

# BOARD OF DIRECTORS MEETING MINUTES

April 4, 2023 at 7:00 pm

## ATTENDANCE

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

Staff: Jennifer Keith, Tanya Magee

Regrets:

### 1. CALL TO ORDER

Curtis called the meeting to order at 7:00 pm.

### 2. LAND ACKNOWLEDGEMENT

Stewart acknowledged that she is joining the meeting from the City of Colwood which sits on the ancestral lands of Teechamitsa and the Lkwungen-speaking People of the Songhees and Esquimalt Nations. This land is defined by the 1895 Douglas Treaty with the Teechamitsa People.

### 3. APPROVAL OF AGENDA

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

### 4. DECLARATION OF POTENTIAL CONFLICT OF INTEREST

Nomura declared a conflict of interest with agenda items 10.

Curtis declared a conflict of interest with agenda item 15.

**ACTION:** Keith to record the conflicts in the Conflict of Interest Register.

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

**MOTION:** Benu made a motion to approve the minutes from March 6, 2023.

### 6. EXECUTIVE COMMITTEE MINUTES FROM MARCH 10, 2023 – REVIEW & ACCEPT

Deferred to next meeting.

### 7. EXECUTIVE COMMITTEE MINUTES FROM MARCH 25, 2023 – REVIEW & ACCEPT

Deferred to next meeting.

### 8. ACTION ITEMS

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

### 9. REPORTS

#### a. PRESIDENT'S REPORT

Nothing to report. A CAS Presidents' meeting is scheduled for April 12, 2023.

#### b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package noting that the primary activities since the last meeting were addressing safe sport and policy issues with a member club. She advised the Board that registrations are trending towards being lower than last season. She noted that nominations for the first

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Mable Moran Award are coming in and it is expected that Mable's daughter will present the award during the PS Provincial Qualifier.

**c. FINANCE REPORT**

Stirrat reported that it was a usual month with nothing particular of note.

**d. DIRECTOR OF SPORT REPORT**

Magee referred to her report presented in the meeting package. She highlighted that BC Artistic Swimming will be represented at the upcoming Leisure Fair promoting club programs for youth with disabilities. She noted that one BC athlete was selected to Phase 3 of the Junior National Team Trials.

**BUSINESS CARRIED FORWARD**

Ann Stirrat joined the meeting at 7:38 pm.

Nomura left the meeting at 8:02 pm due to her conflict of interest.

**10. BC AQUASONICS UPDATE**

Keith provided the Board with an update on matters related to the BC Aquasonics. With several reports and formal complaints of the club allegedly breaching the BCAS Conduct Policy and the Coach Certification Policy, it was agreed that notice that these behaviours are neither acceptable nor sanctioned by BC Artistic Swimming is to be sent to the club, coaches, and facilities involved.

**ACTION:** Curtis, Benu, and Rothe to review the club communication before distribution.

Nomura rejoined the meeting at 8:29 pm.

**11. IGNITE & TEAM BC COACHING STAFF**

Magee advised that she and Keith had met with all Ignite Coaching Team candidates to discuss the program and their potential role on the Ignite Coaching Team. She advised that the plan is to announce the coaching team by mid-April, after the Mable Moran meet.

**ACTION:** Magee to follow up with all candidates to discuss their role in the program.

**ACTION:** Keith to draft contracts for each member of the Ignite Coaching Team.

**12. CLUB OPERATIONS POLICY COMPLIANCE REPORT**

Keith provided an update on the progress that has been made towards member club's complying with the Club Operations Policy. One club has progressed to full compliance while 4 others continue to show progress toward compliance.

**ACTION:** Keith to continue to work with non-compliant clubs to support the achievement of the standards and to provide regular updates to the Board on progress.

**13. RFD 2023-217: POSITION STATEMENT ON SAFETY IN SPORT**

Deferred to next meeting.

**14. RFD 2023-218: COACH CERTIFICATION POLICY AMENDMENT**

**MOTION:** (Stewart/Benu) to approve the proposed amendments to the BCAS Coach Certification Policy as amended. Carried

**ACTION:** Keith to update the revised policy on the website.

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**NEW BUSINESS**

North assumed the position of meeting Chair due to Curtis' conflict of interest with agenda item 15.

**15. RFD 2023-219: OFFICIALS' BURSARY AWARD**

**MOTION:** (Stewart/Emery) to approve the recommendation of the Awards Committee to award up to \$500 subject to the recipient submitting the receipts associated with actual expenses for travel to the development opportunity. Carried

**ACTION:** Keith to communicate the decision to the recipient.

Curtis resumed the position of meeting Chair.

The meeting was adjourned at 9:06 pm.

**FUTURE BOARD OF DIRECTORS MEETING DATES:**

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