

# BOARD OF DIRECTORS MEETING MINUTES

May 2, 2022 at 7:00 pm

## ATTENDANCE

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

Staff: Jennifer Keith

Regrets: Marina Chekunova

### 1. CALL TO ORDER

Rose called the meeting to order at 7:01 pm.

### 2. LAND ACKNOWLEDGEMENT

Emery shared that she is joining the meeting from her cottage in Osoyoos. She acknowledged that S̓wìw̓s (pronounced “soo-yoos”) means “narrowing of the waters” in Syilx’tsn. The Syilx People of the Okanagan, a distinct and sovereign Nation, is comprised of: Okanagan Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Band, and Westbank First Nation. They share the same land, language, culture, and customs and respectfully honour the natural laws of the tmixw – that which gives us life.

### 3. APPROVAL OF AGENDA

**MOTION:** Stewart made a motion to approve the Agenda with amendments to RFD numbering.

### 4. DECLARATION OF POTENTIAL CONFLICT OF INTEREST

No conflicts of interest were declared.

### 5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

**MOTION:** Stewart made a motion to approve the minutes from April 4, 2022, as circulated.

### 6. ACTION ITEMS

Keith referred to the action items presented in the meeting package noting that Khurana has now completed the Respect in Sport certification.

### 7. REPORTS

#### a) President’s Report

Rose had nothing to report.

#### b) Executive Director’s Report

Keith referred to the report included in the meeting package and noted that a new dispute has arisen between a family and club. She has recommended mediation and both parties have agreed to this approach. She also noted that staff will be working collectively to complete a comprehensive audit of their job descriptions to align roles and responsibilities with the new organizational structure. Once complete, the revised job descriptions will be presented to the HR Committee.

#### c) Financial Report

Stirrat noted that the report as presented is comprehensive and complete. She acknowledged that the Enhanced Excellence Funding has been confirmed for 2022-2023 and that there is nothing unusual to

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report from the financial statements presented for the period ending March 31<sup>st</sup>. She referenced the first draft of the 2022-23 budget included in the meeting package noting that it has been through an initial Finance Committee review and will be finalized for presentation to the Board at the June meeting.

**ACTION:** Finance Committee to finalize 2022-23 budget for presentation to the Board at the June meeting.

**d) Sport Development Report**

Keith referred to the report presented in the meeting package noting that there is currently a lot of focus on finalizing the 2022 BC Games athlete selection process. Some trials results have been delayed due to medical byes, but all teams will be named no later than the week of May 9<sup>th</sup>.

**e) High Performance Report**

Keith referred to the report presented in the meeting package highlighting that preparations for the June Assessment Camp are well underway. The NS Coaching Group recently met to discuss the camp schedule and how each coach will respectively contribute to the programming. In addition to the standardized testing, the NS Coaches hired for the camp will each run a development session that showcases their specialization.

**BUSINESS CARRIED FORWARD**

**8. COVID-19 RISK ASSESSMENT UPDATE**

Keith provided an update on the legal ramifications of continuing to require proof of vaccination now that the provincial program has been repealed and reported that the BC Games Society has rescinded their proof of vaccination policy for the 2022 Prince George BC Summer Games.

**ACTION:** Keith to add consideration of current COVID policies to the July agenda.

**9. PROPOSED BYLAW AMENDMENTS REVIEW**

Rose referred to the Proposed Bylaw Amendments table in the meeting package noting that they have been vetted by legal counsel and the Governance Committee. She noted that a members consultation process will now begin with a meeting on May 17<sup>th</sup> followed by a members' survey to get feedback on specific proposed amendments. The feedback gathered through this process will be reviewed by the Governance Committee and reported back to the Board during the June meeting.

**10. ASPIRE PROGRAM UPDATE**

Emery provided an update on the ASPIRE Program sharing that she has developed a club manual and an association's manual that outlines roles and responsibilities for all parties in delivering the program. She is seeking feedback from the Board on the resources that have been developed.

**ACTION:** Emery to distribute documents to the Board for review.

**ACTION:** Keith to create opportunity to present the concept to the members during the Year-End Club Meeting.

**11. RFD 2022-188 – ARTISTIC SWIMMING UKRAINE RELIEF PROGRAM**

**ACTION:** Keith to work with the Awards Committee to develop criteria for a new bursary to support displaced settlers in pursuing involvement in artistic swimming in BC.

**NEW BUSINESS**

**12. RFD 2022-189 – 2021-22 COMMUNITY GAMING FUND ALLOCATIONS**

**MOTION:** (Stewart/Curtis) to approve the transfer of funds between the Gaming Account and General Account as described in RFD 2022-189. Carried

**ACTION:** Keith to activate the necessary transfers.

**13. RFD 2022-190 – NEW ATHLETE COMPETITION SURCHARGE**

**MOTION:** (Stewart/Emery) to approve the creation of the Athlete Competition Surcharge of \$25 per athlete per competition. Carried

**ACTION:** Keith to notify members and update the 2022-23 Members Package.

**14. RFD 2022-191 – PROPOSED RESERVE/CONTINGENCY FUND**

**MOTION:** (Stewart/Khurana) to internally restrict a Reserve Fund of \$50,000 in accordance with the BCAS Finance Policy. Carried

**ACTION:** Keith to ensure the Reserve Fund is reflected in the Balance Sheet and in the 2021-22 audited statements.

**15. RFD 2022-192 – NATIONAL TEAM ATHLETE BURSARY**

**MOTION:** (Stewart/Curtis) to approve a \$500 National Team Athlete Bursary for Keily Hutt to support her participation in the upcoming Junior National Team Selection Camp. Carried

**ACTION:** Keith to issue the funds.

**16. JULY PLANNING MEETING – JULY 9-10**

Rose noted that the Board is scheduled to have an in-person Planning Meeting on July 9-10, 2022. The Board considered agenda items for this session.

**ACTION:** Keith to distribute a Doodle to determine an appropriate date in August for the Planning Meeting.

The meeting was adjourned at 8:50 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

June 6, 2022	7:00-9:30 pm	Zoom
Planning Meeting – August 2022	TBD	TBD
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	