

BOARD OF DIRECTORS MEETING MINUTES

September 11, 2023 at 7:00 pm

ATTENDANCE

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

Staff: Jennifer Keith, Tanya Magee

Regrets:

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Rothe acknowledged that she is attending the meeting from Vernon which is situated on the traditional lands of the Syilx people of the Okanagan Nation noting that *the Okanagan Indian Band is a part of the Syilx Nation. The Syilx Nation extends across the 49th parallel and is a transboundary Nation. It comprises 7 communities on the Canadian side and one confederated tribe on the United States side. The Okanagan Indian Band is the most northern community of the Nation and neighbours the Upper Nicola Band to the west and Westbank First Nation to the south. The distinction between the Okanagan Indian Band and the other Syilx communities is based on location and linguistic dialect. The international boundary between Canada and the United States has had a profound effect on Syilx Okanagan People's access to traditional activities, resources and has to some degree changed the ancestral and historic relationships of the tribes on either side of the border.* Rothe recognized her gratitude to live, work and play on this land and acknowledged the complicated history and her intention to humbly 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

Nomura declared a new general conflict of interest as her daughter now swims with Pacific Wave Artistic Swimming. Nomura declared a potential conflict of interest with agenda item 7d. related to the presentation of the High Performance Plan as her daughter in an HP pathway athlete and to agenda item 9. to matters related to the BC Aquasonics.

North declared a potentially perceived conflict of interest with agenda item 10. as it relates to officials. Stewart and Emery recognized the same potential conflict of interest.

5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: Stewart made a motion to approve the minutes from July 9, 2023.

6. ACTION ITEMS

Keith referred to the action item included in the meeting package noting one update that Emery has completed the Governance Essentials training.

7. REPORTS

a. PRESIDENT'S REPORT

Curtis reported that the CAS AGM is scheduled for September 16, 2023 and referred to the CAS Nominations Committee Report presented in the meeting package. She noted that there are three positions up for election and three nominees received by the Committee. She also highlighted that CAS has changed their Bylaws to increase the number of Board members to nine.

It was confirmed that the provincial quota for CAS Board members is two per province. With Dawn Wilson currently on the Board and Jason Herbert an incumbent for the upcoming election, the BC quota is filled.

b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package. She highlighted that she is now presenting the registration statistics differently reflect the total number of registrants that is reported annually to viaSport and the total number of role registrations. This reflects that there are more than 100 members who are registered in multiple roles. This distinction is important as we are only able to report individual registrants to viaSport, not the number of roles registrations. The total registrants is the number viaSport uses to determine if PSOs are meeting the minimum registration threshold.

Following the Board's Planning Meeting in July, Staff have begun to initiate several of the action items identified during the discussion including updating the Coaches Survey in consultation with the Marketing & Communications Committee for distribution this week, scheduling Town Hall Meetings, Bystander Intervention training and Conflict Management training for Coaches, Officials, and Club Executives during the Annual Summit and Technical Conferences, exploring coach remuneration practices in other sports and moving forward with marketing initiatives to support clubs in growth.

Keith closed by reporting that the 2023-24 events schedule has been finalized as of September 8th due to delayed decision-making by multiple facilities. She also noted that the initial plan is to offer an awards and recognition event as a luncheon during Training Meet Two. The Awards Committee will be activated to support this event and the selection of award recipients.

ACTION: Staff to arrange a virtual meeting of all officials prior to Training Meet One to discuss the quarter point scoring system and aligning judge's assessments to the new system.

ACTION: Staff to alter BCAS scorecards to adapt to the quarter point scoring system and to advise judges with their own scorecards to do the same.

c. FINANCE REPORT

Stirrat noted that as mentioned in the Finance Report, the Finance Committee has been on hiatus over the summer months and has not reviewed the year-end 2023 statements. She commented that short-term registration strategies present opportunities for clubs to enhance registration rates in support of BCAS meeting the viaSport funding threshold.

Referencing the 2023 year-end statements, Stirrat clarified that the recorded loss is a reflection of funding that was received in a different fiscal period than it was recognized. The cash that is creating the loss is in the bank but is not recognized in the profit and loss statement. She noted the importance of discussing deferral management strategies and controls with the accountant to avoid them slipping through the cracks.

Stirrat noted that while the increase in insurance premiums appears to be a substantial budget increase, the net change in the budget after offsetting club revenues is only about \$1,000 from the original insurance budget.

ACTION: Keith to discuss deferral management strategies with the accountant.

d. DIRECTOR OF SPORT REPORT

Magee referred to the report presented in the meeting package which included the 2023-2025 High Performance Plan. She highlighted that the Xpore Sportz Camps are an opportunity to recruit short-term registrants though the sport hubs are unable to provide BCAS with registration lists. With minimal data captured by coaches – number of participants, age range, gender, and city – BCAS can still fulfill viaSport registrant requirements.

Magee recognized that it was a busy summer for the high performance program with the Summer Camp. She noted that the Team BC Assistant Coach stepped down creating opportunities for other Ignite Coaches and the apprentice coaches to contribute in unexpected ways. She reported on the exit interview with the former Team BC Assistant Coach.

The provincial Technical Controller training has been a focus and priority during the off-season. While CAS provided templates, Magee has been creating homework, exams, coach cards and collating videos for use during the training. Training is on track to begin in October and it is expected there will be 10-12 participants from within the 17 members who have declared an interest as some have conflicts.

Magee presented the 2023-2025 High Performance Plan outlining the plans for the upcoming 2023-2024 season, Team BC selection for the 2025 Canada Summer Games, and plans to expand program offerings for both Senior and Youth athletes.

BUSINESS CARRIED FORWARD

8. MEMBERSHIP UPDATE & COP COMPLIANCE

Keith referred to the COP Compliance report presented in the meeting package noting that the version on the screen has been updated with details for the Nelson Reflections. She noted that the process has been enhanced since last season and that many more clubs are close to full compliance than this time last season though no club has demonstrated full compliance yet this season.

MOTION: (Stewart/Stirrat) to approve the conditional membership of the following clubs who have made application to BCAS for membership provided they complete the outstanding COP compliance requirements by October 31, 2023:

- | | |
|------------------------------------|---|
| Caprice Artistic Swim Club | Kelowna Dolphins Artistic Swimming Club |
| Maple Ridge Artistic Swimming Club | Nelson Reflections Artistic Swimming Club |
| Pacific Wave Artistic Swim Club | Prince George Waterlilies |
| Vancouver Masters Synchro | VanIsle Masters Artistic Swimming Club |
| Victoria Artistic Swimming Club | West Coast Master |

Cybil Nomura declared a conflict of interest.

MOTION: (Stewart/Bennu) to approve the conditional membership of the Aquasonics Artistic Swimming Club pending the outcome of the disciplinary process and provided they complete the outstanding COP compliance requirements by October 31, 2023.

ACTION: Keith to provide each club with a tailored COP compliance report and advise of the deadline to demonstrate compliance for the 2023-24 season.

9. SAFE SPORT UPDATE

Keith provided the Board with an update on issues related to safe sport and disciplinary processes that are underway.

10. RFD 2023-228: CONFLICT OF INTEREST POLICY AMENDMENTS

MOTION: (Stewart/Thompson) to approve the proposed amendments to the BCAS Conduct Policy, specifically Chapter 5: Conflict of Interest Policy, and the addition of Appendix H to align with the CAS Conflict of Interest Identification, Prevention and Management for Officials as amended.

ACTION: Keith to update the Conduct Policy and website accordingly.

11. RFD 2023-229: REGISTRATION POLICY AMENDMENTS

MOTION: (Bennu/Stirrat) to approve the proposed amendments to the BCAS Member Registration Policy as presented.

ACTION: Keith to update the Member Registration Policy and website accordingly.

12. RFD 2023-230: CONDUCT POLICY AMENDMENTS – RULE OF TWO POLICY

MOTION: (Stewart/Nomura) to approve the proposed Rule of Two Policy, as presented, and incorporate the approved policy into the BCAS Conduct Policy Suite with the recommended reference in each of the Member-Specific Behaviour Expectations and Standards.

ACTION: Keith to update the Conduct Policy and website accordingly.

NEW BUSINESS

13. AGM PREPARATIONS

Curtis reminded Board members that the 2023 AGM is scheduled for November 18. The audit is scheduled to begin on September 25 and the staff will develop the Annual Report. The Nominations Committee will need to consider recruiting for any vacancies so those who are up for election will need to let Curtis or Keith know if they plan to run again as soon as possible. This includes the Vice-President (North) and three Directors at Large, Stewart, Emery, and Gallays.

ACTION: Keith to call a meeting of the Nominations Committee.

ACTION: Keith to lead the development of the 2023 Annual Report.

ACTION: Board members whose positions are up for election to advise if they intend to run again.

ACTION: Keith to work with auditors to complete the audit in a timely manner.

The meeting was adjourned at 9:13 pm.

FUTURE BOARD OF DIRECTORS MEETING DATES:

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