

## BOARD OF DIRECTORS MEETING MINUTES

July 27, 2020 at 7:00-9:30 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 7:00 pm.

### ATTENDANCE

Voting: RaeAnne Rose, Rosoleen Rutherford, Rhonda Vanderfluit, Anne-Marie North, Marina Chekunova, Carol Stewart, Mandy Curtis

Staff: Jennifer Keith, Tanya Magee

Regrets: Jordan Wuest, Elise Fagnan

### OPENING BUSINESS

#### 1. Welcome & Approval of Agenda

**MOTION:** (Vanderfluit/North) to approve the Agenda as circulated. **Carried**

#### 2. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

#### 3. Minutes from July 6, 2020 – Review & Acceptance

**MOTION:** (Stewart/Maliapen) to approve the minutes as circulated. **Carried**

#### 4. Action Items

Keith reminded the Board that the Commit to Kids Training needs to be completed by September 30, 2020.

Keith provided an update that in addition to the action items presented in the meeting package, she also submitted the Red Cross PPE grant application and the request to extend the Capital Gaming Grant.

**ACTION:** Board Members to complete the Commit to Kids training by August 30, 2020.

#### 5. IN-CAMERA

Keith provided an update to the Board about various Human Resources issues.

#### 6. Reports

##### a. viaSport Meeting Update

viaSport requested a meeting to discuss the financial and operational impact of the pandemic on BCAS. Rose, Rutherford, and Keith participated in a virtual meeting and provided updates related to the status of BCAS' finances, return to sport, and expected challenges.

Tanya Magee joined the meeting at 7:14 pm.

##### b. Financial Report

**2019-20 Financial Update**

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Keith presented the final projections for fiscal 2020 noting that she has been in contact with the auditors to schedule the annual audit in September.

**RFD 2020-122 – 2020-21 First Quarter Budget**

Keith presented the 2020-21 First Quarter Budget noting that progress has been made to amend legislation regarding the Canada Employment Wage Subsidy program which would render BCAS eligible for at least 3 months of funding to offset 75% of the Executive Director's salary. These funds would be realized in the first quarter of the new fiscal budget.

**ACTION:** Keith to adjust the budget to adjust the Coach Development expense to reflect the associated AquaGO! costs and add \$10,000 in Other Government Funding to represent the expected Heritage Canada funding.

**MOTION: (Rutherford/Stewart) To approve the first quarter budget as amended. Carried**

**MOTION: (Stewart/Maliapen) To accept the Reports as presented. Carried**

**BUSINESS CARRIED FORWARD**

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

**a. viaSport Return to Sport Guidelines 2.0 – Progressively Loosen**

Keith provided an update of what can be expected when viaSport releases its revised Return to Sport Guidelines that move the sport sector into the Progressively Loosen stage of activity. It was noted that CAS and the artistic swimming provincial associations are working together to create a national competition framework allowing all athletes in Canada to follow a similar return to sport and periodization schedule. This framework will inform the provincial competition calendar for the 2020-21 season. Magee has joined the CAS Opportunities Task Force established to develop the national competition framework.

**b. Technical Leaders Working Group Update**

Magee provided an update on the work of the Technical Leaders Working Group noting they tabled discussions about the strategies and recommendations for Indoor Group Training in Water until the current guidelines had been activated and tested outdoors. However, the group has begun to contemplate the 2020-21 competition framework that will help to inform the national framework.

**c. Discussion: Age & Stage Eligibility**

The Board discussed its previous decision to limit participation in the Return to Artistic Swimming plan to competitive athletes aged 11 and over. Consideration was given to when it may be appropriate to allow recreation programs and athletes aged 10 and under to participate in club programs. At this time, the Return to Sport plan will be updated to allow all PS and NS athletes under age 11 to return to Artistic Swimming as of September 1, 2020 (start of the new season). See RFD 2020-120 below.

Mandy Curtis joined the meeting at 8:35 pm.

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**d. Discussion: Indoor Group Training Eligibility**

Keith noted that the proposed amendments to the Return to Artistic Swimming Guidelines included the addition of waterfronts to outdoor in water training activities, however, some clubs do not have access to outdoor pools or waterfronts. The Board discussed expectations with regards to parameters for indoor training to be activated. At this time, the Return to Sport plan will be updated to allow all case-by-case approval of clubs to return to Indoor Pools. See RFD 2020-120 below.

**e. 2020-21 Competition Calendar**

Keith presented the proposed 2020-21 competition calendar noting that decision about the national competition framework will inform the final version that is expected to be released by mid-August. Potential competition pools are not currently accepting competition requests.

**ACTION:** Keith to update the draft competition calendar based on the Board's feedback.

**ACTION:** Keith and Magee to continue to work with CAS and the PSOs to finalize a national return to sport and competition framework.

**f. RFD 2020-121 – LifeSaving Society E-Learning Module**

**MOTION: (Stewart/Curtis) To approve a budget of \$900 to fund the costs for all registered coaches in BC to complete the LifeSaving Society training for aquatics sport coaches.**  
**Carried**

**ACTION:** Keith to work with the LifeSaving Society to finalize the e-learning program and to create accessibility for BCAS coaches by August 1.

**g. RFD 2020-120 – Amendments to BCAS Return to Artistic Swimming Guidelines**

Keith presented a summary of the proposed changes to the Return to Sport Guidelines that were included in the document distributed with the meeting package. The Board agreed to the following additional amendments:

- Provincial and national stream athletes of all ages be permitted to resume participation in club programming starting September 1, 2020.
- BCAS will now consider applications for Member Clubs to participate in Indoor Water activities on a case-by-case basis provided:
  - the club submits a detailed indoor training plan that demonstrate how participants proceed safely through the facility from arrival to departure,
  - the club demonstrates that the facility's lifeguards have completed the required LifeSaving Society training,
  - all participating club coaches have completed the BCAS LifeSaving Society e-learning module,
  - the club follows a gradual return to water training plan that reflects the maximum training times recommended by the Technical Leaders Working Group,
  - dryland training continues to be delivered outdoors or in a virtual setting.

**MOTION: (Stewart/Vanderfluit) To approve the amendments to the BCAS Return to Artistic Swimming Guidelines, as amended.**  
**Carried**

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**ACTION:** Keith to update Version 2 of the RTAS Guidelines and to post them on the website and distribute to the membership.

**8. EVOLVE Project Update**

No update to report.

**9. RFD 2020-118 Diversity & Inclusion Terms of Reference**

**MOTION: (Maliapen/Stewart) To adopt the Terms of Reference of the Diversity & Inclusion Policy as presented. Carried**

**10. Technical Committee Proposal**

Keith advised the Board that the collaboration, commitment, and effort of the Technical Leaders Working Group was commendable and wondered if this model was an effective way to maximize the technical leadership for artistic swimming in BC. She proposed the establishment of a Technical Committee that would oversee both high performance and sport development efforts in a more cohesive way. It was noted that both the High Performance and Sport Development Committees are standing committees prescribed in the BCAS bylaws so a change of this nature would require a Bylaw amendment. The concept was well received but the mandate of the current working group is still very active with return to sport. It was agreed that the Technical Leaders Working Group will continue in its current form as a working group and the evolution of its mandate will be contemplated at a later date.

**11. 2020 Annual Summit Proposal**

Keith presented the draft outline for the 2020 Summit theme and content. As the Summit will be delivered in a virtual setting, consideration will be needed for the duration and timing of sessions. It will be important to be creative in generating a social dynamic and to ensuring the sessions are interactive.

**ACTION:** Keith to update the Officials content to include EVOLVE sessions, including Conflict Management, Communications, and Growth Mindset.

**NEW BUSINESS**

**12. Insurance Update – Excess Travel Insurance**

In surveying Member Clubs, it was noted that no clubs purchase excess travel insurance for teams competing in domestic competitions. It has been recommended by SBC Insurance that such coverage should be considered by all sports teams travelling outside BC. Keith noted that there is an opportunity to purchase a provincial excess travel policy to create economies of scale for provincial programs and club travel. There is uncertainty as to whether excess travel coverage is needed for travel in Canada so further investigation is needed.

**ACTION:** Rose to connect Keith with Carolyn Nichols from Westland Insurance to discuss further.

**13. REF 2020-119 – Amend Awards Committee Terms of Reference**

**MOTION: (Stewart/Vanderfluit) To adopt the amendments to the Awards Committee Terms of Reference. Carried**

The meeting was adjourned at 9:57 pm.



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**FUTURE BOARD OF DIRECTORS MEETING DATES:**

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