



BOARD OF DIRECTORS MEETING MINUTES

March 28, 2017 at 6:00-8:00 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 6.05pm.

ATTENDANCE

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

OPENING BUSINESS

1. Approval of Agenda & Welcome
MOTION: (Vanderfluit/Stewart) to approve the Agenda as circulated **Carried**
Jennifer Keith has been hired as the new Interim Executive Director. Welcome to our organization and sport.
2. Krista Guloien
For personal reasons, Krista Guloien has resigned as a Board of Directors leaving a vacancy on the board.
3. Minutes from January 17, 2017 – Adjustment
MOTION: (Kemper/Stewart) to approve the Minutes as revised **Carried**
4. Minutes from February 15, 2017 – Review & Acceptance
MOTION: (Stewart/Dickinson) to approve the Minutes as circulated **Carried**
5. Reports
The following reports were submitted
 - a. President Report
 - b. Executive Director Report
 - c. Governance Committee Report
6. Action Items
Action items are to be added to the next meeting's Agenda.
7. Meeting Efficiency
The Board discussed how to stay on topic to keep meetings efficient:
 - a. Chair will interrupt conversations where discussion can occur at the committee level or request that this occur with recommendations proposed to the Board at future meetings.
 - b. Consent Agenda – **DECISION:** to be tried at the next BoD meeting
 - c. Request for Decision (RFD) process
ACTION: Jennifer Keith to create a form and share with the Board at the next meeting

- d. Fewer but longer meetings

ACTION: Governance Committee to review, discuss and recommend to the Board “fewer but longer meetings” scenarios.

BUSINESS CARRIED FORWARD

1. Organizational Structure

- a. Clarifying the Roles of the Committees

It was previously discussed that the Standing Committees may be re-structured to only be for planning purposes. However, this seems limited and rather, the standing committees will be responsible for planning, evaluation, and managing issues arising.

ACTION: Governance Committee to review Standing Committee Terms of Reference to ensure alignment with these purposes.

- b. Approve the Organizational Structure

ACTION: to ensure we mark each “Ad-Hoc” Committee as such

MOTION: (Vanderfluit/Cantner) to approve the Organizational Structure as presented **Carried**

- c. Draft Position Descriptions (High Performance Director, Sport Development Director)

MOTION: (Kryworuchko/Vanderfluit) to approve the Draft Position Descriptions as adjusted **Carried**

- d. Approve proceeding with hiring the two new positions

MOTION: (Stewart/Dickinson) to approve the HR Committee to proceed with hiring of the High Performance and Sport Development Director positions pending confirmation from the Executive Committee of funding availability. **Carried**

- e. Awards and HR Committees be made standing committees rather than ad-hoc committees

ACTION: Governance Committee to review committee types and recommend findings to the Board.

- f. Membership Communication

The new Sport Development and High Performance positions will be communicated to the membership as follows:

- i. **ACTION:** Rose to mention at the Town Hall meeting in April at Mable Moran
- ii. **ACTION:** Smith/Keith to call a roundtable meeting with clubs
- iii. **ACTION:** to include in the eSplash
- iv. **ACTION:** Kalin to include in the TID program email

2. Athlete Assistance Program (2016-2017 season inclusion or HP Plan moving forward)

ACTION: The High Performance Director and Committee to discuss and recommend to the Board, based on the High Performance Plan to be developed.

3. Skills Testing Program

A meeting took place Feb 24, 2017 with both the HP and SD committees to review the Skills Testing program, Plan 42 information and other provinces’ information. Once Synchro Canada

makes a decision regarding LTAD and Plan 42, then both committees will meet and discuss the plan moving forward.

Kalin left the meeting at 7.41pm.

NEW BUSINESS

4. Bylaw revisions & timelines

We discussed a proposed timeline for making changes to the bylaws. This requires further review by the Governance Committee.

ACTION: Governance Committee to review the Bylaw revision timelines and forms

5. Respect in Sport

ACTION: Smith/Keith to review Respect in Sport with standing committee chairs who will discuss with their committees and make recommendation to the Board of who should take the course moving forward and timelines.

ACTION: Dickinson to discuss with Summit Committee whether a session could be held at the Annual Summit

ACTION: Smith/Keith to contact Respect in Sport to check regarding option to take the course in classroom session

MOTION: (Cantner/Stewart) that all Board of Directors and staff complete Respect in Sport by the end of June 2018 – to be reimbursed by Synchro BC once certification proof has been received at the office

Carried

6. Officials Expenses

We reviewed a proposed change to the mileage and expense rate for our officials.

ACTION: Keith to research provincial and national government expense rates and recommend to the Governance Committee

ACTION: Governance Committee to discuss and review the Officials expense increase request and propose a new expense policy to the Board.

7. Reports & Minute Process

We discussed the Executive Director reports to the board and how to include confidential information.

DECISION: Incident reports will first be reported to the Executive Committee for discussion of which policies need to be activated as well as to determine who needs involved and informed.

DECISION: The Executive Director can submit a confidential report to the board with items that need to be reported but must remain confidential. This report will not be included in the public board minutes.

IN CAMERA

An in-camera meeting was held from 8.41pm to 9.36pm containing discussion item 8.

8. Human Resources

Vanderfluit left the meeting at 8.57pm.

The meeting was adjourned at 9.36pm

FUTURE BOARD OF DIRECTORS MEETING DATES

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