9:30 pm	Zoom
June 6, 2022	7:00-9:30 pm	Zoom
July 9-10, 2022	TBD	Zoom
August 2022	NO MEETING	
September 12, 2022	7:00-9:30 pm	Zoom
October 3, 2022	7:00-9:30 pm	Zoom
November 7, 2022	7:00-9:30 pm	Zoom
November 19, 2022	AGM	