



BOARD OF DIRECTORS MEETING MINUTES

December 10, 2018 at 7:00-9:30 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:06 pm.

ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Elise Fagnan, Disa Fladmark, Carol Stewart, Jordan Wuest, Rosoleen Rutherford, Anne-Marie North, Lisa Balcombe

Staff: Jennifer Keith, Susan Kemper

Regrets: Tanya Magee

Guests:

OPENING BUSINESS

1. Welcome & Approval of Agenda

MOTION: (Stewart/Fagnan) to approve the Agenda as amended. Carried

2. Declaration of Potential Conflict of Interest

Disa declared a conflict of interest for item 9 – Coach Development Award.

3. Minutes from November 5, 2018 – Review & Acceptance

MOTION: (Vanderfluit/Fagnan) to approve the Minutes as amended. Carried

4. Action Items

The action items were reviewed in detail.

ACTION: Update action item to reflect that Disa Fladmark, Anne-Marie, Jordan Wuest and Rosoleen Rutherford have completed their Respect in Sport certification.

Susan Kemper joined the meeting at 7:35 pm.

Lisa Balcombe joined the meeting at 7:38 pm.

5. Reports

The following reports were submitted and are attached:

- a. President's Report
- b. Executive Director's Report
- c. High Performance Report
- d. Financial Report

Susan Kemper left the meeting following the presentation of the High Performance Report.

MOTION: (Stewart/Rutherford) to accept the Reports as circulated. Carried

BUSINESS CARRIED FORWARD

6. 2018-2019 Committee Assignments

Board members have committed to serving on Committees as follows:

Committee	Board Member
Executive	RaeAnne Rose, Chair Rhonda Vanderfluit Rosoleen Rutherford
Governance	RaeAnne Rose, Chair Rhonda Vanderfluit Elise Fagnan
Human Resources	RaeAnne Rose Carol Stewart
High Performance	TBD
Sport Development	Anne-Marie North Jordan Wuest
Masters	Jordan Wuest Disa Fladmark
Adaptive Synchro	Carol Stewart Disa Fladmark
Awards	Anne-Marie North
Officials	Lisa Balcombe, Chair Anne-Marie North

It was noted that Sonja Dickinson has agreed to retain her position as Chair of the Awards Committee. Robyn Guidon has agreed to join the Human Resources Committee to lead a project that considers the evaluation of contracted coaches.

ACTION: Rose to review other committee members terms to determine who will round out the committees.

7. Annual Summit Evaluation Results

Keith presented the findings of the survey that was distributed to members after the 2018 Annual Summit. These results will help to guide the Summit development.

ACTION: Keith/Rose to add the Summit to February Planning Meeting agenda to explore format, timing, and content that is meaningful for all member groups.

8. Good, Bad & Ugly Survey Results

Keith presented the findings from the “Let’s Talk: The Good, Bad & Ugly” sessions that were facilitated during the 2018 Annual Summit with athletes, coaches and parents/club executives. It was agreed that the information collected was both meaningful and powerful. Additional work is needed to identify common themes within the data and to create a strategy to mitigate the issues in synchro.

ACTION: Leadership Team to further analyze and collate the data to identify common themes and gaps for presentation at the February Planning Meeting.

ACTION: Keith/Rose to add the Good, Bad & Ugly to February Planning Meeting agenda.

NEW BUSINESS

Disa Fladmark left the meeting.

9. RFD 2018-74 – Coach Development Awards – Intake #1

MOTION: (Stewart/Balcombe) To approve the recommendation of the Awards Committee to award 2 - \$500 bursaries to Disa Fladmark for support in the attainment of the Advanced Coaching Diploma and Debbie Provencher to support participation in an out-of-province AquaGO! Instructors Course. Carried

ACTION: Keith to distribute the funds.

Disa Fladmark rejoined the meeting.

10. RFD 2018-75 – Provincial Program Procedures

MOTION: (Stewart/Wuest) To accept the Provincial Program Procedures as presented. Carried. 1 Abstention.

ACTION: Keith and Leadership Team to incorporate the procedures into programming as appropriate.

ACTION: Keith to update Finance Policy.

IN CAMERA

11. Human Resources

Rose updated the new Board members about ongoing human resource matters.

Carol Stewart left the meeting at 9:32 pm.

Anne-Marie left the meeting at 9:35 pm.

The meeting was adjourned at 9:36 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

January 7, 2019	7:00 – 9:30 PM	TBD
February 2, 2019*	9:00 AM – 4:00 PM	Fortius Sport & Health
February 3, 2019*	9:00 AM – 1:00 PM	
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 2019* (Date to be confirmed)	9:00 AM – 5:00 PM	TBD
August	NO MEETING	

* Full day professional development or planning meeting.