

BOARD OF DIRECTORS MEETING MINUTES

December 5, 2022 at 7:00 pm

ATTENDANCE

Voting: Mandy Curtis, Anne-Marie North, Ann Stirrat, Jo-Anne Emery, Carol Stewart, Robin Benu, Cybil Nomura, Tanya Rothe

Staff: Jennifer Keith

Regrets: Manraj Khurana, Tanya Magee

1. CALL TO ORDER

Curtis called the meeting to order at 7:02 pm.

2. LAND ACKNOWLEDGEMENT

Curtis acknowledged that she is attending the meeting from Kamloops which is situated on the traditional lands of the Tk'emlups Te Secwepemc within Secwepemc'ulucw, the traditional territory of the Secwepemc people. She recognized that she is fortunate to live, work and play on this land and acknowledged the complicated history and her desire to move forward in a spirit of collaboration and gratitude.

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. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: Stewart made a motion to approve the minutes from November 7, 2022.

6. ACTION ITEMS

Keith referred to the action item included in the meeting package.

BUSINESS CARRIED FORWARD

7. VIASPORT EVALUATION UPDATE

Keith referred to the Phase 1 Evaluation Scorecard from viaSport noting that BCAS scored 62 of a possible 64 points and is eligible to complete Phase 2 of the evaluation which is due on December 14th.

8. CLUB OPERATIONS POLICY COMPLIANCE UPDATE

Keith provided an update on the progress that has been made towards member club's complying with the Club Operations Policy. She noted that clubs have been given until December 31, 2022 to demonstrate compliance or to request exemptions as appropriate.

NEW BUSINESS

9. BOARD RESIGNATION

Curtis advised the Board that Manraj Khurana has resigned from the Board due to conflicting school commitments and the intention to move out of province making him no longer eligible to serve as a

member of the Board of Directors. The Board thanked Khurana for his contributions to the Board and Governance Committee over the last year.

ACTION: Keith to update the Board skills matrix based on the new Board identifying current gaps in skills and to distribute to the Board for review.

10. 2022-23 MEETING SCHEDULE

Curtis referred to the proposed meeting scheduled for 2022-23 asking if there were any issues with the proposed dates. It was agreed that the January 14 meeting would be moved to January 16th.

ACTION: Keith to distribute updated meeting schedule and e-calendar invitations.

11. CONFLICT OF INTEREST REGISTER

Members of the Board each declared any real or perceived conflicts of interest that could arise. All conflicts were recorded in the Conflict of Interest Register.

12. COMMITTEE STRUCTURE & APPOINTMENTS

The new BCAS committee was presented and Board members identified preferences for committee involvement.

ACTION: Keith to review and update committee Terms of Reference and distribute to the Board.

13. SIGNING OFFICERS

Keith reported that the signing officers of the organization will be the Executive Committee and Executive Director.

ACTION: Keith to set up new signing offices with the bank.

ACTION: Board members to advised Keith if they would like to have access to an @bcartisticswimming.ca email address.

14. GOVERNANCE ESSENTIALS TRAINING

Keith advised the Board the viaSport has made Governance Essentials Training licenses available to BC provincial sport organizations at no cost. The training is similar to that done by the Board with Dina Bell-Laroche in 2021 and provides a refresher for everyone that can be done at their own pace. It was agreed to aim for completion of the training by the end of February.

ACTION: Keith to distribute Governance Essentials Training information and access keys to the Board.

ACTION: Board members and Keith to complete the Governance Essentials Training by the end of February.

The meeting was adjourned at 8:11 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

January 16	7:00-9:30 PM	Zoom
February 6	7:00-9:30 PM	Zoom
March 6	7:00-9:30 PM	Zoom
April 3	7:00 – 9:30 PM	Zoom
May 1	7:00 – 9:30 PM	Zoom
June 5	7:00 – 9:30 PM	Zoom
July 10	Planning Meeting	TBD
August	NO MEETING	



September 11	7:00 – 9:30 PM	Zoom
October 2	7:00 – 9:30 PM	Zoom
November 6	7:00 – 9:30 PM	Zoom
November 18	1:00 – 2:30 PM	Zoom