

BOARD OF DIRECTORS MEETING MINUTES

December 6, 2021 at 7:00 pm

ATTENDANCE

Voting: RaeAnne Rose, Ann Stirrat, Anne-Marie North, Mandy Curtis, Carol Stewart, Marina Chekunova, Jo-Anne Emery, Manraj Khurana

Staff: Jennifer Keith

Regrets:

Guests:

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Rose acknowledged that the land on which we are gathered is treaty territory of the Tsawwassen First Nations and the traditional, ancestral and unceded territory of the Coast Salish people, specifically the Kwantlen, Katzie, and Semiahmoo First Nations.

3. Approval of Agenda

MOTION: Stewart made a motion to approve the Agenda, as circulated.

4. Declaration of Potential Conflict of Interest

No conflicts of interest were declared.

5. Welcome & Introductions

Rose welcomed the new directors, Jo-Anne Emery and Manraj Khurana to the Board and recognized the returning members of the Board.

Rose led a review of the Board Communications Guidelines providing context to the current document and advised that the guidelines will be reviewed and updated once the new Board has had time to work together.

6. Minutes from Previous Meetings – Review & Accept

MOTION: Stewart made a motion to approve the minutes from November 1, 2021, as circulated.

7. Action Items

Keith referred to the action items and their updates in the meeting package.

8. Governance Matters

a. RFD 2021-169 – Appointment of Vice-President

MOTION: (Stewart/Curtis) to appoint Anne-Marie North to the position of Vice-President for a two-year that expires at the 2023 annual general meeting in accordance Bylaws 5.14 and 5.15. Carried

ACTION: Keith to distribute an announcement to the members and update the BCAS website.

b. Signing Officers

Anne-Marie North has agreed to replace Rhonda Vanderfluit as a BC Artistic Swimming signing officer.

ACTION: Keith to make the appropriate arrangements with the bank and to set up electronic fund transfers to simplify the management of payables.

c. Committees and Roles

Rose referred to the list of BCAS committees distributed with the meeting package. She noted that the Executive and Finance Committee includes the President, Vice-President, and Director of Finance by virtue of its Terms of Reference. The committee meets regularly preceding the Board meeting to review the monthly financial report and as needed between Board meetings.

Despite retiring from the BCAS Board, Rhonda Vanderfluit and Elise Fagnan will continue as members of the Governance and Nominations Committee leaving RaeAnne as the only Board member. Rose noted that the focus this year will be aligning with the new CAS Safe and Welcoming Sport Policy Suite and completing the Bylaw review work. Khurana offered to join the Governance and Nominations Committee.

Rose noted that the Human Resources Committee is responsible for the Executive Director's performance review and other staff-related items such as reviewing legal issues pertaining to employment and staff-related policies.

The High Performance Committee is not currently active though the BCAS Bylaws identify it as a standing committee. The role of this committee is under review in tandem with efforts to re-establish the provincial program and identifying HP staffing needs.

ACTION: Staff to make recommendations for activating the HP Committee.

The Officials Committee consists primarily of members who are usually part of the judging community. Keith noted that the new Terms of Reference indicate that each member has a 2-year term, and she will work with the BCOC to set up a more formalized process for tracking its members.

ACTION: Keith to work with the BCOC to set up staggered terms for committee members.

The Sport Development Committee hasn't been active since the pandemic, rather its responsibilities have been managed through the Technical Leaders Working Group that guided staff and Board in managing the delivery of artistic swimming under pandemic restrictions. The new model has been effective and staff will be making recommendations for a new Terms of Reference that also addresses sub-committees including AquaGO!, Masters, etc.

ACTION: Keith and Magee to review the SD Committee Terms of Reference.

The Awards Committee has not been active over the last two years as we've been unable to prioritize awards during the pandemic. The committee is responsible for selecting award recipients for our annual Awards Celebration but also makes recommendations to the Board about bursaries. Keith

noted that several members are looking to resign and/or are no longer active with the sport. The Terms of Reference do not require Board members to be part of the committee.

The Equity, Diversity and Inclusion Committee has evolved from the former Adaptive Artistic Swimming Committee to broaden its scope and better align with BCAS' strategic objectives. The Terms of Reference is under review and staff are consulting with EDI experts on recruiting members who represent diverse voices and needs. Rose noted that it would be helpful to have a Director on the EDI Committee.

ACTION: Keith and Magee to finalize review EDI Committee Terms of Reference and recruitment strategy.

The Masters' Committee is a sub-committee of the Sport Development Committee established to address the specific needs of this member group. The Committee has been quiet as there hasn't been much change to the Masters' programming in the last few seasons and last season Masters were unable to train or compete. With the new FINA quad and judging system changes coming into effect, the committee will be active over the coming year. Jo-Anne Emery indicated her interest in joining the Masters Committee.

ACTION: Keith to send email asking directors to volunteer for committees.

d. Board Meeting Schedule

It was agreed that there won't be a January meeting rather the Governance Committee will meet to consider the proposed Bylaw amendments, and committee restructure, and the HR Committee will continue to consider staffing needs and possible changes to the organizational structure in lieu of a Planning Meeting.

ACTION: Keith to update the Board Meeting schedule and redistribute.

ACTION: Keith to send electronic calendar invitations for the upcoming year.

e. Bylaw Amendments Update

It was agreed that the proposed Bylaw amendments will be deferred to the Governance Committee to make recommendations to the Board.

ACTION: Keith to schedule a Governance Committee meeting to review the proposed Bylaw amendments and Societies Act Changes with legal counsel.

ACTION: Governance Committee to make recommendations to the Board about proposed Bylaw amendments.

9. COVID-19 Risk Assessment Update

a. Club Request: 5-11 Proof of Vaccination

Keith advised the Board that member clubs are wondering if the Board will impose a proof of vaccination requirement for 5-11 year-olds now that the vaccine for that age group has been approved. It was agreed that it was premature to consider this issue and consideration is deferred to the next meeting.

ACTION: Keith to ask viaSport if the Ministry of Health has advised of plans for proof of vaccination for the 5-11 age group.

b. RFD 2021-170 – BCAS Vaccination Policy

MOTION: (Stewart/Khurana) to approve the BC Artistic Swimming COVID-19 Vaccination Policy, as amended, and excluding Section 6. Carried

ACTION: Keith to notify members and update BCAS website.

ACTION: Keith to update Section 6 in consultation with legal counsel.

c. RFD 2021-171 – COVID-19 International Travel Policy

MOTION: (Stewart/Stirrat) that all unvaccinated or partially vaccinated BCAS members who travel outside of Canada must refrain from in-person artistic swimming activities for 14 days upon return to Canada. Carried

ACTION: Keith to notify members and update BCAS website.

d. RFD 2021-172 – Request for Vaccination Policy Exemption

MOTION: (Stewart/Chekunova) to approve a temporary proof of vaccination deadline exemption to the requesting party until January 15, 2022, subject to the party adhering to all COVID-19 protocols, including wearing a mask at all time, maintaining physical distancing from other members and enhanced hygiene protocols while participating in artistic swimming activities. Carried

ACTION: Keith to notify the affected party.

10. RFD 2021-173 – National Team Athlete Bursary

MOTION: (Emery/Stewart) to approve a \$500.00 National Team Athlete Bursary for Keily Hutt. Carried

11. IN CAMERA: Human Resources

MOTION: (Stewart/North) to move the meeting in-camera. Carried

The meeting was adjourned following the in-camera session.

FUTURE BOARD OF DIRECTORS MEETING DATES:

February 7, 2022	7:00-9:30 pm	Zoom
March 7, 2022	7:00-9:30 pm	Zoom
April 4, 2022	7:00-9:30 pm	Zoom
May 2, 2022	7:00-9:30 pm	Zoom
June 6, 2022	7:00-9:30 pm	Zoom
July 9-10, 2022	7:00-9:30 pm	Zoom
August 2022	NO MEETING	
September 12, 2022	7:00-9:30 pm	Zoom
October 3, 2022	7:00-9:30 pm	Zoom
November 7, 2022	7:00-9:30 pm	Zoom
November 19, 2022	AGM	