

BOARD OF DIRECTORS MEETING MINUTES

February 6, 2023 at 7:00 pm

ATTENDANCE

Voting: Mandy Curtis, Anne-Marie North, Ann Stirrat, Jo-Anne Emery, Carol Stewart, Robin Bennu, Cybil Nomura, Tanya Rothe

Staff: Jennifer Keith, Tanya Magee

Regrets:

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Stirrat acknowledged that she is joining the meeting from unceded and traditional territory of the Squamish, Tsleil-Waututh, and Coast Salish People.

3. APPROVAL OF AGENDA

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

4. DECLARATION OF POTENTIAL CONFLICT OF INTEREST

North declared a conflict of interest with agenda item 11.

Stirrat declared a conflict of interest with agenda item 13.

ACTION: Keith to record the conflicts in the Conflict of Interest Register.

5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: Stewart made a motion to approve the minutes from December 5, 2022.

6. ACTION ITEMS

Keith referred to the action item included in the meeting package noting that Bennu has completed her Respect in Sport training. Rothe noted that she has also completed the Commit 2 Kids training.

ACTION: Keith to update the Action Items accordingly.

7. REPORTS

a. PRESIDENT'S REPORT

Mandy indicated that she did not have anything to report. She will be attending her second CAS President's Meeting on Wednesday.

b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package and highlighted that RaeAnne Rose will be recognized with a Sport BC President's Award in March. She further reported that BCAS has received \$70,000 in funding from the Rally Together Funds - \$35,000 to support sport participation initiatives and \$35,000 to projects to support and grow volunteer participation.

c. FINANCE REPORT

Stirrat reported that the Finance Committee is pleased with the results of the viaSport evaluation and seeing the progress of the organization. She noted that the Hosting BC grants referenced in the Finance Report are not reflected in the year-end forecast or actuals but are expected to be included in the next budget report.

Stirrat also noted that the budget report reflects a balanced budget approved by the Board but there remain significant year-to-date variances. She highlighted that BCAS receives most revenues up front including recognized deferred revenue from last fiscal while it is in the second half of the fiscal year that most spending occurs with the activation of competitions, the Ignite program and our marketing initiatives. We will see increased spending to match projections in upcoming reports.

ACTION: Keith to update the budget report to ensure all headings are consistent.

d. DIRECTOR OF SPORT REPORT

Magee referred to her report presented in the meeting package and highlighted that BCAS has hosted its first in-pool module of the NCCP coaching program. She noted that we struggle to get enough people to run our courses and the struggle is more pronounced for in-person activities.

Magee noted that high performance activities are ramping up for the season and that verbal agreements with the next Team BC coaches are in place with contracts pending later this month. Next, we will engage the Next Gen program coaches followed by the Prospects coaches. Planning for the 2023 Ignite Camps is also underway.

She also highlighted that BC now has 3 certified Technical Controllers. It was noted that we are not expecting to implement the new scoring system until the 2023-24 season at the earliest.

BUSINESS CARRIED FORWARD

8. BOARD VACANCY

Keith presented the results of the Board Skills Matrix which identifies gaps in knowledge and skills. When considered against the risk registry, it serves to highlight that the current Board would benefit from someone who can contribute in the areas of community organizing, diversity and inclusion, capacity building, and/or fundraising. It was agreed that Keith will post an open call to members and through social media for interest in joining the Board.

ACTION: Keith to post an open call to members for interest in the vacant Board position and report the result at the next meeting.

ACTION: All Board members to actively recruit for the vacancy within their network.

9. VIASPORT EVALUATION UPDATE

Keith reviewed the results of the 2022 viaSport Evaluation available to date. With Phase 3 results still pending, BCAS has surpassed or maintained its 2018 evaluation results demonstrating effective operations and programming in all assessment categories. The biggest gaps are related to diversity and inclusion which are priorities moving forward. The results of the evaluation will influence enhanced excellence and core funding for the next 3 years.

ACTION: Keith to present the full Evaluation Report Card to the Board once available.

ACTION: Marketing & Communication Committee to consider how the evaluation results can be leveraged to attract sponsors or funders.

10. CLUB OPERATIONS POLICY COMPLIANCE REPORT

Keith provided an update on the progress that has been made towards member club's complying with the Club Operations Policy. Progress has been made by many clubs and 5 clubs have demonstrated full compliance. Several continue to work towards achieving the standards in consultation with BCAS while others have recognized the need to request exemptions as outlined in upcoming agenda items.

ACTION: Keith to continue to work with non-compliant clubs to support the achievement of the standards and to provide regular updates to the Board on progress.

11. RFD 2023-210: CAPRICE CLUP OPERATIONS POLICY EXEMPTION REQUEST

MOTION: (Stewart/Rothe) to approve the Caprice Artistic Swimming Club's request for an exemption to the Club Operations Policy, Clause 18 and 19 b. for one year provided the club prepares and presents its internally prepared financial statements to its membership at the annual general meeting. Carried

ACTION: Keith to communicate the decision with the club.

ACTION: Governance and Finance Committees to conduct a joint review of the Club Operations Policy 19.b., the threshold and requirement for externally prepared statements.

12. RFD 2023-211: NELSON REFLECTIONS CLUP OPERATIONS POLICY EXEMPTION REQUEST

MOTION: (Stewart/Bennu) to approve the Nelson Reflection's request for an extension to the Club Operations Policy, Clauses 16 and 20 until March 30, 2023, and an exemption for Clause 10 for the 2022-23 season with the expectation that Director & Officers Liability insurance is in place by October 1, 2023.

MOTION: (Bennu/Stewart) to amend the motion related to Clause 10 to an extension until March 30, 2023. Carried

AMENDED MOTION: (Stewart/Bennu) to approve the Nelson Reflection's request for an extension to the Club Operations Policy, Clauses 10, 16 and 20 until March 30, 2023. Carried

ACTION: Keith to communicate the decision with the club and include contact information for SBC Insurance and a copy of the Finance Policy template.

13. RFD 2023-212: PACIFIC WAVE CLUP OPERATIONS POLICY EXEMPTION REQUEST

MOTION: (Stewart/Bennu) to approve the Pacific Wave Artistic Swimming Club's request for an exemption to the Club Operations Policy, Clause 18 and 19 b. for one year provided the club prepares and presents financial statements to its membership at the annual general meeting. Carried

ACTION: Keith to communicate the decision with the club.

14. RFD 2023-213: REVISED BOARD COMMUNICATIONS GUIDELINES

MOTION: (Stewart/Nomura) to approve the revised Board Communications Guidelines as presented. Carried

ACTION: Keith to update the Board Communications Guidelines posted on the website.

NEW BUSINESS

15. RFD 2023-214: COACH CERTIFICATION POLICY AMENDMENTS

MOTION: (Curtis/Stewart) to approve the amendments to the Coach Certification Policy as presented. Carried

ACTION: Keith to update the relevant documents on the website.

ACTION: Magee to present the changes during the Year-End Coaches Meeting

The meeting was adjourned at 8:44 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

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| March 6 | 7:00-9:30 PM | Zoom |
| April 3 | 7:00 – 9:30 PM | Zoom |
| May 1 | 7:00 – 9:30 PM | Zoom |
| June 5 | 7:00 – 9:30 PM | Zoom |
| July 10 | Planning Meeting | TBD |
| August | NO MEETING | |
| September 11 | 7:00 – 9:30 PM | Zoom |
| October 2 | 7:00 – 9:30 PM | Zoom |
| November 6 | 7:00 – 9:30 PM | Zoom |
| November 18 | 1:00 – 2:30 PM | Zoom |