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## BOARD OF DIRECTORS MEETING MINUTES

November 9, 2016

In Person Meeting

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 6.04pm.

### ATTENDANCE

In Person: Elise Cantner, Jennifer Kryworuchko, RaeAnne Rose, Rhonda Vanderfluit, Susan Kemper, Sonja Dickinson and Annie Smith  
Phone: Anne-Marie North, Carol Stewart  
Guest (Phone) Kara Kalin

### OPENING BUSINESS

1. Approval of Agenda  
**MOTION:** (Stewart/Kemper) to approve the Agenda as circulated Carried
2. Introductions  
The Board of Directors introduced themselves.
3. President's Comments
  - a. Annual General Meeting:  
Synchro BC is a membership organization. The Annual General Meeting was well attended by membership and secret ballot vote resulted in election of new Directors to Synchro BC. Reflection on membership desire for increased transparency and involvement in decision-making. This board intends to hold central the needs of the organization, especially athletes, and work collaboratively with the membership.
  - b. Board of Directors Meeting Minutes  
Directors were committed to constructive dialogue about matters facing the organization. Minutes in future should include an overview of issues raised, questions raised, decisions made and action plans, and should be shared with the membership as written. Only in camera minutes will be held confidential amongst Directors, these minutes will record names and decisions about personal matters – regarding individual members or employees.
  - c. Change  
Cari Din's sessions were well received by the membership, and were an opportunity to work together and collaborate on the positive sport culture at Synchro BC. Synchro BC Directors intend to continue to elicit ideas about how to improve governance to support athletes in BC; AWD programming is an area where members were interested in improving sport pathways. Suggested Town Halls early in season to elicit feedback locally.

d. Discussion:

Each of the Directors had an opportunity to respond.

**ACTION:** Board of Directors to send a message to the membership

**ACTION:** Each Director to draft a small bio to be added to the website

**ACTION:** Director bio and contact information to be added to the website

4. Executive Director Comments

Updated Board on viaSport funding requirements, Financial process (Kryworuchko), and is working with Board re: orientation to specific Director roles and responsibilities.

5. Board Communication & Values

The Directors discussed how they wish this board to communicate with one another and the values that will create an environment for meaningful dialog. These are:

1. Listen more than talk (value what other people have to say and give everyone a chance to speak)
2. Unconditional positive regard to athletes and each other
3. Remain totally objective to the wider and greater objectives
4. Open communication as a group
5. Feel the support of each other and celebrate successes
6. Accountable to the membership and to each other (follow up on action items)
7. Allow for questions
8. Trust
9. Create an environment that is safe
10. Work as a team and develop a successful organization
11. Feel supported by each other and enhance and provide opportunities for staff
12. Working towards consensus
13. If someone has a problem with someone, discuss in person or within a group setting, but ensure you address it constructively

**ACTION:** Rose to address at the next meeting for further review

6. Minutes from September 24, 2016 – Review and Acceptance

**MOTION:** (Stewart/Vanderfluit) to accept the Minutes with an adjustment in j and i.

Carried

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**TOPICS FOR DISCUSSION AND DECISIONS AS REQUIRED**

1. Director Roles

a. Directors Terms of Reference

The Roles and Responsibilities are in Dropbox as well as listed on the website.

b. Replacement of Vice President

Christine Miller resigned from her position of Vice President in October 2016.

**MOTION:** (Kemper/North) to appoint Carol Stewart as the Vice President

Carried

c. Standing Committees

- i. High Performance
- ii. Sport Development
- iii. Coaching Development
- iv. Officials Development (as is: Anne-Marie)

**MOTION: (Vanderfluit/Dickinson) to appoint Susan Kemper to the High Performance and Coaching Committee Chair. To appoint Elise Cantner to the Sport Development Committee Chair** **Carried**

d. Ad-Hoc Committees

- i. Finance Committee

**ACTION:** Tabled to the next Board of Directors meeting

- ii. HR Committee

**MOTION: (Cantner/Stewart) to strike an HR Committee to hire the Event Manager and a maternity replacement for Smith and Kalin** **Carried**  
Committee Members: RaeAnne Rose, Carol Stewart and Annie Smith

- iii. Policy and Governance Committee

**MOTION: (Kemper/Vanderfluit) to strike a Policy and Governance Committee to review the current Policies and Bylaws as per the new Societies Act** **Carried**  
Committee Members: Carol Stewart, Rhonda Vanderfluit, Elise Cantner and Jennifer Kryworuchko

- iv. Athletes with Disability (AWD) Committee

**MOTION: (Kryworuchko/Dickinson) to dissolve the ad-Hoc Committee. Sport Development and High Performance Committee to review the Ontario AWD best practices, Synchro Canada guidelines and advise the Board about AWD program governance.** **Carried**

- v. Awards Selection & Review Committee

**ACTION:** Tabled to the next Board of Directors meeting

e. Other Board of Directors Positions

**MOTION: (Kryworuchko/Canter) to appoint Sonja Dickinson as the Competitions Lead** **Carried**

**ACTION:** Smith to contact Krista Guloien to enquire about her interest in joining the Board of Directors in the marketing position. If Guloien is no longer interested, Smith to contact Erica Horsfield from Nanaimo Diamonds. If Horsfield is not interested, email to the membership will be sent.

2. Financials

a. Updated Financials

Board oriented to location of financial statements in Drop Box. Kryworuchko has reviewed financial statements to date. Rose/Kryworuchko have signing authority and have been added to accounts.

**ACTION:** Smith to update and email financial statements to the Board of Directors prior

to each meeting, and next by Monday, November 21, 2016.

3. Policies – Risk Management

**ACTION:** The Risk Management Policy to be reviewed by the Policy and Governance Ad-Hoc Committee

4. Programs

a. Annual Summit Report

Tabled to the next Board of Directors meeting to allow time to consider business that requires more immediate action.

b. Technical Director Report

i. Skills Testing Evaluations

The TID and T2T evaluators will be our Land Routine Skills Testing evaluators. All coaches took the training. The evaluators will be given a \$20.00 per hour honorarium for evaluating + 2h of training/meeting time.

ii. Athlete Assistance Program

The High Performance (HP) Committee to review the Athlete Assistant Program and will recommend changes to the Policy and Governance (P&G) Committee.

**ACTION:** HP Committee to review and propose changes and updates to the AAP, P&G to review.

**ACTION:** Smith to email viaSport to enquire about program continuation and requirements.

iii. AWD

There was a request for an AWD Technical Package. After discussion with experts at Synchro Ontario, Synchro Canada, and AWD coaches in BC: *Synchro BC Directors believe that the AWD coaches are the expert in their own athletes' development. If a coach feels that their athlete can safely participate in the Skills Testing competition, as per the Age Group standards, then they may register their athletes accordingly. Issues raised were concern that there is otherwise no specific best practice available about how to conduct AWD skills testing, since this doesn't seem to form part of specific AWD athlete pathways. HP and Sport Development Committees will continue to monitor best practices for AWD pathways.*

c. TID & T2T Program (Mentorship)

i. Top 12 - International Competition

Parent meeting was held Wednesday, November 2, 2016 via conference call. 12 out of 13 athletes are available to attend the American Open. Training plan and budget will be adjusted and finalized within the coming weeks.

ii. Top 12 - Team Criteria

The top 12 team criteria is being drafted by the Head Coach and will be emailed to the High Performance Committee for review. After approval by HP Committee should be communicated to the athletes.

iii. Coach Mentorship Program

viaSport's requirements are to have a targeted athlete list and targeted coaches list. This mentorship program will support the TID and T2T program and coaches.

**MOTION:** (Cantner/Dickinson) to approve the Mentorship Program as presented

Carried

d. Competitions

i. Event Calendar

The event calendar has been updated in Dropbox and listed on the website.

ii. National Championships

Tabled to the next Board of Directors meeting

5. Strategic Plan & Operational Plan

Tabled to the next Board of Directors meeting

6. Future Board of Directors Meetings

**ACTION:** Smith to create a doodle and email to Board of Directors for scheduling of future Board of Directors meetings.

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**IN CAMERA MINUTES**

An in-camera meeting was held after the regular Board of Director meeting which concluded at 9.15pm.

The meeting was adjourned at 9.35pm.