

BOARD OF DIRECTORS MEETING MINUTES

May 1, 2023 at 7:00 pm

ATTENDANCE

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

Staff: Jennifer Keith

Regrets: Robin Bennu

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Emery acknowledged that she is joining the meeting from the traditional and unceded lands of the Syilx People of the Okanagan.

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 items related to the BC Aquasonics and agenda item 15.

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

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

MOTION: North made a motion to approve the Executive Committee minutes from March 10, 2023.

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

MOTION: Stirrat made a motion to approve the minutes from March 25, 2023.

7. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: Stewart made a motion to approve the minutes from April 4, 2023.

8. ACTION ITEMS

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

ACTION: Keith to resend the link to the Governance Essentials training.

9. REPORTS

a. PRESIDENT'S REPORT

Curtis referred to the report presented in the meeting package. She highlighted that the new CAS Officials Conflict of Interest Policy intends to provide clarity on the selection of judges and conflicts. It was acknowledged that there is a new Conflict of Interest Policy in the World Aquatics Manual but the CAS version is different. It was agreed that the Governance Committee will consider how the new CAS Officials Conflict of Interest Policy aligns with the current BCAS policies and if policy updates are necessary.

ACTION: Governance Committee to review the new CAS Officials Conflict of Interest Policy and propose any necessary policy amendments for BCAS.

b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package noting that staff will be reviewing the viaSport final report card in detail to conduct a gap analysis for planning purposes. She also highlighted the number of safe sport issues that were managed from April 1, 2022 to March 31, 2023 as reported to viaSport. Finally, she advised that staff are considering moving the Limited Competitive Provincial Championships to the Jean Peters meet for more effective meet management. Staff will consult with members about the change during the Year-End Club Meeting in June but the initial response from members is favourable.

c. FINANCE REPORT

Stirrat reported that the financials for the period ending March 31, 2023 were presented to the Finance Committee. The financial position is stable and positive. She noted that availability for the monthly Finance Committee meeting was limited so she met with the ED to review the financials. During the meeting, there was discussion about a revenue variance related to the budgeted viaSport contributions due to a budget allocation error of \$20,000 and a deferral error that resulted in \$20,000 less than budgeted being deferred at the end of the last fiscal year. Forecasts that consider these variances as well as the projected deferrals to fiscal 2024 have been considered and the organization remains in a reasonable financial position despite the issue.

Stirrat reported that the Finance Committee will meet in May to review and discuss the 2023-2024 budget, discuss the deferred revenues, and consider Gaming allocations for the fiscal year.

ACTION: Finance Committee to meet to prepare the 2023-2024 budget.

ACTION: Keith to prepare deferred revenue recommendations.

ACTION: Keith to prepare Gaming fund allocations for the fiscal year.

d. DIRECTOR OF SPORT REPORT

Keith referred to her report presented in the meeting package. She highlighted that planning for the 2023 Ignite Program is in motion and that coach announcements and Prospect invitations will be distributed next week. She highlighted that Jacqueline Simoneau will be a special guest during the 2023 Ignite Assessment Camp working primarily with the Ignite Prospects Program. She also noted that Magee is working diligently to develop provincial Technical Controller training materials based on the CAS templates.

BUSINESS CARRIED FORWARD

10. RFD 2023-221: AMEND FINANCE POLICY – MILEAGE RATE

MOTION: (Stewart/Nomura) to approve the proposed amendments to the BCAS Finance Policy, as amended.

MOTION: (Rothe/Stewart) to remove “established by the BCAS Board of Directors annually and” from the proposed amendments to the Finance Policy. Carried

ORIGINAL MOTION: Carried

ACTION: Keith to update the revised policy.

ACTION: Keith to update the BCAS expense claim form, officials' membership package and applicable contracts.

11. BC AQUASONICS UPDATE

Keith provided the Board with an update on matters related to the BC Aquasonics.

ACTION: Keith to consider how BCAS can create a safe space in the change rooms for all athletes during provincial events.

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 noting the significant progress made by the Prince George Waterlilies.

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. VIASPORT EVALUATION REPORT CARD

Keith provided a brief overview of the Report Card noting that staff will perform a comprehensive gap analysis for planning purposes. The results will also be presented to the membership during the Year-End Club Meeting. The floor was opened for questions about the report and next steps.

ACTION: Staff to conduct a comprehensive gap analysis of the Report Card and identify opportunities for ongoing progress.

ACTION: Keith to present the viaSport Report Card results to the membership during the Year-End Club Meeting.

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

MOTION: (Stewart/Nomura) to establish an ad hoc working group to develop a BCAS Position Statement on Safe Sport. Carried

NEW BUSINESS

15. RFD 2023-220: IGNITE PROGRAM REGISTRATION EXEMPTIONS

MOTION: (Stewart/Emery) to approve an exemption to allow athletes training without an affiliated BCAS club to maintain eligibility to participate in the 2023 Ignite Provincial Program activities, including but not limited to the 2023 Ignite Assessment Camp, 2023 Ignite Prospects Camp, and 2023 Ignite Summer Camp.

It was acknowledged that there are various scenarios in which an athlete may not be directly affiliated with a club but remain a member of the Ignite Program and the eligibility clause is not reflective of these conditions. Rather than grant exemptions, it was agreed that the eligibility section of the HP Plan should be updated to reflect the Canada Games requirements and to ensure eligibility requirements are clear.

Withdrawn

ACTION: Magee to update the HP Plan to ensure that athlete eligibility requirements align with the policy's intent and Canada Games requirements.

ACTION: Magee to advise the relevant families who have requested an exemption as needed.

The meeting was adjourned at 9:07 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

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