



BOARD OF DIRECTORS MEETING MINUTES

May 4, 2020 at 7:00-9:30 pm

WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:04 pm.

ATTENDANCE

Voting: RaeAnne Rose, Rosoleen Rutherford (late), Rhonda Vanderfluit, Elise Fagnan, Anne-Marie North, Marina Maliapen, Mandy Curtis, Carol Stewart, Jordan Wuest
Staff: Jennifer Keith, Tanya Magee
Regrets: Susan Kemper
Guests:

OPENING BUSINESS

1. Welcome & Approval of Agenda

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

2. Declaration of Potential Conflict of Interest

Rhonda Vanderfluit declared a conflict of interest with agenda item 7 and will abstain from the vote.

3. Minutes from April 6, 2020 – Review & Acceptance

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

4. Action Items

The Action Items were reviewed, and updates were provided. Rose noted that additional training for Board members is now required by viaSport so those who have yet to complete their Respect in Sport certification are asked to complete it as soon as possible.

5. In Camera

Keith provided an update on the status of human resources matters.

6. Reports

The following reports were submitted and are attached:

a. President's Report

No report as all relevant matters are agenda items.

Tanya Magee joined the meeting at 7:18 pm.

b. Executive Director's Report

Keith referred to the report and work plan presented in the meeting package.

ACTION: Keith to reformat the sequence of columns and colour palette of the work plan for ease of reading.

c. Financial Report

Keith noted that the Hosting BC and Nanaimo Hospitality grants were refunded and that BCAS is in receipt of 50% of its 2020-21 viaSport contribution. She noted that Gracie has been unable to provide accounting services as the office has been closed. As year-end draws near, provisions may be made to have Gracie work in the office alone to settle the books.

Keith reported that the Finance Committee is scheduled to meet on May 14th during which time it will discuss considerations for drafting the 2020-21 budget and meeting with Duality Projects about the Chart of Accounts and preparations to transition to Quick Books Online.

ACTION: Keith to look into the eligibility criteria of the Commercial Lease Subsidy.

d. Sport Development Report

Magee reported that big push in the last month was the drive to get coaches prepared to participate in the AquaGO! Instructor online training program, noting that 23 coaches representing 8 clubs completed the necessary pre-requisites within the specified timelines. Magee has also been busy coordinating the Coach Development Webinar Series. She reported that 20-25 coaches are registered so far for each webinar. Finally, she noted that consideration will be given to whether BCAS will need to adjust its plans to deliver the WISE Fund project.

Tanya Magee left the meeting at 7:41 pm.

The Board recognized that High Performance Director, Susan Kemper, has suffered the tremendous loss with her husband's passing and sends their condolences to her and her family.

MOTION: (Stewart/Vanderfluit) To accept the Reports as presented.

Carried

BUSINESS CARRIED FORWARD

7. Ratify Executive Committee Decision RFD 2020-107 – AquaGo! Instructor Training

With the 23 coaches registered for the Online AquaGO! Instructor training pilot, the financial impact of this motion is \$1,150 in this fiscal year. Keith suggested that the 2 coaches who previously took the course should be reimbursed for the \$50 in materials. She also suggested that any member wishing to register and participate in the AquaGO! Instructor training should remain eligible for the subsidy.

MOTION: (Stewart/North) To facilitate the widespread implementation of AquaGO! next season, BCAS will fund \$50 for registered members to purchase the AquaGO! pre-clinic materials and register in the AquaGO! pilot courses until December 31, 2020. BCAS will also fund the delivery of up to 5 in-person AquaGO! courses when artistic swimming activities resume.

Carried

ACTION: Keith to process reimbursements for the 23 participants registered for the online AquaGO! Instructor training and the 2 coaches who completed the training in 2018.

8. COVID-19 Risk Assessment Update – Return to Sport Guidelines

Keith presented an update on the process for BCAS to be eligible to return to sport and lift the suspension of artistic swimming activities in BC.

ACTION: Keith to consult with CAS, PTSOs, viaSport, and other aquatic PSOs to draft Return to Sport Guidelines for artistic swimming in BC.

ACTION: Keith to consult with member clubs when drafting the Return to Sport Guidelines for artistic swimming in BC.

ACTION: Keith to curate information about the profitability of AquaGO! from clubs and provinces who have implemented it with success to share with clubs during the Year End Club Meeting in June.

ACTION: Keith to redistribute the financial model for AquaGO! that CAS developed and shared during the program launch.

9. EVOLVE Project Update

Keith presented an update on the progress made to date with the EVOLVE project and outlined activities that are underway.

Rose suggested that BCAS should consider a Club Liaison Program providing each club with a contact/mentor who can support their needs and serve as a liaison between the club and BCAS. It was agreed that it has potential, but a formal plan would require more information from clubs about their current situation and challenges.

ACTION: Rose and Keith to set up meetings with Club Presidents to discuss their respective club challenges, opportunities and members' potential involvement with EVOLVE initiatives.

Rosoleen Rutherford joined the meeting at 8:50 pm.

10. BCAS Summit Remodel

Keith will present the proposed revisions to the Summit delivery to clubs during the Year End Club Meeting and gather input from clubs about the proposed decentralized model for the consideration of the Board at a future date.

ACTION: Leadership Team to draft 2020 Summit delivery model for presentation to the Board at the next meeting and to member clubs during Year End Club Meeting.

11. viaSport Safe Sport Requirements

Keith presented an overview of the new viaSport Safe Sport Requirements outlined in the 2020-21 contribution agreement.

ACTION: Keith to provide a link to the Commit to Kids online training to Board members and staff once it is available.

ACTION: Board members to complete the required Commit to Kids online training prior to September 30, 2020 as required by the viaSport contribution agreement.

ACTION: Keith to activate all other Safe Sport requirements and updates as the relevant information is made available by viaSport.

12. RFD 2020-112 – Defer viaSport contribution to fiscal 2020-21

MOTION: (Stewart/Wuest) To defer the 2020-21 viaSport contribution funds of \$78,359.25 to the 2020-21 fiscal period. **Carried**

NEW BUSINESS

13. 2020 Awards Celebration

Keith noted that with the 2019-20 season being cancelled due to the health crisis that the current awards program cannot be carried out as, for most awards, results are unavailable to calculate award recipients. Keith suggested that BCAS consider a series of Hero Awards to recognize players, coaches, officials and other members who have been community or artistic swimming heroes during the pandemic. These awards will be supplemented with awards celebrating BCAS' 40th anniversary.

ACTION: Keith to activate the Awards Committee to determine an appropriate Awards Celebration framework for 2020.

ACTION: Keith to have a notable pin created to honour 40th Anniversary award recipients.

ACTION: Awards Committee to consider alternate gifts for adult award recipients.

14. RFD 2020-108 – Accident & Injury Policy Amendments

MOTION: (Stewart/North) To adopt the proposed amendments to the Accident & Injury Policy as presented. **Carried**

ACTION: Keith to finalize the amendments and post the amended policy on the website.

ACTION: Keith to address accident and injury management and reporting during the Year End Club Meeting.

15. RFD 2020-109 – CI Course Challenge Policy Amendments

MOTION: (Stewart/Curtis) To adopt the proposed amendments to the CI Course Challenge Policy as presented. **Carried**

ACTION: Keith to finalize the amendments and post the amended policy on the website.

16. RFD 2020-110 – Employee Policy Amendments

MOTION: (Stewart/Curtis) To adopt the proposed amendments to the BCAS Human Resources Handbook as amended. **Carried**

ACTION: Keith to finalize the amendments and share the HR Handbook with employees and contractors.

ACTION: Keith to inquire about Worksafe BC requirements in relation to contractors and contractors who potentially have their benefits paid by multiple employers.

ACTION: Keith to inquire whether BCAS can purchase a Worksafe BC benefits package for all its members clubs for economies of scale.

17. RFD 2020-111 – Elimination of CS4L and LTAD Policy

MOTION: (Stewart/Vanderfluit) To eliminate the BCAS CS4L Plan-Policy and replace it with appropriate declarations of alignment with CAS' LTAD 2.1 Framework. **Carried**



ACTION: Keith to remove the CS4L and LTAD Policy from the website and to update language in the About and programming sections with copy acknowledging BCAS' commitment to the CAS LTAD Framework 2.1 and future iterations of same.

The meeting was adjourned at 9:28 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

June 1, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
July 6, 2019	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
September 14, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
October 5, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting
November 2, 2020	7:00 – 9:30 PM	Synchro BC Office / GoTo Meeting