

BOARD OF DIRECTORS MEETING MINUTES

October 3, 2022 at 7:00 pm

ATTENDANCE

Voting: RaeAnne Rose, Anne-Marie North, Ann Stirrat, Jo-Anne Emery, Carol Stewart, Mandy Curtis

Staff: Jennifer Keith, Tanya Magee

Regrets: Manraj Khurana

1. CALL TO ORDER

Rose called the meeting to order at 7:00 pm.

2. LAND ACKNOWLEDGEMENT

Rose opened the meeting by acknowledging that the land from which she is joining the meeting is the treaty territory of the Tsawwassen First Nations and the traditional, ancestral, and unceded territory of the Coast Salish people, specifically the Kwantlen, Katzie, and Semiahmoo First Nations.

3. APPROVAL OF AGENDA

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

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 September 12, 2022.

6. ACTION ITEMS

Keith referred to the action item included in the meeting package.

7. REPORTS

a. President's Report

Rose confirmed that the nominees that BCAS supported in the recent CAS election were elected and following the CAS Annual General Meeting, the CAS Board met and re-appointed Florence Klein as President and Lindsay Duncan as Vice-President for another term. She also noted that it was announced during the CAS AGM that CAS CEO, Jackie Buckingham, will retire at the end of 2022.

b. Executive Director's Report

Keith referred to the report that was included in the meeting package noting that the next couple of months will be incredibly busy with the viaSport evaluation, grant deadlines and AGM preparation in addition to staff preparing for the comprehensive Training Meet and Technical Conference #1. She also noted that the Marketing & Communications Committee will be working with Illuminata Marketing to finalize the Marketing Communications Plan and with the FINA rule changes now officially adopted, the BCAS Technical Package will be completed and published.

Keith highlighted that much progress has been made towards strategic objectives in the first quarter of this fiscal year and she is proud of the work that BCAS and its staff are doing.

c. Financial Report

Stirrat reported that the year-to-date statements reflect the income brought forward from deferred revenue that will be matched against expenses over the course of this fiscal year. This results in the year-to-date revenue appearing high against the actuals. She highlighted that the budgeting columns show some variances from the original budget, specifically with offsetting revenues and expenses related to the annual summit. She referenced the annual insurance renewal increase discussed during the last meeting noting that the increase is offset by reduced costs for the Ignite Program and BC Summer Games. Overall, these adjustments have little impact on the projected bottom line.

Stirrat also noted that during the recent Finance Committee meeting, there were discussions about strategies to reduce some costs for future BC Games and other events.

d. Director of Sport Report

Magee referenced the report presented in the meeting package and highlighted that BCAS has released its 10 & Under figures for the 2022-23 season that align with CAS recommendations. She also noted that the 2023 Target Athlete Program criteria have been approved by CSI-Pacific and the list of eligible athletes for the 2022 Target Athlete List has been compiled and submitted to CSI-Pacific for approval. She closed by noting that the CAS and BCAS Technical Conferences are a primary focus for the coming weeks.

BUSINESS CARRIED FORWARD

8. RFD 2022-201: 2022-23 HIGH PERFORMANCE PLAN

MOTION: (North/Stewart) to approve the 2022-23 High Performance Plan as presented. Carried

ACTION: Magee to distribute to the membership and post related content on the website as appropriate.

9. RFD 2022-202: BYLAW AMENDMENTS RESOLUTIONS

MOTION: (Stewart/Stirrat) to approve the Special Resolutions to be considered at the 2022 Annual General Meeting, as presented. Carried

MOTION: (Stewart/Emery) to add a clause to Bylaw 5.6 to prevent anyone convicted of assault from being eligible to be elected to the BCAS Board of Directors. Carried

ACTION: Keith to consult with legal counsel to finalize language for the amendment to Bylaw 5.6.

ACTION: Keith to distribute the resolutions to the membership with notice of the AGM.

10. BOARD SUCCESSION UPDATE

Keith referred to the role description and posting for the President's position that was distributed in the meeting package. There was a discussion about board recruitment.

ACTION: Keith to finalize the President job posting and distribute with the Nominations Package, as appropriate.

ACTION: Board members to reach out to potential Director recruits as discussed.

NEW BUSINESS

11. CLUB OPERATIONS COMPLIANCE REPORT

Keith referred to the Club Operations Compliance Report included in the meeting package noting several updates. Keith recommended contacting clubs that are not in compliance to advise of their respective gaps with an extended compliance deadline of December 31, 2022.



ACTION: Keith to follow up with the respective clubs.

The meeting was adjourned at 8:47 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

November 7, 2022	7:00-9:30 pm	Zoom
November 19, 2022	AGM	