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## BOARD OF DIRECTORS MEETING MINUTES

March 4, 2019 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, Carol Stewart, Jordan Wuest,  
Rosoleen Rutherford, Anne-Marie North, Lisa Balcombe

Staff: Jennifer Keith, Tanya Magee

Regrets: Susan Kemper, Disa Fladmark

Guests:

### OPENING BUSINESS

1. Welcome & Approval of Agenda

**MOTION:** (Stewart/Wuest) to approve the Agenda as amended.

Carried

2. Declaration of Potential Conflict of Interest

Rhonda Vanderfluit and Anne-Marie North declared a potential conflict of interest in relation to In Camera items. They will recuse themselves from the discussions at that time if appropriate.

3. Minutes from December 10, 2018 – Review & Acceptance

**MOTION:** (Stewart/Wuest) to approve the Minutes as amended.

Carried

4. Notes from February 2-3, 2019 Planning Meeting – Review & Acceptance

5. Action Items

The action items were reviewed in detail.

6. Reports

The following reports were submitted and are attached:

- a. President's Report

**ACTION:** Keith to add a discussion about the artistic swimming rebrand to the April Board meeting agenda.

- b. Executive Director's Report

Tanya Magee joined the meeting at 7:30 pm.

- c. Sport Development Report

Elise Cantner joined the meeting at 8:00 pm.

Tanya Magee left the meeting following the presentation of the Sport Development Report at 8:15 pm.

d. Financial Report

Individual bank accounts are unnecessary to manage the various Synchro BC Bursary Accounts and will be closed as they are depleted.

**MOTION: (Vanderfluit/Rutherford) to close the depleted HSBC bank account that has been used for National Team Athlete Bursaries. Carried**

**ACTION:** Keith to close the HSBC National Team Athlete Bursary account.

**ACTION:** Keith to add notations to account for significant deviations from the budget and to merge the Team BC/CWG expenses with the High Performance Delivery expenses.

e. BC Officials Committee Report

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

## BUSINESS CARRIED FORWARD

### 7. CAS Proposed 2020 Competition Fees

Keith referred to the proposed 2020 National competition fees chart that was distributed in advance of the meeting. Keith noted that with the elimination of figures for the Junior age group prior to the 2018-19 season, it has taken time for both CAS and Synchro BC to determine the financial impact of this change. She confirmed that the change is making it challenging for Synchro BC to cover its National Stream competition costs and as can be seen in the proposed national competition fees, CAS has identified a similar issue. While there was no opposition to the proposed CAS competition fee structure, it was suggested that CAS change the name of the Athlete Surcharge to Athlete Entry Fee or Event Fee as being more understandable by participants.

**ACTION:** Keith to advise CAS of the recommendation to change the name of the Athlete Surcharge.

**ACTION:** Leadership Team to review the Synchro BC competition fees and make recommendations to the Board at the April meeting.

### 8. Office Space Lease

Keith presented information that has been made available to date in relation to the new lease agreement with Fortius. The new space is 260 sq. feet and additional storage space will be made available for an additional cost. The total cost of the new lease with storage is expected to be less than the current lease agreement.

**ACTION:** Rose and Keith to proceed with finalizing a lease agreement with Fortius Athlete Development

### 9. viaSport Funding Update

Keith advised the Board that its Enhanced Excellence Fund application assessment is complete, and it is recommended that Synchro BC's Enhanced Excellence funding remain status quo. Upon

review of the rubrik, Synchro BC will not contest this recommendation. It is expected that funds will remain static at \$40,000 at least for the 2019-2020 season.

Keith further noted that viaSport is hoping to finalize the core funding agreements before the end of March which will allow budgeting activities and contract renewals to be considered. The Leadership Team continues to review the gaps identified in the viaSport evaluation and to consider strategies to close them.

The Gaming Branch contacted Keith to ask if Synchro BC is still interested in Capital Gaming funds. The Gaming Branch has funds remaining for the current fiscal year ending on March 31, 2019 and may have funds in support of the Synchro BC technical equipment project. Notice of funding would be confirmed before the end of March if the Synchro BC application is successful.

#### **10. 2019 National Championships - Kamloops**

Keith advised that the hosting agreement for the 2019 National Championships will be between Canada Artistic Swimming and the Kamloops Sunrays. Synchro BC will have no formal interest or stake in the event and will not be allocating staff time to it. However, as the host province, it is appropriate that Synchro BC have representation at some point during the event and, in particular, at the VIP events. Vanderfluit confirmed that she will be attending part of the event and can represent Synchro BC as appropriate.

**ACTION:** Keith and Rose to determine who will attend and duration of the attendance.

#### **11. Strategic Planning Next Steps**

The Board agreed to defer this item to the next meeting.

#### **12. Synchro BC Culture Change Project**

Rose referred to her proposal for a significant project that looks to foster and sustain a positive culture in synchronized swimming in BC. It was acknowledged that this is an ambitious project that will require significant capacity and resources. The Board supports the concept and encourages the next steps to be taken to determine what can be accomplished within the available budget and/or if funding in support of this project is available.

**ACTION:** Profile Board members through social media.

**ACTION:** Enable the Culture Change Project in lieu of the Summit. Ensure Awards Celebration still happens.

#### **13. RFD 2019-76 – Athlete Hardship Bursary**

**MOTION:** (Stewart/Cantner) To approve the recommendation of the Awards Committee to award a \$1,000 bursary for the athlete. **Carried**

**ACTION:** Keith to distribute the funds.

**IN CAMERA**

**14. Staffing Update**

Keith updated the Board in relation to several Human Resources matters.

**15. Discipline & Complaints Updates**

As the Board of Directors received communications from members in relation to outstanding disciplinary matters, Keith provided an update on the various issues.

Elise Cantner left the meeting at 9:58 pm.

Anne-Marie North left the meeting at 10:22 pm.

Carol Stewart left the meeting at 10:24 pm.

The meeting was adjourned at 10:30 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

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.