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## BOARD OF DIRECTORS MEETING MINUTES

July 8, 2018 at 8:30 am – 4:30 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 8:31 am.

### ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Sonja Dickinson, Lisa Balcombe, Susan Kemper  
Staff: Jennifer Keith, Tanya Magee  
Absent: Carol Stewart, Elise Cantner  
Guests: Aubrey Lovery, TORQUE Strategies

#### 1. Welcome & Approval of Agenda

There was a request to add 12. b. 2017-18 Financial Position to the agenda.

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

**Carried**

#### 2. Setting the Stage

The group discussed communication parameters for the meeting and future meetings.

#### 3. Year-In-Review

The group participated in an exercise to recognize the accomplishments and challenges from the past year and identified gaps and opportunities for the future.

The Leadership Team presented highlights of the 2017-18 season, including a Risk Registry update.

#### 4. The Path Forward

##### a. Summary of Synchro Canada Rules Changes for 2018-19

Keith presented a summary of the Synchro Canada rule changes that will be in effect for the 2018-19 season.

##### b. Summary of Synchro BC Technical Package Updates

Magee presented a summary of the changes to the Technical Package that were reviewed during the BC Coaches Meeting and that will be in effect for the 2018-19 season. She noted that the final language will be dependent on the release of the 2018-19 CASSA Rulebook.

##### c. 2018-19 Competitions Schedule

Keith presented the final version of the 2018-19 Competitions Schedule that was reviewed and revised during the BC Coaches Meeting. She also noted that the group agreed the proposed Event Rotation Schedule and to the following in relation to awards distribution:

- A qualifier pathway instead of regionals will reduce the number of awards annually,
- Athletes will be recognized for 1<sup>st</sup> to 6<sup>th</sup> place finishes for figures and routines, rather than 1<sup>st</sup> to 8<sup>th</sup>,

- No combined championships scores will be calculated or awarded for Junior and Senior events,
- A minus 1 rule will be in effect for Masters' events, however, a 1<sup>st</sup> place award will always be given.

5. Sport Development

a. **RFD 2018-51 – Coach Certification Policy**

**MOTION:** (Vanderfluit/Kemper) To adopt the Coach Certification Policy as presented.

**Carried**

**ACTION:** Leadership Team to distribute the new policy to club and coaches as appropriate.

b. 2018-19 Sport Development Plan

Magee presented 2017-18 highlights, learnings and outcomes for Sport Development.

**MOTION:** (Kemper/Dickinson) To approve the 2018-19 Sport Development Plan as presented.

**Carried**

c. Key Initiatives

The group discussed strategies to ensure that key initiatives such as True Sport, the Responsible Coaching Movement and Respect in Sport are meaningful to Synchro BC and the membership. Keith showed the Board the information, tools and resources that were shared during the BC Coaches Meeting.

**ACTION:** To host a facilitated “deep dive” Coaches Round Table at the Summit to discuss major issues impacting safety, respect, and responsibility in BC and to offer similar session for athletes and parents.

**ACTION:** Keith to develop appropriate resources pages on the website.

d. AquaGo Program

Kemper advised that all the available AquaGo information was presented at the BC Coaches Meeting and there was concern that clubs felt it would compete with their established rec programs. At this time, coach feedback is that the program is better suited to be a sport development resource in communities and pools that do not have a designated synchro club. It was agreed that it is challenging to develop a plan as Synchro Canada is still developing the program materials.

Keith noted that she and Magee were planning to meet with Pacific Sport Fraser Valley to discuss creating synchro programs in that region. Dickinson felt that the program may be of interest to North Vancouver Park & Recreation as a community and schools program option. Keith mentioned that she has a contact with New Westminister Parks and Recreation who may be interested as well.

**ACTION:** Magee and Keith to explore the opportunity to pilot AquaGo in the Fraser Valley, North Vancouver and New Westminister.

## 6. High Performance

### a. 2018-19 High Performance Plan

Kemper presented 2017-18 highlights, learnings and outcomes for High Performance.

**MOTION:** (Balcombe/Dickinson) To approve the High Performance Plan as presented.

Carried

Rhonda Vanderfluit excused herself from the discussion and consideration of items 6b. and 6c. due to conflict of interest.

### b. RFD 2018-56 – 2017-18 AAP Allocations

**MOTION:** (Dickinson/Balcombe) To award the following funds to the athletes based on the 2017-18 AAP Criteria:

Level 1 – No eligible athletes

Level 2 – No eligible athletes

Level 3 – Kendall Stirrat - \$750.00

Level 4 – Lisa Koyama-Wong, Sasha Nixon, Mara Lambert-Wilson, Seray Sefayi, Hannah Proud-McDonough, Yijia (Nancy) Liu, Kaitlyn Aylesworth, Caitlyn Nichols, Hannah Kryworuchko, Zara Herbert, Charlotte Ribalkin - \$500.00 each.

Carried

**ACTION:** Kemper to distribute the funding allocation decisions to Personal and Head Coaches for review.

**ACTION:** Keith to distribute the funding as appropriate.

### c. RFD 2018-57 – 2018-19 Athlete Assistance Program Criteria

**MOTION:** (Balcombe/Dickinson) to approve the 2018-19 Athlete Assistance Program Criteria as presented.

Carried

**ACTION:** Kemper to distribute the 2018-19 AAP Criteria to Club Head Coaches for review.  
Keith to develop webpage for AAP program.

## 7. Presentation: Synchro Canada Rebrand

Aubrey Lovery joined the meeting by GoTo Meeting and presented the marketing research and rationale for the Canada Artistic Swimming rebrand.

## 8. BC Alignment with the Artistic Swimming Rebrand

It was agreed that there is no urgency for Synchro BC to align with the name change or rebranding. It was agreed that it should be considered within the context of the next strategic plan.

## 9. Officials Succession Planning & Development

Keith presented a snapshot of some of the provincials issues that Synchro BC is facing in relation to Officials' succession. She also presented the mitigation strategies that were drafted for the

Risk Registry. It was agreed that this issue is a priority and a list of suggested strategies need to be explored and implemented.

**ACTION:** Keith to facilitate a Round Table discussion at the Summit with Officials to discuss the issue.

## 10. Operations

### a. 2018-19 Operations Plan

**MOTION:** (Vanderfluit/Kemper) To approve the 2018-19 Operations Plan as presented. Carried

### b. Distribution of Espoir/World Series Legacy

**MOTION:** (Dickinson/Balcombe) For Synchro BC to retain the Synchro Canada Hosting Grant and for the balance of the legacy fund to be equally divided between the 3 host clubs. Carried – 2 abstentions

Kemper and Vanderfluit abstained.

### c. Future of the Synchro BC Raffle

Keith presented the results of the 'Revoke the Raffle' members' survey and the 5-year net proceeds from the raffle. There was very strong support from members to discontinue the raffle with lost Synchro BC revenue to be made up through increased registration fees.

**MOTION:** (Kemper/Vanderfluit) To discontinue the annual Synchro BC raffle. Carried

### d. RFD 2018-58 – 2018-19 Fee Structure

**MOTION:** (Kemper/Dickinson) to approve the 2018-19 Fee Structure as presented. Carried

**ACTION:** Keith to update the membership package accordingly.

### e. RFD 2018-60 – Awards Categories & Criteria

**MOTION:** (Kemper/Balcombe) to approve the 2018-19 Awards Categories & Criteria as presented with the exclusion of the Team Award. Carried

**ACTION:** Keith and Dickinson to review and revise the Team Award and to present it to the Board for consideration by email.

**ACTION:** Keith to administer the awards program for the 2017-18 season.

## 11. Governance

### a. Board Tenure & Recruitment

Rose reviewed the Board Tenure and Election Schedule and led a discussion about prospective Board members and vacancies.

**b. RFD 2018-54 – Nominations Policy**

**MOTION:** (Balcombe/Kemper) to approve the revised Nominations Policy as presented.

Carried

**c. RFD 2018-55 – Board Position Descriptions**

**MOTION:** (Kemper/Vanderfluit) to approve the Board Position Descriptions as presented.

Carried

**d. Code of Conduct Related Policy Issues**

Rose noted that the work with Sport Law & Strategy Group included the development of a new Code of Conduct, but that Synchro Canada has approved a new, comprehensive Conduct Policy that could be adopted instead. It was agreed to have SLSG review the Synchro Canada Conduct Policy for comment and to consider modifying it for application in BC.

**ACTION:** Keith to share the Synchro Canada Conduct Policy with SLSG for review and adaptation.

**ACTION:** Governance Committee to modify the Synchro Canada Conduct Policy for implementation in BC.

**e. 2018-19 Board Goals**

Deferred to September meeting.

**12. Budget**

**a. RFD 2018-53 – Coaching Bursary Award**

**MOTION:** (Dickinson/Kemper) to approve a \$500 bursary for Erin Fitchett. Carried

**ACTION:** Keith to distribute the Coach Development Bursary Award as appropriate.

**b. 2017-18 Financial Position**

Keith presented the actuals and projected financial position for the period ending June 30, 2018.

**c. RFD 2018-59 – 2018-19 Budget**

**MOTION:** (Vanderfluit/Balcombe) to approve the 2018-19 Budget as presented.

Carried

The meeting was adjourned at 4:40 pm.

**UPCOMING BOARD OF DIRECTORS MEETING DATES**

September 10, 2018	7:00 PM – 9:30 PM	Synchro BC Office / GoTo Meeting
October 12-14, 2018	Summit	Fortius Sport & Health
TBD	AGM	TBD