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## BOARD OF DIRECTORS MEETING MINUTES

June 27, 2017 at 7:00-9:00 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:07 pm.

### ATTENDANCE

Voting: RaeAnne Rose, Susan Kemper, Rhonda Vanderfluit, Elise Cantner, Sonja Dickinson, Anne-Marie North

Staff: Tanya Magee, Jennifer Keith

Absent: Carol Stewart, Jennifer Kryworuchko

Guest:

### OPENING BUSINESS

1. Approval of Agenda & Welcome

**MOTION:** (Vanderfluit/Dickinson) to approve the Agenda as amended. Carried

2. Action Items reviewed and updated

3. Minutes from May 23, 2017 – Review & Acceptance

**MOTION:** (Vanderfluit/Cantner) to approve the Minutes as circulated Carried

4. Reports

The following reports were submitted and are attached

- a. President Report

- b. Executive Director Report

Keith also reported that the Canadian Anti-SPAM legislation comes into effect on July 1<sup>st</sup> so actions have been put in place to have subscribers renew their consent to receive the eSplash.

Keith also noted that Annie Smith advised Synchro Canada of her resignation from their Plan 42 Working Group and Competitions Committee during her maternity leave. It was noted that Tanya Magee and Lisa Balcombe are both on the Plan 42 Working Group so we are appropriately covered. Smith was selected to the Competitions Committee based on her personal experience and knowledge so the assignment of an interim representative will be considered should Synchro Canada request a replacement.

- c. High Performance Director Report

It was clarified that the draft Technical Package was shared at the Coaches Meeting for feedback purposes only.

**ACTION:** Kemper/Magee to complete the draft of the Technical Package for presentation and approval of the Board at the next meeting.

- d. Sport Development Director Report

Magee provided updates as follows:

- The AWD Committee has 7 members and Carrie Tse has agreed to serve as Chair
- Given the progress and impact of Plan 42, a 2 year roll out plan will be developed
- Two BC Summer Games Sport Chairs have been confirmed for the next Games – Robyn Guidon and Debbie Provencher. As the Games are being hosted in Cowichan but the synchro venue is in Nanaimo, this format will make it easier to manage the Sport Chair responsibilities.
- In discussion with the coaches at the Year-End Coaches Meeting, the preference is to retain the recreation meet portion of Mabel Moran but to create local/regional fun events for recreation athletes. Victoria and BCAQ have agreed to host fun meets for the Island and Lower Mainland regions for 2017-18.

**ACTION:** J. Keith to create a recreation fun meet hosting grant program.

e. Financial Report

**MOTION:** (Vanderfluit/Dickinson) – defer viaSport payment for May & June to next fiscal. Carried

f. Governance Committee Report

g. Officials Committee Year-End Report

**MOTION:** (North/Cantner) to approve the Reports as circulated Carried

### BUSINESS CARRIED FORWARD

5. High Performance Program Vision  
Kemper presented the vision for the high performance program for the next 6 years with a focus on years 3 and 4 of the current quad.
6. Train to Train (T2T) Two-Year Plan  
Magee presented the vision for the T2T Program for the next two years, attached.

### NEW BUSINESS

7. Request for Decisions
  - a. RFD 2017-10 – Athlete Assistance Program Allocations  
**MOTION:** (Dickinson/Cantner) to award the following funds to the following 2016-17 athletes based on the outline of the 2016-17 AAP guidelines:

**Level 1 – Selected to a Synchro Canada National Team - \$2,000.00**

- 3 athletes qualify = \$6,000.00

**Level 2 – Compete in Synchro Canada National Team Trials but not selected - \$750.00**

- 1 athlete qualifies = \$750.00

**Level 3 – Top National Stream Athletes in the Province (13-15/Junior) based on full figures results at Regionals 30% / Provincials 70% - \$500.00**

1. 13-15 Athletes
  - 3 athletes qualify = \$1500.00
2. Junior Athletes
  - 5 athletes qualify = \$2,500.00

Level 4 – National Stream Seniors who competed at National Championships - \$250.00

- 2 athletes qualify = \$500.00

Carried

**ACTION:** Announce the AAP criteria in the July e-Splash and notification to Head Coaches

**ACTION:** J. Keith to issue payments accordingly.

- b. 2017-11 – High Performance Committee Terms of Reference

**MOTION:** (Cantner/Vanderfluit) to approve the revised High Performance Committee Terms of Reference as presented by the Governance Committee. Carried

- c. 2017-12 – Bylaw Amendment Process

**MOTION:** (Vanderfluit/Cantner) To approve:

1. the following schedule of activities in relation to the Bylaw amendments:
  - a. The engagement of a lawyer to assist with drafting new bylaws. Legal fees will include services to incorporate the committee's suggested changes in addition to those required to comply with the new BC Societies Act.
  - b. Lawyer to attend a future meeting of the Governance Committee to review the new draft of the Bylaws
  - c. Lawyer to attend the next Synchro BC AGM to present the Bylaw amendments to the membership and invite feedback, and answer questions
  - d. The Governance Committee and Board of Directors will consider any changes arising from the AGM feedback and present a final version to the membership for adoption at a Special General Meeting
2. the engagement of Kate Bake-Paterson of DLA Piper law firm with a budget of \$5,000 to support the Governance Committee in the implementation of the above schedule of activities.
3. the areas for Bylaw amendments outside of the Societies Act requirements as outlined in the attached document.

Carried

- d. RFD 2017-13 – 2017-2018 National Team Bursaries

**MOTION:** (Dickinson/Kemper) to reimburse the National Team trials fees for all four BC athletes participating in National Team Trials in the Spring of 2017 and to award a \$1000 National Team Athlete Bursary to the three BC athletes selected to National Teams in 2017.

Carried

**ACTION:** J. Keith to verify that athletes have duly paid all dues to Synchro Canada and to issue payments accordingly.

- Rose advised that Susan Kemper, due to her new role as the High-Performance Director, had submitted a resignation from her position on the Board of Directors. However, Rose further reported that there are at least two Board members whose participation will be minimal over the next few months due to personal reasons and they will be unable to attend meetings. She has asked Kemper to delay the resignation to ensure there are adequate voting members of the Board available for making decisions.

#### **IN CAMERA**

- Human Resources

The meeting was adjourned at 9:33 pm

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#### **FUTURE BOARD OF DIRECTORS MEETING DATES**

- July 22, 2017 Full Day Planning Meeting Fortius, London Room
- August – no meeting
- September 25, 2017 (Monday) In Person/GoToMeeting 7-9pm Synchro BC