

MEMORANDUM

To: PSO Senior Volunteers and Staff
CC: Associate and Affiliate Members
From: Rob Newman, President & CEO, Sport BC
Date: Friday, May 17, 2013
Subject: 2013 Sport BC Annual General Meeting

Dear Members,

Sport BC is pleased to announce the 2013 Sport BC Annual General Meeting.

Date: Saturday, June 1, 2013
Time: 8:15 am – 9:00 am – Registration and Continental Breakfast
9:00 am – 12:00 pm – Annual General Meeting
12:00 pm – 1:00 pm – Transition Discussion
Location: Holiday Inn Hotel & Suites Vancouver Downtown
1110 Howe Street
Vancouver, BC V6Z 1R2
Phone: 604.684.2151 / Toll Free: 800.663.9151
Reservations: reservations@hivancouverdowntown.com

In preparation for the 2013 Sport BC Annual General Meeting, the following documents are included in this package:

1. AGM Agenda
2. 2012 AGM Draft Minutes
3. AGM Registration Form

Please note:

- The deadline for submission of special resolutions from the members was Tuesday, April 9. None were received.
- The **deadline** for submitting **Registrations** for the Annual General Meeting is **Friday, May 17, 2012**

TR:sr
Enclosures

2013 Sport BC Annual General Meeting
Holiday Inn Hotel & Suites Vancouver Downtown, 1110 Howe Street, Vancouver
Saturday, June 1, 2013
8:15 am to 12:30 pm
AGENDA

8:15 am – 9:00 am Registration and Continental Breakfast
9:00 am Annual General Meeting

1. Call to Order
2. Adoption of Agenda
3. Confirmation of quorum and voting rules
4. Approval of Minutes of 2012 AGM
5. Business Arising from the 2012 AGM
6. Chair's Remarks
7. Special General Meeting Report
8. Standing Committee Reports
 - a. Governance Committee Report (Tabled until elections)
 - b. Finance and Audit Committee Report
 - i. Audited Financial Statements – year ending March 31, 2013
 - ii. Presentation of Approved Budget – year ending March 31st, 2014
9. Ad Hoc Committee Reports
10. Resolutions from the Board (Motions to approve)
11. Election of Directors
 - a. Governance and Nominations Committee Report
 - b. Overview of election process
 - c. Elections
 - d. Announcement of Directors for 2013/14
12. New Business
 - a. Insurance Update
 - b. Sport BC plans for 2013 – 2014 and beyond
 - c. 2014 AGM date
13. Motion to Adjourn (approximately 11:00 am)

Immediately following adjournment of the AGM:

- Transition Discussion

MEETING MINUTES

1. Call to Order

The meeting convened at 9:05 am. (Attendance – see Appendix 1). A quorum was declared. Chair Twyla Ryan called the meeting to order. She thanked everyone for coming. All voting members were asked to state their name and organization when moving or seconding motions.

2. Adoption of Agenda

MOTION: To adopt the agenda as presented.

MOVED: Ian Baggott, Field Hockey BC
Greg White, BC Amateur Athletics

CARRIED

3. Approval of Minutes of Previous Meeting

MOTION: To approve the minutes of the June 4, 2011 Annual General Meeting as circulated.

MOVED: Scott Braley, Curl BC
Penny Gardner, BC Wrestling

CARRIED

4. Business Arising from the Previous Meeting

There was no business arising from the previous meeting.

5. Chair's Remarks

Chair, Twyla Ryan addressed the continuing challenges that the organization has faced over the past year, in particular the BCIT lease, which has now been renegotiated down to \$1 Million dollars, with a repayment plan of \$250K over a four year period. Ryan also noted that further changes include downsizing of the Sport BC staff while maintaining core services (Financial Services and KidSport BC), the resignations of CEO, Tim Gayda and Director of Financial Services, Kam Loodu, as well as the resignation of board Chair, Larry Harper. Ryan acknowledged the work of Kimberly Gilhooly, who assumed the role of Operations Manager during this transition period, as well as Carey Dillen, Chair of the Finance and Audit Committee, and the other board committees, who were actively assisting the staff and work of Sport BC during this difficult time.

MOTION: To accept the Chair's Report as presented.

MOVED: Lisa Laycock, Horse Council of BC
Ron Ostermeier, BC Archery

CARRIED

6. Standing Committee Reports

Governance Committee Report

Irene Schell

As per the materials provided, Irene Schell summarized the activities of the committee and noted the positions up for nomination. There were two positions up for a one year term. Twyla Ryan assumed the position of Chair, following the resignation of Larry Harper, leaving the Vice Chair position vacant. There were also five two year positions for Directors At Large, for which all board members agreed to stand for re-election. Schell stated that the work of the governance committee continues, with a focus on reviewing the bylaws and structure of the board moving forward.

MOTION: To accept the Governance Committee Report as circulated.

MOVED: Jayne McDonald, BC Diving
Dan Wallis, Karate BC

CARRIED

HR Committee Report

Twyla Ryan

As per the materials distributed, the continuing focus of the HR Committee's work was to address the ongoing structural challenges and transition plan for the staff of Sport BC as well as to renegotiate the BCIT lease, both of which had considerable impact on the operations of the organization. Twyla Ryan thanked Kimberly Gilhooly for her work as Operations Director, assisting with the transition phase for staff. Ryan noted that the board and staff would be engaged in a facilitated strategic planning session following the Annual General meeting.

Mark Saunders (Field Hockey BC) conveyed his thanks to Kimberly Gilhooly as well, on behalf of the members.

MOTION: To accept the HR Committee Report as circulated.

MOVED: Lisa Laycock, Horse Council of BC
Ron Ostermeier, BC Archery

CARRIED

Finance and Audit Committee Report

Carey Dillen

Carey Dillen provided an overview of the ongoing work of the Finance and Audit committee and thanked the staff of the financial services department for their efforts. The following items were addressed:

Consolidated Financial Statements: The statements include Sport BC, SBC Insurance, KidSport BC and All Sport Insurance (50%).

2012 Audit: Dillen thanked the financial services team for their work, resulting in a “Clean Audit Opinion”. The highlights of the statements related to the lease surrender liability, deferred rent inducements and deferred lease costs, a write off of capital assets and surplus of \$19K before the adjustments noted.

2013 Budget: The 2013 budget reflects the overall balanced operations. The highlights of the budget included the surrender payment of \$250K. The budget was segregated into the major functional areas of Sport BC’s core operations, FIRSTAR sport centre, KidSport BC and SBC Insurance.

MOTION: To accept the Finance and Audit Committee Report as circulated.

MOVED: Lisa Laycock, Horse Council of BC
Ron Ostermeier, BC Archery

CARRIED

7. Resolutions from the Board (Motion(s) to approve)

Chair, Twyla Ryan, referred members to the proposed Directors Resolutions as outlined.

MOTION: To accept the Budget for the 2012/2013 fiscal year.

MOVED: Jayne McDonald, BC Diving
Janice Birch, Synchronized Swimming

CARRIED

MOTION: To accept the Sport BC audited consolidated financial statements for the year ended March 31st, 2012.

MOVED: Brian Forrester, Gymnastics BC
Diane St-Denis, Judo BC

CARRIED

MOTION: To appoint KPMG LLP, or other auditors as approved by the Board of Directors, to perform an audit of Sport BC for 2012/2013 and to empower the Board of Directors to set the remuneration.

MOVED: John McMurchy, Tennis BC
Gerry Van Beek, BC Lacrosse

CARRIED

MOTION: To ratify the Board of Directors’ activities for 2011/2012.

MOVED: Lisa Laycock, Horse Council of BC
Chris Duehrsen, Sportability

**MOTION WITHDRAWN
CARRIED**

Twyla Ryan advised that there were no changes or increases to membership dues for the coming year.

MOTION: To approve the base membership fees for Full Members for the year 2012/2013 as outlined.

Gross Revenues	\$750,000 +	\$1,500.00 (Plus applicable Taxes)
Gross Revenues	\$500,000 - \$749,999	\$1,300.00 (Plus applicable Taxes)
Gross Revenues	\$200,000 - \$499,999	\$ 950.00 (Plus applicable Taxes)
Gross Revenues	\$100,000 - \$199,999	\$ 650.00 (Plus applicable Taxes)
Gross Revenues	\$0 - \$99,999	\$ 500.00 (Plus applicable Taxes)

MOVED: Ron Ostermeier, BC Archery
 Allan Prazsky, Triathlon BC **CARRIED**

MOTION: To approve that the Associate Member dues for 2012/2013 be a flat rate of \$650.00.
MOVED: Brian Forrester, Gymnastics BC
 Lisa Laycock, Horse Council of BC **CARRIED**

MOTION: To approve that the Affiliate Membership Dues for 2012/2013 be a flat rate of \$500.00.
MOVED: Penny Gardner, Wrestling BC
 Diane St-Denis, Judo BC **CARRIED**

8. Appointment of Directors Irene Schell
 Irene Schell, Chair of the Governance Committee, referred to the Nominating Committee Report in the handout materials.

As per Section 4.2.2 of Sport BC's By-Laws, only individuals nominated and seconded by Voting (Full) Members, or a Director, shall be eligible to hold office. Nominations must be received no later than 30 days prior to the AGM. Nominations from the floor are not permitted.

The following positions are up for election at the AGM:

- Chair (1-year term)
- Vice Chair (1-year term)
- Vice Chair Finance and Audit (2-year term)
- Director-At-Large – 5 positions (2-year term, each)

No nominations from members were received by the deadline. All current Board members whose positions are up for election, have agreed to stand for re-election.

At its meeting on May 10, 2012 the following motions were passed:

- That Twyla Ryan be nominated for the position as Chair. Moved by Brock Turner, Seconded by Jack Miller.
- That Irene Schell is nominated for the position as Vice Chair. Moved by Brock Turner, Seconded by Kimberly Gilhooly.
- That all other Board members whose positions are up for election stand for the renewal of their position. Moved by Irene Schell; Seconded by Kimberly Gilhooly.
- Due to the resignation of former Chair, Larry Harper, the Board agreed that until such time as there is an immediate Past Chair, that L. John Alexander continue in the role as Past Chair. Moved by Brock Turner, Seconded by Stu Ballantyne.

As a result the following positions and individuals were presented and elected to the board:

Position	Term	Candidate
Chair	1 year	Twyla Ryan
Vice Chair	1 year	Irene Schell
Vice Chair, Finance & Audit	2 year	Carey Dillen
Director at Large	2 year	Bernie Asbell
Director at Large	2 year	Kimberly Gilhooly
Director at Large	2 year	Heather Turner

The following individuals are completing the second year of their 2-year term.

Current Board Members and Positions

Board Member	Director
Director at Large	Stu Ballantyne
Director at Large	Jack Miller
Director at Large	Bjorn Osieck
Director at Large	Brock Turner

MOTION: To accept the election of the Board members by acclamation.

MOVED: Ron Ostermeier, BC Archery
 Lawrie Johns, Basketball BC

CARRIED

9. New Business

MOTION: To thank the Finance and Audit committee, on behalf of the membership, for their work during the transition period this year.

MOVED: Greg White, BC Amateur Athletics
Lisa Laycock, Horse Council of BC

CARRIED

Insurance Update

Rob Newman

Rob Newman, President and CEO of SBC Insurance, provided a brief overview of his extensive experience in the insurance business, as well as the services and background of SBC and All Sport Insurance. He also addressed the challenges and recommendations made arising from the review of SBC Insurance conducted in October 2011, and some of the plans to be implemented going forward.

Facility Update

Twyla Ryan advised that as of the end of March 2013, Sport BC and all members will have vacated the BCIT facility. Ryan thanked the staff and board for effectively negotiating a one year lease extension. The board and staff will be addressing the next steps over the coming months.

Sport BC Plans for 2012 – 2013 and Beyond

BC Sport Agency

Scott Ackles

Scott Ackles, CEO of the BC Sport Agency, provided a brief backgrounder on the ongoing collaborative process which has taken place over the last few months, resulting in five strategic objectives, reviews and recommendations. The five objectives were: to simplify the sector; unify sport; build strategic partnerships; have sustainable investment; and provide advocacy to the sector.

Discussions of the recommendations are underway with MSOs. There will be a consultative process to take place with PSOs, with a survey to be distributed within the next two weeks. The agency has targeted mid-July for a presentation to the sector. Information gathering will take place in the Fall, with December 1, 2012 set for the agency to meet and discuss report findings with the PSO groups as well. Ackles noted that funding will come through the Agency's office, similar to that of the Canadian Sport for Life model.

10. Motion to Adjourn

Twyla Ryan expressed her thanks to the staff and board of directors for Sport BC for their efforts during the year and thanked everyone for attending the meeting.

MOTION: To adjourn the 2012 Annual General Meeting.

MOVED: Greg White, BC Amateur Athletics
Brian Forrester, Gymnastics BC

CARRIED

The meeting concluded at 11:45 am.

Signed By – Twyla Ryan, Chair

DRAFT

APPENDIX 1

2012 Sport BC Annual General Meeting – VOTING/Non-Voting Attendees List

Total Number of Attendees to Date: 63

VOTING LIST

Total **Voting** Attendees: 39

Total Organizations Registered: 35

#	Last Name	First Name	Title	Organization	Voting
1	White	Greg	Chair	Amateur Athletics	Voting Attendee
2	Thiesen	Ken	Operations Manager	Badminton BC	Voting Attendee
3	Berry	John	President	Baseball BC	Voting Attendee
4	Johns	Lawrie	Executive Director	Basketball BC	Voting Attendee
5	Ostermeier	Ron	Technical VP	BC Archery	Voting Attendee
6	McDonald	Jayne	Executive Director	BC Diving	Voting Attendee
7	Van Beek	Gerry	Vice President	BC Lacrosse	Voting Attendee
8	Ransom	Ken	President	Biathlon	Voting Attendee
9	Grenon	Tami	Vice President	Blind Sport/Rec	Voting Attendee
10	Hopkins	Sara	President	Canoe Kayak	Voting Attendee
11	Braley	Scott	CEO	Curl BC	Voting Attendee
12	Shorey	Brad	VP, Finance	Fencing BC	Voting Attendee
13	Baggott	Ian	President	Field Hockey	Voting Attendee
14	Forrester	Brian	CEO	Gymnastics	Voting Attendee
15	Laycock	Lisa	Executive Director	Horse Council	Voting Attendee
16	St-Denis	Diane	Executive Director	Judo BC	Voting Attendee
17	Wallis	Dan	Executive Director	Karate BC	Voting Attendee
18	Sproull	Anne	VP, Coaching Dev.	Rowing	Voting Attendee
19	Abel	John	President	Sailing	Voting Attendee
20	Hughes	Syd	Director, Finance	Skate Canada	Voting Attendee
21	Barnes	Roger	Director	Soccer	Voting Attendee
22	Bidin	Dennis	President	Softball	Voting Attendee
23	Ballantyne	Stu	Director At Large	Sport BC	Voting Attendee
24	Dillen	Carey	Chair, Finance & Audit	Sport BC	Voting Attendee
25	Gilhooly	Kimberly	Director At Large	Sport BC	Voting Attendee
26	Osieck	Bjorn	Director At Large	Sport BC	Voting Attendee
27	Ryan	Twyla	Chair	Sport BC	Voting Attendee
28	Schell	Irene	Chair, Governance & Nominating Committee	Sport BC	Voting Attendee
29	Turner	Heather	Director At Large	Sport BC	Voting Attendee
30	Turner	Brock	Director At Large	Sport BC	Voting Attendee
31	Duehrsen	Chris	President	Sportability	Voting Attendee
32	Money	Jon	President	Squash BC	Voting Attendee

2012 Sport BC Annual General Meeting
 Holiday Inn Vancouver Downtown, 1110 Howe Street, Vancouver, BC
 Saturday, June 2, 2012
 9:00 am to 12:30 pm



33	Birch	Janice	President	Synchro Swimming	Voting Attendee
34	McMurchy	John	President	Tennis BC	Voting Attendee
35	Prazsky	Allan	Executive Director	Triathlon BC	Voting Attendee
36	Chioccarello	Rob	President	Volleyball	Voting Attendee
37	Kouvousis	George	President	Water Polo	Voting Attendee
38	Newman	Kathy	Executive Director	Wheelchair Sports	Voting Attendee
39	Gardner	Penny	Executive Director	Wrestling BC	Voting Attendee

DRAFT

APPENDIX 1

2012 Sport BC Annual General Meeting – VOTING/Non-Voting Attendees List

Total Number of Attendees to Date: 63

NON-VOTING MEMBERS Total **Non-Voting** Attendees: 24 Total Organizations Registered: 35

#	Last Name	First Name	Title	Organization	Non-Voting
1	Kopelow	Bryna	Executive Director	Action Schools	Non-Voting
2	McCaldar	Brian	President/CEO	Amateur Athletics	Non-Voting
3	Davison	Lisa	President	Badminton BC	Non-Voting
4	Toll	Greg	VP, Operations	BC Lacrosse	Non-Voting
5	Ackles	Scott	CEO	BC Sport Agency	Observer
6	Cowie	Brian	President	Blind Sport/Rec	Non-Voting
7	Aussen	Heather	Mmr Relations/Comm	Coaches BC	Non-Voting
8	Hopper	Gord	President	Coaches BC	Non-Voting
9	Nolls	Amanda	Observer	Deaf Sports	Non-Voting
10	Dixon	Jim	Executive Director	Disabled Skiers	Non-Voting
11	Payne	Marilyn	Observer	Fencing BC	Non-Voting
12	Saunders	Mark	Executive Director	Field Hockey	Non-Voting
13	Quevillon	Pete	Director	KidSport BC	Non-Voting
14	Campbell	Stana	Manager	KidSport Canada	Observer
15	Bradstock	Christine	Executive Director	Promotion Plus	Non-Voting
	Gardner	Penny	Executive Member	Promotion Plus	Non-Voting
16	Main	Eron	Executive Director	Rowing BC	Non-Voting
17	Lowden	Cheri	Executive Member	Sailing BC	Non-Voting
18	Lowden	Jim	Executive Member	Sailing BC	Non-Voting
19	Moberg-Parker	Tine	Executive Director	Sailing BC	Non-Voting
20	Newman	Rob	President/CEO	SBC Insurance	Non-Voting
19	Bee	Heather	Executive Director	Softball BC	Non-Voting
20	Houghton	Ted	Executive Director	Speed Skating	Non-Voting
21	Roode	Sharon	Executive Secretary	Sport BC	Non-Voting
22	Summerfelt	Carey	Mgr, Sponsorship/Events	Sport BC	Non-Voting
23	Moore	Terrie	Executive Director	Sportability	Non-Voting
24	Kydd	Kevin	Executive Director	Squash BC	Non-Voting

2013 ANNUAL GENERAL MEETING REGISTRATION

Voting (Full) Members

Member Organization _____

Name of President / Chair* or Designate** _____

Position Title _____

Signature _____

Associate or Affiliate Members

Member Organization _____

Delegate Name _____

Position Title _____

Additional Non Voting Delegates

Name _____ /Title _____

Name _____ /Title _____

Name _____ /Title _____

Please complete and return to Sport BC no later than **Friday, May 17, 2013** to:

Sport BC
Attention: Erin Sorge
295 – 3820 Cessna Drive
Richmond, BC V7B 0A2
Fax: 604.333.3401
Email: Erin.Sorge@sportbc.com

*official voting delegate

** If the President / Chair is not attending the Annual General Meeting, he/she must affix his/her signature thereby authorizing the above-noted Designate voter.