

BOARD OF DIRECTORS MEETING MINUTES

December 7, 2020 at 7:00 pm

WELCOME AND CALL TO ORDER

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

ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Ann Stirrat, Meng Chen, Mandy Curtis, Anne-Marie North, Carol Stewart
Staff: Jennifer Keith, Tanya Magee
Regrets: Marina Chekunova, Elise Fagnan

1. Welcome & Introductions

Rose welcomed the new and returning Board members then facilitated a round table icebreaker to allow the Board and staff to get better acquainted.

2. Approval of Agenda

Item 14: The True Sport Journey will be discussed under item 10: EVOLVE Update.

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

Carried

3. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

4. Meetings & Communications

a. Board Meeting Schedule

Rose reviewed the Board Meeting Schedule included as part of the meeting package and requested feedback.

b. January Board Planning Meeting

Rose referred to the President's Report that outlines the proposed concepts for the January Board Planning Meeting. Keith clarified that Dina Bell-Laroche can do a 2-hour Board 101 session on either January 6th or 13th but may also have availability in early February.

Directors in attendance indicated that there were no scheduling conflicts for the weekends of January 22-24, January 29-31, and February 5-7 and that several sessions are better than one long day online.

ACTION: Keith and Rose to finalize and distribute the Planning Meeting schedule and agenda.

c. Board Email Addresses

Keith noted that some members of the Board recently requested an @bcartisticswimming.ca email address and asked if others are interested in having a BCAS email account set up.

ACTION: Keith to set up a BCAS email accounts for Meng Chen and to verify if Elise Fagnan and Marina Chekunova are interested in one.

d. Document Storage/Access

The Board folder which includes meeting information, access to policy documents and governance-related files is housed on Dropbox. BCAS is in the process of phasing out Dropbox as a hub for document storage. It was agreed that few Board members use the Board Dropbox so a separate file sharing service can be used to provide access for the BCAS President.

ACTION: Keith to move the Board folder to a separate cloud-based storage system and provide access to the President.

5. Minutes from November 2, 2020 – Review & Acceptance

MOTION: (Stewart/Curtis) to approve the minutes as circulated.

Carried

6. Action Items

Rose referred to the action items and updates in the meeting package.

OPENING BUSINESS

7. Reports

a. President's Report

In addition to her written report, Rose updated the Board on the results of a CAS harassment investigation that resulted in the suspension of a coach from another province. She then provided the Board with an update on the National Team reintegration activities.

Rose requested feedback from the Board on the proposed direction for the Board Planning Meeting.

b. Executive Director Report

Keith referred to the report submitted in the meeting package and opened the floor to questions about the information presented.

c. Sport Development Report

Magee referred to the report submitted in the meeting package and opened the floor to questions about the information presented.

d. High Performance Report

Keith announced that she was pleased that Magee had accepted the offer to fulfill the role of High Performance Coordinator for the 2021 season and invited her to present the 2021 Ignite Provincial Program Plan.

Magee reviewed to the draft 2021 Ignite Provincial Program Plan presented in the meeting package noting that the plan will be presented to National Stream Coaches on Wednesday, December 9th. After the presentation, coaches will be invited to provide feedback on the proposed plan. Keith noted that the plan would also be amended to add one-on-one or small group sessions with the various facilitators, like the former Private Athlete Training program.

It was suggested that it might be helpful to offer more than one date and time for the virtual sessions to allow more opportunities to participate.

ACTION: Keith/Magee to update the document and gather NS coach feedback.

ACTION: Chen and Magee to discuss clarification on the goals of the Ignite program.

e. Finance Report

Keith referred to the report submitted in the meeting package, noting that the Opening Balance under Bank & Investment Account Balances has been updated.

ACTION: Keith to ask Duality Projects to look into BCAS' eligibility for the new lease subsidy.

RFD 2020-140 – Approval of 2020-2021 Budget

MOTION: (Stewart/Curtis) to approve the 2020-2021 budget as presented. **Carried**

ACTION: Keith and Stirrat to discuss the appropriate identification of capital expenditures in the annual budget.

ACTION: Keith to submit the approved budget to viaSport in accordance with reporting requirements.

RFD 2020-141 – Rescind Land Event Fees

MOTION: (Vanderfluit/Chen) to refund any land event fee collected for Training Meet #1 and to rescind the land events fees from the 2020-2021 Meet Fee Schedule. **Carried**

ACTION: Keith to notify members of the change to the 2020-2021 Meet Fee Schedule and any applicable refunds.

MOTION: (Stewart/Curtis) to accept the reports as presented. **Carried**

BUSINESS CARRIED FORWARD

8. COVID-19 Risk Assessment

a. RFD 2020-138 – Amendments to the Return to Artistic Swimming Guidelines

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

ACTION: Keith to release version 5 of the Return to Artistic Swimming Guidelines.

ACTION: Magee and Fladmark to develop a NS Provincial Qualifier Technical Package.

ACTION: Keith to work with staff to reposition provincial events as showcases, rather than competitions.

b. RFD 2020-139 – 2021 NS Competition Dates

MOTION: (Stewart/Curtis) That the dates for the NS Provincial Qualifier and Provincial Championships be revised to later dates subject to the support of the NS Coaches and BC Officials Committee. **Carried**

9. Strategic Plan Engagement

Rose referred to the proposal from TPS Consulting that was included as part of the President's Report and provided an update to the Board on proposed changes to the engagement strategy. The board discussed concepts and themes that could better engage the Clubs around restarting artistic swimming after the pandemic, potential for new strategies, and new ways of working around the themes of Growth, Professionalization, and Aspire.

10. EVOLVE Project Update

Keith referred to the EVOLVE Project Interim Activity Report that was submitted as part of the meeting package noting that it was provided to give the Board a snapshot of the work that we were able to achieve

despite the global pandemic. Rose noted that during the last Board meeting, there were discussions about a possible marketing strategy to increase participation in artistic swimming and to promote the culture shift that is taking place. She referred to samples of a campaign being delivered by Natation Artistique Québec called “Be Part of the Wave”

Rose provided an overview of the Year 2 activities that currently being planned and asked Keith to provide the Board with a sample of the progress of the Growth Mindset Working Group.

ACTION: Keith to distribute more information about the True Sport Journey to the Board and the stakeholders survey.

Anne-Marie North left the meeting at 9:24 pm.

11. Annual Summit Debrief

Keith referred to the updated Summit Participant Survey results noting that the number of respondents increased from 19 to 32 since the last presentation providing a more representative sample of attendees. All changes are highlighted in red and responses show very high satisfaction scores for most sessions with average scores ranging from 3.67-4.82 out of 5.

12. Lease Update

Keith advised the Board that there are no new updates since the Board meeting on November 21st. Keith has notified Fortius that BCAS will defer a decision on breaking the lease until such time as we are able to consult with the new owners. Based on the information available at this time, BCAS will need to move as early as January 25, 2021 or as late as April 30, 2021.

Keith advised the Board that she met with the CEO of viaSport to discuss the creation of a community hub within the viaSport office. Such a partnership would allow BCAS to rent a desk, office, or meeting space on an as needed basis in their downtown office. A commute to downtown would not be a viable option for BCAS staff so it is recommended that once the Fortius lease expires, BCAS move to a virtual office environment until the need for office space can be reassessed.

ACTION: Keith to update the Board once she meets with the new building owners and has confirmed the required moving deadline.

ACTION: Keith to continue to work with Fortius to better understand the facility conditions after the closing of their operations on December 31, 2020.

13. Insurance: DCE Extension

Keith referred to the quote and Disease & Contagion Extension information provided in the meeting package. It was agreed that with the Province of BC providing the same liability coverage until the COVID-19 state of emergency ends, it does not make financial sense to purchase the extension.

NEW BUSINESS

14. Committee Positions

Deferred to next meeting.

The meeting was adjourned at 10:01 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

January 2021	TBD	Board Planning Meetings
February 1, 2021	7:00-9:30 pm	Zoom
March 1, 2021	7:00-9:30 pm	Zoom
April 12, 2021	7:00-9:30 pm	Zoom
May 3, 2021	7:00-9:30 pm	Zoom
June 7, 2021	7:00-9:30 pm	Zoom
July 10-11, 2021	TBD	Board Planning Meeting
September 13, 2021	7:00-9:30 pm	Zoom
October 4, 2021	7:00-9:30 pm	Zoom
November 1, 2021	7:00-9:30 pm	Zoom
November 2021	TBD	Annual General Meeting