

BOARD OF DIRECTORS MEETING MINUTES

November 6, 2023 at 7:00 pm

ATTENDANCE

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

Staff: Jennifer Keith

Regrets: Tanya Rothe, Susan Thompson

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Keith acknowledged that she is joining the meeting from the traditional, ancestral and unceded territory of the Coast Salish People including the Katzie, Tsawwassen, Kwilkwetlem, Tsleil-Waututh, Sto:lo, Qayqayt, and Musqueam First Nations. She shared that her community of New Westminster is committed to reconciliation and local Indigenous People play a significant and meaningful role in all community events and are very active in the local schools. Most notable and related to our artistic swimming community is the new aquatic and community centre that has been given the traditional indigenous name təməsewtxʷ, meaning “sea otter house” in həṅqəmiṅəm.

3. APPROVAL OF AGENDA

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

4. DECLARATION OF POTENTIAL CONFLICT OF INTEREST

Curtis advised the Board that she has a new general conflict of interest as her daughter is swimming NS with the Kamloops Sunrays. She also declared a conflict of interest with agenda item 12.

Anne-Marie North declared a conflict of interest with agenda item 8 as she was named in the supporting documentation. It was determined that while she was named in the document, she was not part of the disciplinary process in any way and was not in conflict of interest.

Nomura declared a conflict of interest with agenda item 8 and will excuse herself from the meeting during the discussion.

5. MINUTES FROM PREVIOUS MEETINGS – REVIEW & ACCEPT

MOTION: North made a motion to approve the minutes from October 2, 2023.

6. ACTION ITEMS

Keith referred to the action item included in the meeting package noting that there had been confusion about Curtis’ Respect in Sport certification and it was just recognized that it has expired. Curtis is in the process of completing the required training. Keith also reported that the items listed in Officials Succession & Development were discussed during Technical Conference One.

ACTION: Curtis to complete her Respect in Sport re-certification.

7. REPORTS

a. PRESIDENT'S REPORT

Curtis reported that CAS is planning an in-person AGM & Development Conference on September 20-22, 2024 at a location to be determined. They have indicated that the technical sessions will focus on Canada Games coaches. It was recognized that this in-person event will have budgetary impacts for next fiscal.

b. EXECUTIVE DIRECTOR'S REPORT

Keith referred to the report presented in the meeting package. She advised the Board that Training Meet & Technical Conference One successful though the level of engagement of coaches in classroom sessions was disappointing. She noted that the presentation of the registration statistics has been changed to provide a more meaningful interpretation.

Keith advised that there is agreement among the provincial Executive Directors that CAS has not been responsive to questions or issues brought forward and they will be meeting to consider how to address this problem.

ACTION: Keith to follow up with coaches and clubs about the value and importance of the Technical Conference for coaches.

c. FINANCE REPORT

Stirrat referred to the report presented in the meeting package. She advised that she didn't have much to add to the report presented and highlighted that although the membership revenue line in the budget report appears low, it is reflective of the period ending September 30, 2023 and the actual revenue generated to date has been provided in the notes section.

d. DIRECTOR OF SPORT REPORT

Keith referred to the report presented in the meeting package highlighting the recent news that BC Games will be revising its Core Sport Policy and may cut sports from the Summer Games and/or move some to the Winter Games. Keith advised that a meeting with the Provincial Advisor and staff will be held to discuss strategies to present to the BC Games Council and tactics to minimize the impact if artistic swimming is moved to the Winter Games.

Keith advised that the first selection camp for Team BC was a success with 38 athletes in attendance of which 5 have withdrawn from contention for Team BC. This event was also the first of two working interviews for candidates being considered for the Team BC Assistant Coach position.

BUSINESS CARRIED FORWARD

8. IN CAMERA: DISCIPLINE PANEL UPDATE

This item was moved to the end of the agenda.

9. MEMBERSHIP UPDATE & COP COMPLIANCE

Keith referred to the updated COP Compliance Report noting that progress has been made by several clubs with 6 now achieving full compliance. She noted that VanIsle Masters and West Coast Masters completed outstanding items since the report was distributed and each have only one outstanding items before reaching full compliance.

It was identified that Jo-Anne Emery has a conflict of interest related to the compliance of West Coast Masters.

The Board discussed strategies for managing non-compliant clubs and demonstrating why compliance is important. It was agreed that the appropriate repercussion is to withdraw their conditional membership and suspend their insurance. It was agreed that this notice will be distributed by the BCAS President.

ACTION: Keith to provide Curtis with the relevant club COP Compliance Reports.

10. SAFE SPORT UPDATE

Keith provided the Board with a status update on issues related to safe sport that the Executive Director and President have been managing.

It was identified that Cybil Nomura has a direct conflict of interest related to the issues being presented and Ann Stirrat has an indirect conflict of interest. As no decisions were being made, both parties remained in session but limited their contribution to the discussion.

11. AGM PREPARATIONS

Keith provided an update that sixty-six voting members have registered for the AGM and BCAS has received one nomination for the Vice-President position and seven nominations for the three Director-at-Large positions.

Keith advised the Board that the audit is complete, and the draft statements are being finalized. Once available, they will be reviewed in detail by the Finance Committee then the Board will be asked to vote offline to approve them before they are distributed to the members in advance of the AGM.

12. COSTING SHARING NATIONAL OFFICIALS TRAVEL EXPENSES

This item was deferred to the next meeting.

13. IN CAMERA: RFD 2023-233: HUMAN RESOURCES REPORT

MOTION: (Bennu/Stewart) to move the meeting in camera. Carried

Jennifer Keith declared a conflict of interest and excused herself from the meeting.

MOTION: (Bennu/Stewart) to approve the recommendations of the HR Committee in relation to staff bonuses for 2023, as presented. Carried

ACTION: Keith to advise staff and to submit the relevant forms to Sport BC Payroll for processing.

Keith returned to the meeting.

8. IN CAMERA: DISCIPLINE PANEL UPDATE

Cybil Nomura declared a conflict of interest and excused herself from the meeting.

The Board discussed the Discipline Panel's findings and decision that was distributed in advance of the meeting. As BCAS will be responsible for administering and policing the Award, the Board discussed appropriate strategies to do so.

ACTION: Keith to prepare the decision notifications for the respective Complainants and Respondents.

ACTION: Governance Committee to consider amendments to the Club Operations Policy that require members of club executives to acknowledge an understanding of their roles and responsibilities to the club and conflict of interest.

The meeting was adjourned at 9:33 pm.