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## BOARD OF DIRECTORS MEETING MINUTES

February 15, 2017 at 6:30-8:30 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 6.30pm.

### ATTENDANCE

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

### OPENING BUSINESS

1. Approval of Agenda  
**MOTION:** (Kemper/Vanderfluit) to approve the Agenda as circulated Carried
2. Minutes from January 17, 2017 – Review & Acceptance  
**MOTION:** (Dickinson/Kemper) to approve the Minutes as circulated Carried
3. Minutes from January 29, 2017 – Review & Acceptance  
**MOTION:** (Vanderfluit/North) to approve the Minutes as circulated Carried
4. Reports  
The following reports were submitted:
  - a. President
  - b. Executive Director Report
  - c. Governance Committee Report
  - d. Human Resources Ad Hoc Committee Report
  - e. High Performance Committee Report
  - f. TID Head Coach Report
5. Financial Status Report  
**ACTION:** Kryworuchko & Smith to update the Finance Policy to include a process to capture changes in budgeted amounts (purposefully changed and/or approved at a Board Meetings)  
**ACTION:** Cover Tanya Magee's (T2T Lead Coach) additional hours worked on T2T program for the season, as per notes in her invoices.  
**ACTION:** Smith to research and order GEL Towels for T2T and TID athletes as season-end gifts.  
**ACTION:** Smith to include Bank account and GIC balances in financial summary
6. Action Items  
Action items are to be added to the next meeting's Agenda.

### BUSINESS CARRIED FORWARD

1. High Performance Review, Assessment & Planning Process  
The TID and T2T coaches as well as Susan Kemper met to complete a High Performance review and assessment.
2. TID Private Figure Lesson  
The Private Figure lesson plan was emailed out to all Coaches, athletes and families on February 15<sup>th</sup>, 2017 by the Technical Director.
3. Organizational Structure  
**ACTION:** Smith to email Provinces to enquire about job descriptions and organizational structures  
**ACTION:** Smith to set-up an additional Board of Director meeting to discuss and finalize Organizational Structure

Anne-Marie left the call at 9.19pm

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### IN CAMERA MEETING

An in-camera meeting was held from 9.36pm to 10.10pm containing discussions items 4, 5 & 6.

4. Executive Director Report
  5. Human Resources RaeAnne Rose
  6. TID Semi-Private Figure lessons
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### NEW BUSINESS

7. Prince George Water Lilies Club Development  
**MOTION: (Vanderfluit/Kemper) to consider the Prince George Water Lilies club development request to financially support travel and accommodation for a coach to lead a training camp at the end of February 2017 in Prince George** **Defeated**  
**ACTION:** Smith to inform the Prince George Water Lilies of the decision.
8. Sport BC Awards Banquet  
Olivia Zawadiuk and Louise Kennedy will both be in attendance at the Sport BC Athlete of the Year Awards. Synchro BC is gifting each of them with one guest ticket. Olena Foshchevska and Anne-Marie North will be unable to attend. RaeAnne Rose and Annie Smith will be representing the Synchro BC Board of Directors and Staff.  
**ACTION:** Smith to purchase Athlete of the Year Award tickets

The meeting was adjourned at 10.25pm

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**FUTURE BOARD OF DIRECTORS MEETING DATES**

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|------------------------------|-----------------------------------|---------|
| • March 28, 2017 (Tuesday)   | In Person/GoToMeeting 6-8pm       | Fortius |
| • April 26, 2017 (Wednesday) | In Person/GoToMeeting 6.30-8.30pm | Fortius |
| • May 23, 2017 (Tuesday)     | In Person/GoToMeeting 6-8pm       | Fortius |