



# BOARD OF DIRECTORS MEETING MINUTES

June 7, 2021 at 7:00 pm

## OPENING BUSINESS

### 1. WELCOME AND CALL TO ORDER

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

### 2. LAND ACKNOWLEDGEMENT

Elise Fagnan acknowledged that she is honoured to work and play on the unceded territory of the Musqueam, Squamish, and Tsleil-Waututh people.

## ATTENDANCE

Voting: RaeAnne Rose, Rhonda Vanderfluit, Ann Stirrat, Elise Fagnan, Anne-Marie North, Mandy Curtis, Marina Chekunova, Carol Stewart, Meng Chen

Staff: Jennifer Keith

Regrets: Tanya Magee

### 3. Approval of Agenda

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

### 4. Declaration of Potential Conflict of Interest

Chen declared a conflict of interest with regards to the in camera portion of the meeting and advised that she would excuse herself during that agenda item.

### 5. Minutes from Previous Meetings – Review & Accept

**MOTION: (Stewart/Stirrat) to approve the minutes from May 3, 2021, as circulated.**

**MOTION: (Chen/Vanderfluit) to amend the minutes to read ‘Chen joined the meeting at 7:31 pm, at the time she was advised by the BCAS President to arrive.’**

There was much discussion about the request to amend the minutes. Chen requested that the Rule of Two be in effect for future Board communications to avoid misunderstandings.

**Defeated, 9 Abstentions**

Stirrat requested an amendment to Item 12 – 2021-2022 Draft Budget section of the minutes.

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

### 6. Action Items

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

### 7. Reports

#### a. Presidents Report

Rose referred to the report presented in the meeting package noting that the Governance Committee has been busy and there remains a lot of work to do to ensure alignment with CAS changes and to support the organizations commitment to equity, diversity and inclusion and

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safe sport. She noted that she enjoyed speaking with Christine Hsu of Challenge Accepted about the application of the Trans Inclusion Policy and upcoming education and training.

**b. Executive Director's Report**

Keith referred to the report presented in the meeting package noting that it has been a very busy 6-weeks since the last Board report. She reported that the Year-End Club Meeting was hosted over the weekend and that it went well noting that the highlights were the various peer-sharing opportunities where members shared their experiences and the evolution of the Growth Mindset Working Group and the club communications pilots. She closed by providing an update to the board on an ongoing club discipline issue and a governance issue that has arisen at another club.

**c. Finance Report**

Stirrat referred to the report presented in the meeting package noting that she had nothing to add to the report given there are multiple requests for decisions being considered later in the agenda.

Chen asked if the additional legal fees incurred this season affect the athlete development programming. Keith confirmed that due to the financial support of government agencies related to COVID-19, the organization is projecting a surplus, so funds were available to cover the additional costs without affecting programs for this season, however, any funds spent on administration or governance matters reduces the surplus that would be used to fund future programs. Stirrat confirmed that the budget reflects planned revenues net of planned expenses.

**d. Sport Development Report**

Rose noted that the report submitted to the meeting package from Magee covered both Sport Development and High Performance. Magee was not in attendance to speak to the report and there were no questions.

**e. High Performance Report**

Refer to the Sport Development Report.

**BUSINESS CARRIED FORWARD**

**8. COVID-19 Risk Assessment Update**

**RFD 2021-148 – Artistic Swimming Restart Plan**

**MOTION: (Stewart/Curtis) to approve the Artistic Swimming Restart Plan.**

Keith referred to the Artistic Swimming Restart Plan that was drafted in response to the Province of BC's Restart Plan and the viaSport Return to Sport Restart 2.0. Keith noted that the new document streamlines activities related to the New Normal phase of the Return to Artistic Swimming Plan focusing on what we can do moving forward. She advised that the Artistic Swimming Restart Plan was presented to the members during the Year-End Club Meeting in principles and that the Return to Contact Guidelines were vetted by the Technical Leaders Working Group.

North asked how members would be advised of new steps becoming active. Keith noted that only BCAS can activate new steps based on the decisions of the provincial government and viaSport and that she will ensure the document is clear about this.

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Stewart commented that vaccination timelines should be considered when progressing to new steps. Keith clarified that while clubs can encourage their members to get vaccinated, inoculation is not required to participate in sport and clubs are not permitted to request proof of vaccination.

**Carried**

**ACTION:** Keith to ensure the Artistic Swimming Restart Plan is clear on how each step is activated.

**ACTION:** Keith to update the website and distribute the Artistic Swimming Restart Plan to the membership.

#### 9. EVOLVE Update

Keith thanked the Board members who have completed the evaluation interview. She advised that the EVOLVE Project outcomes were presented to the members during the Year-End Club Meeting and advised that the next steps were to begin the evaluation interviews with members and to distribute the post-intervention survey to members.

**ACTION:** Keith to distribute the evaluation recruitment notice to members and to work with the evaluation team to distribute the post-intervention survey.

#### 10. RFD 2021-149 – Gaming Account Transfers

**MOTION: (Stewart/Curtis) to approve the transfer of funds from the Gaming Account to the General Account totaling \$72,500 in Community Gaming Funds and \$8,157.33 in Capital Gaming Funds.**

**Carried**

**ACTION:** Keith to work with accountant to transfer the funds as approved.

#### 11. RFD 2021-150 – Deferred Revenue

**MOTION: (Stewart/Fagnan) to approve the deferral of up to \$186,599.91 in revenue to the 2021-2022 fiscal period in accordance with the schedule outlined in the RFD and upon confirmation of 2021-2022 funding.**

**Carried**

**ACTION:** Keith to work with accountant to ensure the appropriate deferred revenues are posted at fiscal year-end.

#### 12. RFD 2021-151 – 2021-2022 Budget Approval

**MOTION: (Stewart/Vanderfluit) to approve the 2021-2022 budget as presented.**

Keith clarified that the new version of the proposed budget considers the deferred revenues outlined in Item 11.

In response to a question from Chen, Keith clarified that there are multiple project budget lines that include athlete, coach, and officials' development activities.

Curtis commented that she is concerned that the budget for legal fees will not cover the organization's needs in relation to crisis management, governance, and legal advice related to the potential CAS lawsuit. It was agreed that the Risk Management Group considering these matters will be meeting again on June 14<sup>th</sup> after which they will present recommendations to the Board. If required, the group will bring forward a motion to adjust the budget to reflect any additional needs.

**Carried**

**ACTION:** Risk Management Group to meet on June 14, 2021 and report back to the Board.

### 13. Alias Safe Sport Reporting Mechanism

Keith shared information about the Alias Safe Sport management system that CAS is considering. The system would create a centralized, online safe sport reporting platform that Alias would triage and direct complaints or issues to the appropriate organization. She noted that all PSOs in Quebec are now required to use the system, so NAQ is piloting it on behalf of the artistic swimming community. Keith advised that Alias can also manage complaints if necessary or requested. The BC safe sport reporting and management system is still in development so it remain unclear how the two system will align.

**ACTION:** Keith to provide updates to the Board about the Alias program as they become available.

### NEW BUSINESS

#### 14. Compliance with CAS Member Operations Policy

Keith referred to the Notice of Compliance document that outlined BCAS' compliance with the new CAS Member Operations Policy, noting a few anomalies. The document demonstrates that BCAS is in compliance with all Phase 1 requirements and have a couple of minor outstanding requirements to address for Phases 2 and 3. It was agreed that Phase 1 compliance was in order and ready to be submitted to CAS for review.

**ACTION:** Keith to submit the Notice of Compliance and supporting documentation to CAS.

**ACTION:** Keith to work with the Board, staff, and members to achieve Phase 2 and 3 compliance.

#### 15. RFD 2021-153 – BCAS Club Operations Policy

**MOTION: (Stewart/Curtis) to adopt the BCAS Club Operations Policy as presented.**

Keith presented the new BCAS Club Operations Policy noting that this policy is a Phase 3 requirement of the CAS Member Operations Policy. She noted that the Governance Committee reviewed it in detail and made several recommendations to strengthen the CAS policy template with clear requirements. Keith noted that following the Board's adoption of the policy, she will distribute it to Club Presidents and will be meeting with them to discuss the new requirements and a reasonable implementation plan and timeline on June 14, 2021.

Stirrat emphasized that the timeline will be important as some of the financial requirements related to audited statements or externally reviewed statements may be lengthy and comprehensive for clubs to implement. She also noted that OAS had included links to recognized CPA firms and that we could add CPABC links to our policy. It was also recommended that we provide as many templates as possible to support club implementation. Keith responded that the implementation timelines will vary for each club depending on their fiscal year-ends and AGM anniversaries. She also noted that she will be gathering information from clubs to determine where they will need support and will provide the support or engage professionals and experts to run webinars to support clubs as required. Vanderfluit highlighted that the policy includes a provision for clubs to apply for exemptions to COP standards. Rose suggested that a Compliance Checklist be created to support the clubs in understanding the requirements.

Curtis asked if there was concern that clubs would find the compliance process too cumbersome. Keith responded that it is a risk, and that staff will support them as much as possible. She also noted that whether it is the COP or new standards from viaSport, accountability for local sport organizations in relation to governance, financial management, and operations is a new reality for the sport sector in Canada. This is being mandated from both Sport Canada and provincial bodies, like viaSport, so this work will put our clubs ahead of the sector.

Carried

**ACTION:** Keith to distribute the BCAS Club Operations Policy to Club Presidents in advance of the Club Presidents Meeting on June 14.

**ACTION:** Keith to develop a reasonable implementation plan and timelines in consultation with the members to present to the Board.

**16. RFD 2021-152 – Adoption of CAS Equity, Diversity, and Inclusion Policy**

**MOTION: (Stewart/Fagnan) to adopt the CAS Equity, Diversity, and Inclusion Policy.**

Keith noted that the adoption of the CAS Equity, Diversity, and Inclusion Policy is a requirement of the CAS Member Operations Policy, but that BCAS has the ability to strengthen it as they see fit. Once CAS has completed its review of the policy, the Governance Committee will undertake a thorough review to determine if there is a need to make further updates or to align components of the policy with the BC Universal Code of Conduct. **Carried**

**ACTION:** Governance Committee to review the final CAS EDI Policy to identify areas BCAS needs to amend to strengthen the policy and/or align with viaSport and BC jurisdiction standards.

Chen left the meeting at 9:19 pm.

**IN CAMERA**

**MOTION: (Stewart/Fagnan) to move the meeting in camera.**

Carried

**17. CAS Lawsuit Update**

Rose provided an update on activities and communications related to the CAS Lawsuit since the last meeting.

The meeting was adjourned at 10:34 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

July 12, 2021	7:00-9:30 pm	Zoom
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