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## BOARD OF DIRECTORS MEETING MINUTES

September 10, 2018 at 7:00-9:00 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:02 pm.

### ATTENDANCE

Voting: RaeAnne Rose, Sonja Dickinson, Carol Stewart, Lisa Balcombe, Elise Cantner

Staff: Jennifer Keith

Absent: Rhonda Vanderfluit, Susan Kemper, Tanya Magee

Guests:

### OPENING BUSINESS

1. Welcome & Approval of Agenda

**MOTION:** (Balcombe/Stewart) to approve the Agenda as circulated.

Carried

2. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

3. Minutes from May 7, 2018 – Review & Acceptance

**MOTION:** (Stewart/Dickinson) to approve the Minutes as circulated.

Carried

Minutes from July 8, 2018 – Review & Acceptance

**MOTION:** (Stewart/Dickinson) to approve the Minutes as circulated.

Carried

4. Action Items reviewed and updated.

5. Reports

The following reports were submitted and are attached:

- a. President Report
- b. Executive Director Report
- c. High Performance Director Report

**IN CAMERA:** Keith provided an update on Human Resources matters as it relates to the 2018-19 High Performance programs.

**ACTION:** Extend the application deadline for 2018-19 TID Coaches to September 19<sup>th</sup>.

**ACTION:** Advise all Competition-Development Certified coaches of the deadline extension.

- d. Sport Development Director Report
- e. Financial Report

**MOTION:** (Balcombe/Stewart) to approve the Reports as circulated.

Carried

## **BUSINESS CARRIED FORWARD**

### **6. Ratify RFD 2018-60A – Approval of Team Award Selection Criteria**

**MOTION:** (Stewart/Balcombe) to ratify the motion of July 21, 2018 to approve the 2018-19 Team Award Criteria as presented. Carried

### **7. 2018-19 Board Goals**

Deferred to October Board Meeting.

### **8. Policy Review Update**

Keith reported that the Governance Committee continues to work the Sport Law and Strategy Group to conduct a gap analysis and appropriate revision of its operating policies. Keith presented a summary of the proposed changes that the Governance Committee recommend to a variety of policy documents related to conduct and conduct management. The Committee will propose the adoption of a Conduct Policy that aligns with Canada Artistic Swimming's Conduct Policy and places a variety of current policies including Anti-Doping, Confidentiality, Conflict of Interest, Equity and Inclusion, Discrimination, Harassment and Abuse, Drugs, Alcohol and Tobacco, Codes of Conduct, Volunteer and Employee Screening and Fair Play under one suite of policies. The policies will be further updated to include a Code of Conduct to Protect Children to align with the work of the Safe Sport Working Group.

Keith further advised the Board that a thorough review of the Discipline and Complaints, Appeals and Dispute Resolution policies has been drafted and revisions have been drafted. All policies will be distributed to the Board two (2) weeks in advance of the next meeting for review prior to considering their adoption.

### **9. Board Recruitment**

The Nominations Committee identified gaps in the current Board of Directors including accounting and legal expertise as well as representation from the Interior Region. The Committee reviewed a list of potential candidates who will be approached to consider running for a position on the Board to fill the gaps.

### **10. RFD 2018-61 – BC Summer Games**

The Board reviewed the sexual harassment issues at the BC Summer Games and the subsequent media coverage. We also reviewed the steps that were taken by our coaches at the BC Summer Games, the action taken to notify families, and the sessions at the Summit that will further address how we can ensure athlete safety. It was noted that no synchronized swimming athletes were involved in the harassment issues at the 2018 Games and we recognized the steps that coaches took to keep their athletes safe. Keith is further addressing these matters through viaSport's Safe Sport Working Group.

The Board also noted its disappointment with the BC Games Society, its statements to the media, and the lack of interest in using their position to encourage a safer sport environment for all athletes. On behalf of the Synchro BC Board of Directors, a letter was presented to be sent to the BC Games Society Board of Directors, expressing this disappointment, clarifying the facts, and requesting their leadership in making the Games safe for our athletes.

**MOTION:** (Stewart/Cantner) to approve the letter to the BC Games Society Board of Directors as presented. **Carried**

**ACTION:** Keith to send the letter to the BC Games Society.

**11. RFD 2018-62 – 2018 Annual General Meeting**

**MOTION:** (Stewart/Canter) that the 2018 Annual General Meeting be held by Electronic Means at 2:00 pm on Saturday, November 17<sup>th</sup> using the GoTo Webinar platform. **Carried**

**NEW BUSINESS**

**12. RFD 2018-63 – Revised Coaching Professional Development Bursary Criteria**

It was noted that the criteria intended to allow unsuccessful candidates' applications to carry over into the next intake period without resubmission. All applications expire on June 30<sup>th</sup> of each year.

**MOTION:** (Stewart/Balcombe) to approve the revisions to the Coaching Professional Development Bursary Criteria as amended. **Carried**

**ACTION:** Keith to distribute the revised criteria to coaches and member clubs.

**13. Member Club Accounts Receivable**

As a result of a series of unexpected financial challenges, a member club requested forgiveness of the balance owing to Synchro BC at the end of the 2018 fiscal period. The Board unanimously agreed that Synchro BC is not in a position to forgive the debt but agreed to a number of measures to support the Club including assistance with their Gaming Grant, financial management through the Club Excellence program, a payment plan, and other measures. The matter will remain a standing agenda item for the Board until such time as the Board is satisfied that it has been resolved.

**ACTION:** Keith to draft a response to the club.

**14. 2018-19 Board Meeting Schedule**

**ACTION:** Keith to adjust the 2018-19 meeting schedule to eliminate the May meeting and add the AGM date.

The meeting was adjourned at 9:45 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES**

October 1, 2018	7:00 - 9:30 PM	Synchro BC Office / GoTo Meeting
October 12-14, 2018	Summit	Fortius Sport & Health
November 5, 2018	7:00 - 7:30 PM	GoTo Meeting
November 17, 2018	2:00 – 4:00 PM	GoTo Webinar
December 3, 2018	7:00 - 9:30 PM	Synchro BC Office / GoTo Meeting
January 12, 2019*	8:30 AM – 5:00 PM	TBD
February 4, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
March 4, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
April 1, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
May 2019	NO MEETING	
June 3, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
July 9, 2018*	8:30 AM – 5:00 PM	TBD
August	NO MEETING	