

BOARD OF DIRECTORS MEETING MINUTES

February 5, 2024 at 7:00 pm

ATTENDANCE

Voting: Mandy Curtis, Ling (Christina) Jiang, Ann Stirrat, Anne-Marie North, Cybil Nomura, Robin Bennu, Dana Xu, Edward Fan

Staff: Jennifer Keith, Tanya Magee

Regrets: Carol Stewart

1. CALL TO ORDER

Curtis called the meeting to order at 7:03 pm.

2. LAND ACKNOWLEDGEMENT

Curtis acknowledged that she is attending 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. She recognized that she is fortunate to live, work and play on this land and acknowledged the complicated history and her desire to move forward in a spirit of collaboration and gratitude.

3. APPROVAL OF AGENDA

MOTION: Bennu made a motion to approve the Agenda, as presented.

4. 2024 CONFLICT OF INTEREST REGISTRY

Declaration of Standing Conflicts of Interest

Members of the Board each declared any real or perceived conflicts of interest that could arise during the course of their duties as a Director. All conflicts were recorded in the 2024 Conflict of Interest Registry.

Declaration of Potential Conflicts of Interest – February 5, 2024

Curtis declared a conflict of interest with item 10 as she is a national level judge who may be impacted by the decision. **North** declared that one of the items presented in the Executive Directors report related to waivers involves the club with which she is a member. It was recognized that there is no decision being considered for this issue. **Xu** declared a conflict of interest in relation to items 6, 9 and 15 in so far as they relate to the Aquasonics Artistic Swim Club. Keith confirmed that nothing specific to the Aquasonics would be discussed during item 9. **Nomura** declared a conflict of interest in relation to item 15.

5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: Bennu made a motion to approve the minutes from January 15, 2023, as amended.

6. MINUTES FROM PREVIOUS IN-CAMERA MEETING – REVIEW & ACCEPT

MOTION: North made a motion to approve the in-camera minutes from January 15, 2023.

7. ACTION ITEMS

Keith referred to the action item included in the meeting package noting that the signed Confidentiality Agreements from Nomura, Stirrat and Bennu are outstanding.

It was noted that former Director Susan Thompson should be removed from the Governance Essentials training section of the Action Items document and that the expiry date of Respect in Sport training needs to be reviewed for errors.

ACTION: Keith to update the Action Items as needed.

ACTION: Keith to inquire whether Governance Essentials training is available for new PSO Directors.

8. REPORTS

a. PRESIDENT'S REPORT

Curtis reported that the next CAS Presidents' meeting is scheduled in March. She reported that she attended the CAS Strategic Plan presentation for BCAS members and was impressed by the level of engagement of BCAS members and their thoughtful questions.

b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package. She noted that reaching the 1,000 member threshold to retain funding continues to be a concern. She is hopeful that some of the promotional activities supported by the Community Sport for All grant will help boost registrations. Keith thanked the newly elected Directors for expeditiously completing their orientation requirements, noting that all Board members have completed all safe sport requirements.

In presenting the quarterly report, Keith noted that the current Strategic Plan ends with the 2025 Canada Games cycle and BCAS will need to consider the process for developing a new one.

c. FINANCE REPORT

Stirrat referred to the report presented in the meeting package. She highlighted that the Executive & Finance Committee consists of the President, Vice-President and Director of Finance and that the committee recommends retaining North as a member of the Finance Committee based on her professional experience and familiarity with the committee. She noted that the Finance Committee meets monthly prior to the Board meeting to review the monthly budget report in detail.

Stirrat referred to the Finance Report that provides a summary of the status of several grants. She referenced the monthly budget report noting that the grey column titled Budget represents the fixed annual budget that is approved by the Board at the start of the fiscal year. The Year-End Forecast column in royal blue provides insight into projected budget variances based on new information gleaned over the course of the fiscal period. The Forecast to Budget Variance column in navy blue in the Budget section shows the variance from the approved to forecasted budget. The teal Actuals column shows that actual revenues earned and expenditures paid during the month being reported and the Year-to-Date column in aquamarine shows the actual revenues earned and expenditures issued during the fiscal period. The final navy blue column, Year-to-Date Variance to Budget represents the approved budget less actuals for the fiscal period.

In response to a question for Jiang, Stirrat confirmed that the organization's fiscal period is from July 1 to June 30.

d. DIRECTOR OF SPORT REPORT

Magee referred to the report presented in the meeting package highlighting that there are still no BC Summer Games coach candidates for Zone 5 but that a solution for the gap in coaching in Zone 4 is being considered. It was recognized that artistic swimming core sport status will be at risk if there isn't participation in 6 of the 8 zones.

Magee advised that progress has been made in planning the Community Sport for All projects. Nanaimo will be the site of one of the AquaGO! projects and Caprice and Maple Ridge will partner to deliver the Adaptive programs. The Try-It initiative will align with the 2024 Ignite Assessment Camp in June benefitting the Aquasonics and other clubs in the lower mainland.

In relation to high performance, Magee reported that plans for the summer program are underway with securing facility permits being a challenge to finalizing the schedule. She also reported that she and Keith attended a webinar about trans inclusion in sport that has initiated future changes to BCAS programming to ensure safe, welcoming and inclusive environments.

Magee left the meeting at 8:09 pm.

BUSINESS CARRIED FORWARD

9. CLUB OPERATIONS POLICY UPDATE

Keith referred to the Club Operations Policy tracking sheet provided in the meeting package and advised that members are moving the final outstanding items forward.

10. COST-SHARING JUDGE TRAVEL EXPENSES FOR NATIONAL EVENTS

Keith referred to the email of October 4, 2023 where CAS proposed that PTSOs could share the travel costs associated with judges attending national competitions to allow two officials to share a judge's appointment. It was recognized that judge appointments to national competitions supports their development, but it was also noted that appointments to national events is a CAS responsibility. It was suggested that once BCAS secures a credit card, points accumulated could be used to fund shared travel of this nature. The discussion raised several questions about how such a process would be managed and it was agreed that additional information is needed from CAS before support for the initiative could be considered.

ACTION: Keith to inquire about the status of this issue during the next national meeting of the Executive Directors.

NEW BUSINESS

11. COMMITTEE APPOINTMENTS

Curtis referred to the list of Committees included in the meeting package. She noted that the Standing Committees of the Board are the Executive & Finance Committee and the Governance & Nominations Committee. The former committee's composition is based on their election to office at the AGM while the latter consists of members of the Board and others from the community with the special skills required for the role. Board members are asked to join at least one committee in addition to their role as Director.

ACTION: Keith to update the Executive & Finance Committee Terms of Reference.

ACTION: Board members to notify Curtis or Keith of their committee interests.

12. BCAS BOARD COMMUNICATIONS AGREEMENT REVIEW & UPDATE

Keith referred to the Board Communications Agreement that was included in the meeting package. She noted that it is important that all Board members understand and accept the agreement so it is reviewed annually after the AGM election to address and questions, concerns or proposed updates. There were no proposed updates to the BCAS Board Communications Agreement.

13. INITIAL REVIEW BCAS RISK REGISTRY

Keith referred to the 2023 Risk Registry Summary that was included in the meeting package. She advised that this is reviewed annually with the full Board which has proven to be a cumbersome process. She recommended that the Board establish an ad hoc committee to review the Risk Registry and propose updates and revisions to the Board of Directors.

14. RFD 2024-235: RISK MANAGEMENT COMMITTEE

MOTION: (Bennu/Emery) to approve the creation of an ad hoc Risk Management Committee to review and assess the Risk Registry and propose updates to the Board of Directors. Carried

It was estimated that the time commitment required for this committee to be 5-6 hours over the next two months.

ACTION: Keith to establish the Risk Management Committee and complete the review of the Risk Registry.

IN CAMERA

MOTION: (Bennu/North) to move the meeting in camera. Carried

Nomura left the meeting at 9:09 pm.

Jiang and Fan were moved to a break-out room at 9:10 pm.

Jiang and Fan returned to the meeting at 9:15 pm.

Xu left the meeting at 9:15 pm.

15. SAFE SPORT UPDATE

The Board discussed several issues related to safe sport.

The meeting was adjourned at 10:35 pm.