

2023 ANNUAL GENERAL MEETING

January 17, 2024 – 7:00 PM
via Electronic Means (Zoom)

MINUTES

1. Welcome

Mandy Curtis, Chair, welcomed the members to the 2023 Annual General Meeting and provided an overview of her observations after serving in the role of BC Artistic Swimming President for one year, highlighting progress and challenges. She shared of the role of BC Artistic Swimming and opportunities for our members to continue to access the training to support our collective efforts to improve the culture of artistic swimming in BC.

2. Call to Order & Introductions

Mandy Curtis called the meeting to order at 7:11 pm.

Mandy Curtis acknowledged that BC Artistic Swimming honours the traditional lands and homelands of all Indigenous peoples and communities across Canada, including First Nations, Inuit, and Métis living both on and off reserve, in rural and urban communities. She specifically acknowledged that she is joining the meeting from Kamloops which is situated on the traditional lands of the Tk'emlups Te Secwepemc within Secwepemc'ulucw, the traditional territory of the Secwepemc people.

Mandy Curtis introduced:

- Members of the BC Artistic Swimming Board of Directors in attendance Anne-Marie North, Ann Stirrat, Robin Bennu, Cybil Nomura, Dana Xu, and Carol Stewart.
- BC Artistic Swimming Staff in attendance Executive Director, Jennifer Keith, Director of Sport, Tanya Magee, and noted that Sport Service Coordinator, Disa Fladmark, is unable to join the meeting.
- Guests Lexy McLeod, BC Artistic Swimming's auditor from MNP LLP, who will present the financial statements.

Mandy Curtis apologized for the last-minute cancellation of the AGM in November explaining that an unexpected issue arose that required the Board to seek consultation before proceeding. She noted that BCAS secured the appropriate permission and approval from BC Societies to delay the date of the annual general meeting, but it will return to the normal November timelines in 2024.

3. Confirmation of Quorum

A quorum was declared with 51 voting members in attendance. In addition, there were 3 non-voting members and 1 guest in attendance. The full list of attendees is attached to these minutes.

Mandy Curtis noted that the Annual General Meeting package posted on the BC Artistic Swimming website in advance of the meeting included the agenda, minutes from the previous AGM, audited financial statements, annual report, and nomination report. A link to the relevant files was posted in the Zoom Chat Box.

Mandy Curtis noted that the Nomination Report was updated since it was initially distributed with two notable changes:

1. Jo-Anne Emery has withdrawn her nomination and will not be considered for a position of the Board of Directors.
2. Director-at-Large, Tanya Rothe, submitted her resignation to the Board of Directors following a significant event in her personal life. In response, during its December meeting and in accordance with the BCAS Bylaws, the Board of Directors appointed Dana Xu to the Board of Directors for a 1-year term to fill the vacancy. This appointment was made based on the Nominations Report and rankings provided by the Nominations Committee. This appointment will be ratified during the Election portion of this meeting.

Mandy Curtis reviewed the online meeting procedures and advised that online election voting procedures will be explained prior to the election portion of the agenda.

4. Adoption of Agenda

MOTION: (Anne-Marie North /Carol Stewart) To adopt the Agenda of the January 17, 2024 Annual General Meeting. Carried

5. Appointment of Scrutineers

MOTION: (Carol Stewart/Cybil Nomura) To appoint Rhonda Vanderfluit and Robin Benu as Scrutineers. Carried

6. Adoption of Prior Meeting Minutes

MOTION: (Carol Stewart/Robin Benu) To approve the Minutes of the November 19, 2022 Annual General Meeting. Carried

7. Presentation of 2021-2023 Audited Financial Statement

Mandy Curtis invited Lexy McLeod from MNP LLP to present the audited financial statements.

Lexy McLeod reported a clean audit indicating that, in MNP's opinion, there were no misstatements due fraud or error and that the financial statements show a fair representation of the organization's financial position. She highlighted that BC Artistic Swimming is in a healthy financial position indicating good fiscal management by the organization. The Statement of Operations show a small deficiency of \$7,358 but that both revenue and expenses are better aligned with pre-pandemic levels and full-scale operations.

Mandy Curtis opened the floor to questions.

Stephan Lukac asked about the \$50,000 reserve fund and its intended allocation. Ann Stirrat responded that it was an internally restricted contingency fund which represents cash put aside by the Board of Director to respond to any unexpected or emergent issues.

There were additional questions about the increased expenses during the fiscal period. It was clarified that the increased expenses were a reflection of BCAS operating at rates that align with pre-pandemic operations. She also noted that BCAS used pandemic response funds to develop marketing initiatives to support artistic swimming growth in BC. These initiatives support growth at the club level and will be rolled out in support of clubs in the coming months.

Mandy Curtis thanked Lexy McLeod and the MNP audit team for preparing the statements as well as Jennifer Keith for her diligent work on managing the organization's finances.

8. Appointment of 2023-2024 Auditor

MOTION: (Ann Stirrat/Anne-Marie North) To appoint MNP LLP as the Auditors for BC Artistic Swimming for the 2023-2024 fiscal year. **Carried**

9. Reports

Mandy Curtis invited staff and the Chair of the BC Officials Committee to present the Reports.

Executive Director's Report

Jennifer Keith remarked that the organization has reached the half-life of the current Strategic Plan and that significant progress towards its strategic objectives – Grow Participation, Professionalize Our Organizations, and Aspire to Excellence – has been achieved. She reported that this progress was reported to members during the 2023 Annual Summit. She highlighted that 2022-23 was the first full season of in-person competition since the pandemic and that it was wonderful to be back on deck with all members. She noted that the new World Aquatics quadrennial cycle started bringing so much change and learnings for all members. She congratulated the membership recognizing that during the 2022-23 season, 60% of member clubs achieved full compliance with the Club Operations Policy but noted that we are at 85% this season. She highlighted that BCAS continues to offer a variety of programs that support clubs and as already noted new strategies to grow participation will be rolling out in the Spring. She closed by reporting that BCAS managed several safe sport and issues noting that while it is expected as more people learn about safe sport and behaviour expectations that it was disappointing because the majority of the issues were a result of poor communication or failure to apply the conflict management strategies that were learned during the pandemic. She noted that BCAS has continued to offer retraining on conflict management, but it has been poorly attended. She also recommended that all members consider taking the Bystanding Intervention training that is currently available through viaSport.

Sport Development Report

Tanya Magee reported that a major focus during the 2022-23 season was the new World Aquatics judging system and activating education and training for coaches, officials and Technical Controllers. She noted that a new training meet format was introduced in 2022-23 which created a more meaningful event by combining competition simulation as well as classroom and water development opportunities for athletes, coaches and officials. She closed by highlighting that BCAS continued to offer a wide selection of coach development opportunities that are outlined in the 2023 Annual Report.

High Performance Report

Tanya Magee referred to the 2023 Annual Report noting that in 2022-23, BCAS was able to offer all 3 components of the Ignite High Performance Program – Team BC, Next Gen, and Prospects – with great success. She also reported that BCAS re-aligned the Targeted Athlete Program (formerly CSI Carding Program) and the artistic swimming model is now being used by CSI-Pacific as a template for other sports to create a more meaningful program to support high-performance athletes. Of note, the Targeted Athlete Program now aligns with the artistic swimming season and uses an aggregate points system with clear performance indicators to identify targeted athletes.

As BC Officials Committee Chair, Christina Demiris, was not in attendance, Mandy Curtis, as BCOC Member Anne-Marie North to present the Officials Report.

Officials Report

Anne-Marie North reported that the provincial education program for officials was very active with training for new Level 1 and 2 judges. She also noted that with online training resources now available, the BCOC is delivering consistent training for officials across BC. She highlighted that the new World Aquatics judging system is creating new challenges and opportunities, including a new category of official, Technical Controllers.

Mandy Curtis invited questions from the floor.

Sarah Alexander indicated that she completed the judge Level 1 course and the Technical Controller training but was not on the officials list. She asked how she can be activated as an official? Jennifer Keith responded that there had been an oversight in relation to her Technical Controller training because it had initiated in Alberta but it has been rectified. She advised that she would need to investigate her Judge registration status for the 2023-24 season.

Stephan Lukac inquired about the platform to question policy, specifically as it relates to competition locations. Mandy Curtis indicated that she would entertain a discussion on this issue at another place and time as the AGM was not the appropriate venue for the discussion.

10. Elections

Mandy Curtis remarked that the sport sector continues to focus on ensuring that sport organizations are operating within good governance standards. In addition to our current standards, we are expecting new ones to affect us, and you, to ensure we are all in alignment with the new Canadian Sport Governance Code. In recent years, our clubs have seen this with new and increasing expectations of compliance with the Club Operations Policy. BCAS will continue to prioritize governance training and education opportunities for our club executives to support their efforts.

For the BCAS Board, financial management and accountability, risk management, and legal responsibilities must now be our primary concerns and as a result, we are focused on building our board of directors with skills that better enable us to fulfill these responsibilities. Again this year, we undertook a process to identify the existing skills on our board and the gaps we could experience with the possible departure of some Directors. The nominations package highlights these skills, expertise and gaps and the Nominations Committee's assessment of the nominees against this skill set.

Mandy Curtis highlighted that BCAS is excited by the level of interest in joining the Board of Directors this year. This has resulted in a significant number of nominations being submitted in advance of the AGM. Just a reminder of the changes to the Nomination Report that were mentioned at the start of the meeting:

- ✦ Jo-Anne Emery has withdrawn her nomination.
- ✦ Dana Xu has been appointed to the Board of Directors to fill a vacancy left by the resignation of Tanya Rothe in November. Once this appointment is ratified, Dana's nomination will be withdrawn.

As a result of these changes, there are currently 5 nominees for the 4 positions open for election.

In advance of the Elections, Mandy Curtis asked for a reconfirmation of quorum to account for any changes in attendance since the start of the meeting.

A quorum was confirmed with 64 voting members in attendance. It was noted that there are 3 non-voting members and 1 guest in attendance as well.

Mandy Curtis reviewed the online election procedures noting that if the Scrutineers had any issues confirming the results, there may be a delay in announcing the results until such time as the votes can be validated.

Mandy Curtis referenced the Nomination Package that was distributed in advance of the meeting with details about the nominated candidates. She also noted that:

- There will be a separate election for each position: Vice-President and Director at Large positions.
- Nominations will be accepted from the floor.
- Nominations from the floor will require a seconder as well as confirmation from the nominee with video that they are present and willing to stand for election. If necessary, staff will consult with nominees from the floor in a break-out room to confirm their identity.
- All nominees will be given two minutes to introduce themselves to the membership.
- The election of the Vice-President and Directors-at-Large will be by online ballot whenever there are more nominees than vacant positions. If there are as many nominees as there are vacancies, the election will be declared by acclamation.

10.1. **Director-at-Large Appointment**

MOTION: (Robin Bennu/Carol Stewart) To confirm the appointment of Dana Xu to fill a vacancy on the Board of Directors for a 1-year term. Carried

10.2. **Election of Vice-President**

Mandy Curtis noted that BC Artistic Swimming received an advanced nomination for the position of Vice-President from Anne-Marie North. Mandy Curtis made a call for nominations from the floor for the position of Vice-President.

Tracy Lu nominated Ling (Christina) Jiang for the position of Vice-President.

Silvia Tsao seconded the motion to nominate Ling (Christina) Jiang for the position of Vice-President.

Ling (Christina) Jiang accepted the nomination.

Mandy Curtis made a second call for nominations from the floor for the position of Vice-President.

Mandy Curtis made a third and final call for nominations from the floor for the position of Vice-President.

Mandy Curtis invited Ling (Christina) Jiang to address the members. Ling (Christina) Jiang addressed the members.

Mandy Curtis invited Anne-Marie North to address the members. Anne-Marie North addressed the members.

Mandy Curtis asked staff to open the electronic ballot and invited the voting members to select 1 nominee for the Vice-President position. The ballot was open for 1 minute.

The Scrutineers and Jennifer Keith went into a break-out room to review the results.

The Scrutineers and Jennifer Keith returned to the main meeting. Rhonda Vanderfluit announced that subject to verification to ensure that no non-voting members cast a ballot, by a vote of 34 to 27, Ling (Christina) Jiang is elected to the position of Vice-President.

10.3. Election of Three (3) Directors-at-Large

Mandy Curtis noted that BC Artistic Swimming received an advanced nomination for the 4 Director-at-Large positions from Edward Fan, Ling (Christina) Jiang, Carol Stewart, and Susan Thompson. She noted that since Ling (Christina) Jiang was elected to the Vice-President position, her nomination for Director-at-Large is withdrawn.

Mandy Curtis made a call for nominations from the floor for the position of Director-at-Large.

Robin Bennu nominated Anne-Marie North for the position of Director-at-Large.

Megan Bittner seconded the motion to nominate Anne-Marie North for the position of Director-at-Large.

Anne-Marie North accepted the nomination.

Mandy Curtis made a second call for nominations from the floor for the position of Director-at-Large.

Mandy Curtis made a third and final call for nominations from the floor for the position of Director-at-Large.

Mandy Curtis invited Edward Fan to address the members. Edward Fan addressed the members.

Mandy Curtis invited Anne-Marie North to address the members. Anne-Marie North indicated that she had nothing to add from her prior statement during the Vice-President election.

Mandy Curtis invited Carol Stewart to address the members. Carol Stewart addressed the members.

As Susan Thompson was absent, Mandy Curtis read her bio as presented in her nomination package.

Mandy Curtis asked staff to open the electronic ballot and invited the voting members to select up to 3 nominees for the Director-at-Large positions. She informed members that a ballot with more than 3 names selected will be deemed invalid. She reminded non-voting members present that they cannot cast a ballot. The ballot was open for 1 minute.

The Scrutineers and Jennifer Keith went into a break-out room to review the results.

The Scrutineers and Jennifer Keith returned to the main meeting. Rhonda Vanderfluit announced that subject to verification Edward Fan, Anne-Marie North, and Carol Stewart are elected as Directors-at-Large.

MOTION: (Cybil Nomura/Ann Stirrat) To destroy the voting record once the election results have been validated by the Scrutineers. Carried

Mandy Curtis welcomed the new and returning directors to the BC Artistic Swimming Board of Directors noting that a welcome package will be issued to the new directors and an initial meeting of the new Board will be called soon.

Mandy Curtis recognized outgoing Board members Tanya Rothe, Jo-Anne Emery and Susan Thompson, thanking them for their contributions and support for BC Artistic Swimming.

11. Adjournment

MOTION: (Carol Stewart/Robin Bennu) To adjourn the meeting. Carried

The meeting was adjourned at 9:07 pm.

DRAFT

2023 ANNUAL GENERAL MEETING ATTENDANCE

	Voting Members	Role	Club/Organization
1.	Mandy Curtis	President	BC Artistic Swimming
2.	Anne-Marie North	Vice-President	BC Artistic Swimming
3.	Ann Stirrat	Director of Finance	BC Artistic Swimming
4.	Robin Bennu	Director	BC Artistic Swimming
5.	Cybil Nomura	Director	BC Artistic Swimming
6.	Carol Stewart	Director/Official	BC Artistic Swimming
7.	Sarah Alexander	Coach	Aquasonics Artistic Swimming Club
8.	Alina Aref'yeva	Coach	Pacific Wave Artistic Swim Club
9.	Mallika Basra	Coach	Caprice Artistic Swimming
10.	Megan Bittner	Athlete	Caprice Artistic Swimming
11.	Debora Broadhurst	Parent	Pacific Wave Artistic Swim Club
12.	Roberto Cabrone	Parent	Aquasonics Artistic Swimming Club
13.	Charmaine Chang	Parent	Pacific Wave Artistic Swim Club
14.	Cynthia Chang	Parent	Pacific Wave Artistic Swim Club
15.	On Ni Annie Chau	Official	BC Artistic Swimming
16.	Jing Chen	Parent	Pacific Wave Artistic Swim Club
17.	Meng Chen	Coach	Pacific Wave Artistic Swim Club
18.	Ru Chen	Parent	Pacific Wave Artistic Swim Club
19.	Lori Chow	Parent	Pacific Wave Artistic Swim Club
20.	Adrian Copp	Parent	Aquasonics Artistic Swimming Club
21.	Julian Coronado Grisales	Parent	Pacific Wave Artistic Swim Club
22.	Anthea Cranston	Parent	Pacific Wave Artistic Swim Club
23.	Judy Du	Parent	Pacific Wave Artistic Swim Club
24.	Anneliese Dusseldorp	Parent	Pacific Wave Artistic Swim Club
25.	Edward Fan	Parent	Pacific Wave Artistic Swim Club
26.	Disa Fladmark	Coach	Kamloops Sunrays
27.	Shelley Frick	Parent	Aquasonics Artistic Swimming Club
28.	Anita Fu	Parent	Pacific Wave Artistic Swim Club
29.	Shuai Gu	Parent	Pacific Wave Artistic Swim Club
30.	Linda Hu	Parent	Pacific Wave Artistic Swim Club
31.	Tina Hu	Parent	Pacific Wave Artistic Swim Club
32.	Ling (Christina) Jiang	Parent	Pacific Wave Artistic Swim Club
33.	Jessica Ledrew	Parent	Victoria Artistic Swimming
34.	Rachel Lefranc	Official	BC Artistic Swimming
35.	Liza Leusenko	Coach	Pacific Wave Artistic Swim Club
36.	Amy Li	Parent	Pacific Wave Artistic Swim Club
37.	Eric Liu	Parent	Pacific Wave Artistic Swim Club
38.	Lucy Liu	Parent	Pacific Wave Artistic Swim Club
39.	Zhe Cynthia Liu	Parent	Pacific Wave Artistic Swim Club
40.	Linda Liu	Parent	Pacific Wave Artistic Swim Club
41.	Tracy (Feng) Lu	Parent	Pacific Wave Artistic Swim Club
42.	Stephan Lukac	Parent	Aquasonics Artistic Swimming Club
43.	Molly Mao	Parent	Pacific Wave Artistic Swim Club
44.	Tina Naveri	Coach	Kamloops Sunrays
45.	Raymond Ng	Parent	Pacific Wave Artistic Swim Club

46.	Albert Nomura	Parent	Pacific Wave Artistic Swim Club
47.	Brittany Petterson	Parent	Caprice Artistic Swimming
48.	Seray Sefayi	Coach	Pacific Wave Artistic Swim Club
49.	Jie Sun	Parent	Pacific Wave Artistic Swim Club
50.	Louie Sun	Parent	Aquasonics Artistic Swimming Club
51.	Weiwei Sun	Parent	Pacific Wave Artistic Swim Club
52.	Ariele Taylor	Athlete	Caprice Artistic Swimming
53.	Silvia Hsiang Chin Tsao	Parent	Pacific Wave Artistic Swim Club
54.	Steve Valenzuela	Parent	Pacific Wave Artistic Swim Club
55.	Rhonda Vanderfluit	Athlete	Vancouver Masters Artistic Swimming
56.	Ya Wen	Parent	Aquasonics Artistic Swimming Club
57.	Eva Wu	Parent	Pacific Wave Artistic Swim Club
58.	Jane Wu	Parent	Pacific Wave Artistic Swim Club
59.	Dana Xu	Official	Aquasonics Artistic Swimming Club
60.	Jenny Yan	Parent	Pacific Wave Artistic Swim Club
61.	Mei Yin	Official	BC Artistic Swimming
62.	Lingmin Zhang	Parent	Pacific Wave Artistic Swim Club
63.	Peng Zhang	Athlete	Aquasonics Artistic Swimming Club
64.	Yuan Zhang	Parent	Pacific Wave Artistic Swim Club
	Non-Voting Member	Role	Club/Organization
65.	Jennifer Keith	Executive Director	BC Artistic Swimming
66.	Tanya Magee	Director of Sport	BC Artistic Swimming
67.	Steven Kravariotis	President	Pacific Wave Artistic Swim Club
	Guests	Role	Club/Organization
68.	Lexy McLeod	Auditor	MNP LLP