

## BOARD OF DIRECTORS MEETING MINUTES

June 17, 2024 at 7:00 pm

### ATTENDANCE

Voting: Mandy Curtis, Ling (Christina) Jiang, Ann Stirrat, Anne-Marie North, Dana Xu, Edward Fan, Carol Stewart, Robin Bennu, Cybil Nomura

Staff: Jennifer Keith

Regrets: Tanya Magee

### 1. CALL TO ORDER

Curtis called the meeting to order at 7:01 pm.

### 2. LAND ACKNOWLEDGEMENT

Jiang acknowledged that she is joining the meeting from the ancestral and unceded lands of the Musqueam People. She shared that as a first-generation immigrant to Canada, she soon learned that she was living on First Nations lands after settling in her community. She reflected on growing up in a country where lands were also ceded without treaties and spoke of the importance of cherishing ancient history. She closed by sharing that she is grateful and lucky to live on the lands of the Musqueam People.

### 3. APPROVAL OF AGENDA

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

### 4. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

Nomura declared a conflict with agenda item 18.

Jiang declared a conflict with agenda item 18.

Fan declared a conflict of interest in relation to item 18 insofar as it relates to Pacific Wave Artistic Swim Club.

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

**MOTION:** Stewart made a motion to approve the minutes from May 6, 2024.

### 6. MINUTES FROM PREVIOUS IN-CAMERA MEETING – REVIEW & ACCEPT

**MOTION:** Stewart made a motion to approve the in-camera minutes from May 6, 2024.

### 7. ACTION ITEMS

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

### 8. REPORTS

#### a. PRESIDENT'S REPORT

Curtis reported that she attended the CAS Presidents' Meeting on Thursday, June 13, 2024. She noted that comments were made by other PSOs related to pool restrictions and availability and the need to move provincial competitions to smaller communities demonstrating that facilities are an issue in other provinces

as well. She also shared that Manitoba's new President is developing a shared document that best practices and looking for input from other provinces. She concluded by sharing that Olympic preparations are back on track after the unexpected fire at the training facility.

#### **b. EXECUTIVE DIRECTOR'S REPORT**

Keith referred to the Executive Director's Report in the meeting package. She acknowledged that Jo-Anne Emery, member of the Marketing & Communications Committee, will be pulling together a social media strategy for the 2024 BC Summer Games. She noted that the Year-End Meeting was held on Saturday and although many Board members were in attendance, she felt it went well and that the push-back received from some members stems from much misinformation and issues that BCAS is unable to address publicly. Keith closed by sharing that a CAS representative was in BC last week to conduct a site visit on the potential host location for the 2025 National Qualifier. A decision on the host venue and location is expected this week but it uncertain when it will be announced by CAS.

There was some discussion about the circumstances related to the resignation of the Team BC Head Coach.

#### **c. FINANCE REPORT**

Keith provided an update that the 2024-25 viaSport Core Funding and Enhanced Excellence agreements arrived today and will be fully executed within the next 24 hours or so. They confirm status quo funding of \$116,718.50 in core funding and \$55,000 in enhanced excellence funding. Keith highlighted new requirements outlined in the contracts that should be kept in mind. BCAS will be required to:

- ✦ Establish, collect and report on diversity metrics by 2026, starting with the gender identity of Board Members and staff.
- ✦ Participate in Indigenous culture training by 2027.
- ✦ Provide confirmation of in good standing status with NSO as part of its reporting.
- ✦ Submit the annual Certificate of Good Standing from BC Registries in October rather than April.

Keith noted that she believes the new registration system will effectively collect the required diversity metrics but will verify this with CAS and/or RAMP.

Stirrat referred to the Finance Report in the meeting package and highlighted that the Community Gaming Grant was submitted and that a response can be expected in late August or early September after which the funds will arrive fairly quickly. She noted that there is no certainty in the funding that will be received and the long form application was required this year allowing BCAS to request a change to its funding level. \$100,000 was requested which is a substantial increase from the current level of funding of \$72,500. It was noted that we can anticipate at least status quo funding of \$72,500.

Stirrat referred to the 2023-2024 Budget Report in the meeting package noting that the Finance Committee met to review it. She noted that the \$81,127.35 in one-time funding is currently recognized in this fiscal period but has been removed at the bottom of the year-end forecast as it is slated to be deferred to the next fiscal period in which it will be spent. She noted that there is a projected deficit of \$6,000 which is an improvement on the originally approved budget which projected a \$12,000 deficit. She also noted that while it is currently a reasonable projection of the finances for the current fiscal year, the year-end remains an estimate until the fiscal period is closed.

#### **d. DIRECTOR OF SPORT REPORT**

Keith referred to the Director of Sport's Report in the meeting package. She provided an update on the status of the Zone 3 BC Summer Games issues and highlighted that the 2024 Ignite Prospects Camp was a

great success with the athletes being challenged to learn components of the CASC gold medal winning Junior Technical Team. The athletes loved being tested with the higher level skills and enjoyed the camp. There was also a successful Try It Event that ran as part of the Community Sport 4 All funding. She also reported that despite the resignation of the Team BC Head Coach, a contingency plan has been designed to allow the Team BC Athlete Pool to train over 4-weeks this Summer as originally planned.

In response an inquiry, Keith and Curtis provided some context for the resignation of the Team BC Head Coach.

## **BUSINESS CARRIED FORWARD**

### **9. RFD 2024-239: HUMAN RESOURCES COMMITTEE PROPOSAL**

**MOTION:** (Stewart/Nomura) to approve the proposed revisions to the BCAS Organizational Structure.

Carried

**ACTION:** Keith to post the updated organizational structure on the website.

**ACTION:** Keith to revise job descriptions and contracts to align with the changes in organizational structure and to fill vacancies in consultation and collaboration with the HR Committee.

## **NEW BUSINESS**

### **10. RFD 2024-240: FY2024 DEFERRALS**

**MOTION:** (Stewart/Nomura) to approve the deferral of up to \$140,241.97 in revenue as outlined in RFD 2024-240 to the 2025 fiscal year.

Carried

**ACTION:** Keith to activate the deferral of funds with the accountant.

### **11. RFD 2024-241: 2023-2024 COMMUNITY GAMING FUND ALLOCATIONS**

**MOTION:** (Stewart/Stirrat) to approve the transfer of funds between the Gaming Account and General Account as described in RFD 2024-241.

Carried

**ACTION:** Keith to activate the transfer of funds in collaboration with the accountant.

### **12. RFD 2024-242: ADOPTION OF 2024-2025 BUDGET**

**MOTION:** (Stewart/Nomura) to approve the 2024-2025 budget as presented.

Carried

**ACTION:** Keith to provide the approved budget to the accountant to be updated in QuickBooks.

Dana Xu joined the meeting at 7:52 pm.

### **13. RFD 2024-243: EXTEND THE CLUB OPERATIONS POLICY EXEMPTIONS**

**MOTION:** (Stewart/Stirrat) to extend the exemption to the Club Operations Policy Clause 19 to all affected clubs for the 2024-2025 season.

There was concern that approving this exemption allows bad accounting practices among clubs to persist and that it is imperative that clubs understand the need to align with accounting standards outlined in the BC Societies Act. From a risk management perspective, it was recognized that holding clubs accountable to these standards is important as it safeguards funds among clubs with substantial budgets.

Carried, 1 Abstention

**ACTION:** Finance Committee to propose amendments to the Club Operations Policy to address this matter within a timeline that provides ample notice to clubs as they prepare for the 2025-2026 season.

**ACTION:** Keith to notify clubs of the decision to extend the exemption for the 2024-2025 season.

**14. RFD 2024-244: DISCIPLINE & COMPLAINTS POLICY AMENDMENTS**

**MOTION:** (Stewart/Fan) to amend paragraphs 26.3.1, 26.8.3, 26.8.4, and 26.18 of the Discipline & Complaints Policy, as set out in RFD 2024-244. Carried

**ACTION:** Keith to update the policy and post to the website.

**15. RFD 2024-245: CLUB OPERATIONS POLICY AMENDMENTS**

**MOTION:** (Stewart/Nomura) to amend paragraphs 32 of the Club Operations Policy, as set out in RFD 2024-245.

There was considerable discussion about the proposed amendment to ensure that all parties understood paragraph 32 and the impact of the proposed change.

**MOTION:** (Fan/Jiang) to defer the decision related to RFD 2024-245 to the next meeting. Defeated, 1 Abstention

**ORIGINAL MOTION:** Carried, 1 Abstention

**ACTION:** Keith to update the policy and post to the website.

**16. RFD 2024-246: ATHLETE HARDSHIP BURSARIES**

**MOTION:** (Stewart/Nomura) to approve the recommendation of the Awards Committee to award \$750.00 to each of the 3 applicants in support of their participation in the 2024 BC Summer Games. Carried

**ACTION:** Keith to notify the families and activate the payment.

**17. RFD 2024-248: AMENDMENTS TO COACH CERTIFICATION POLICY**

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

**ACTION:** Keith to update the policy and post to the website.

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

Fan excused himself from the meeting at 9:16 pm.

**IN CAMERA**

**18. SAFE SPORT UPDATE**

Nomura and Jiang left the meeting at 9:16 pm.

Xu declared a conflict of interest in relation to item 18 insofar as it relates to the Aquasonics Artistic Swimming Club. She also declared a new general conflict with Pacific Wave Artistic Swim Club as her daughter has joined their Summer Program.

Xu left the meeting at 9:18 pm.

The Board discussed and considered RFD 2024-247 related to safe sport matters.

The meeting was adjourned at 9:53 pm.