

## MEMORANDUM

**To:** PSO Senior Volunteers and Staff  
**CC:** Associate and Affiliate Members  
**From:** Rob Newman, President & CEO, Sport BC  
**Date:** Friday, May 15, 2015  
**Subject:** 2015 Sport BC Annual General Meeting

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Dear Members,

Sport BC is pleased to announce the 2015 Sport BC Annual General Meeting.

**Date:** Saturday, May 30, 2015  
**Time:** 8:15 am – 9:00 am – Registration and Continental Breakfast  
9:00 am – 12:00 pm – Annual General Meeting

**Location:** BCIT Vancouver Campus – Atrium  
555 Seymour Street  
Vancouver, BC V6B 3H6

In preparation for the 2015 Sport BC Annual General Meeting, the following documents are included in this package:

1. AGM Agenda
2. 2015-16 Board of Directors Nominations
3. 2014 AGM Draft Minutes
4. AGM Registration Form

**Please note:**

- Please send your completed AGM Registration Form as soon as possible to [christine@sportbc.com](mailto:christine@sportbc.com)

Enclosures

**2015 Sport BC Annual General Meeting**  
**BCIT Vancouver Campus Atrium – 555 Seymour Street, Vancouver**  
**Saturday May 30, 2015**  
**8:15 am – 12:00 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 2014 AGM
5. Business Arising from the 2014 AGM
6. Chair's Remarks
7. Standing Committee Reports
  - a. Governance Committee Report
  - b. Finance and Audit Committee Report
    - i. Audited Financial Statements – year ending March 31, 2015
    - ii. Presentation of Approved Budget – year ending March 31, 2016
8. Ad Hoc Committee Reports- Nominations Report
9. Resolutions from the Board (Motions to approve) – None
10. Election of Directors
  - a. Nomination Committee Report
  - b. Overview of election process
  - c. Elections
  - d. Announcement of Directors for 2015-16
11. New Business
  - a. Membership Report
  - b. Strategic Planning Report
  - c. 2016 AGM Date
12. Motion to Adjourn

## **SPORT BC BOARD OF DIRECTORS NOMINATIONS – BIOGRAPHIES**

### **Carey Dillen, Chair – 1-Year Term**

Carey is the Chief Financial Officer for YYoga and joined Sport BC's Board in 2010 as Chair, Finance & Audit Committee. Carey previously worked for the Vancouver Organizing Committee for the 2010 Olympic & Paralympic Winter Games as Vice-President Finance & Comptroller where she managed the start-up, growth and dissolution of the organization over the 5 years. She also worked as an advisor to London 2012 Summer Olympic Games and Sochi 2014 Winter Olympic Games. Over the years, Carey has worked in senior leadership roles with Boston Pizza International, TitanStar Properties Inc., Mountain Equipment Co-op and KPMG LLP. Carey has served since 2010 on the Board of BC Athletics and on the Boards of AllSport Insurance Ltd. and SBC Insurance Ltd., as appointed by Sport BC Directors. Carey is a Chartered Accountant with a Bachelor of Commerce who has a passion for sport and healthy living and has previously been a player, personal trainer, competitive dancer and coach.

## **Greg White, Director-At-Large, 2-Year Term**

### **Volunteer Board / Committee Roles (Sport)**

BC Athletics, Board of Directors – 9 years (Chair, 5 years)  
Athletics Canada, Branch Council, 6 years (Chair, 1 year)  
Vancouver Sport Network, Executive Committee – 6 years (Chair, 3 years)  
Vancouver Fire & Rescue Services, Advisory Committee – 6 years (Chair, 3 years)  
Triathlon BC, Board of Directors – 4 years (Vice Chair, 2 years)  
Pacific Spirit Triathlon Club, Board of Directors – 4 years (Chair, 3 years)

### **Event Roles**

Vancouver 2010 Olympic Games, Managed 600 volunteers– 1 year  
National Championship (Athletics), Event Manager – 2 years  
Rio Tinto Alcan Dragon Boat Festival, Organizing Committee – 5 years

### **Sport participation**

Running - 50 marathons, 7 ultra-marathons  
Triathlon – 2 time Ironman Canada finisher

### **Career Positions**

Non Profit BC Housing Society, Property Manager – 3 years  
TELUS, Community Affairs & Customer Service – 5 years

## **MEETING MINUTES**

### **1. Call to Order**

The meeting convened at 9:05 am. Except for Heather Turner, the board was all in attendance. There were 1/3 of members in attendance and a quorum was declared. Chair Denise Coutts called the meeting to order. She thanked everyone for coming. She also appointed Karen Peacey as secretary. Denise Coutts also went over the voting rules: Full members are represented by a voting delegate; no member may have more than one vote; each director received one vote except for election of directors; and should there be a tie, the chair will also receive one vote.

### **2. Adoption of Agenda**

**MOTION:** To adopt the agenda as presented.

**MOVED:** Greg White, BC Athletics

**SECONDED:** Jayne McDonald, BC Diving

**CARRIED**

Jamie Finley, BC Deaf Sports Federation, asked to have his last name corrected as it was spelled incorrectly.

### **3. Approval of Minutes of Previous Meeting**

**MOTION:** To approve the minutes of the June 1, 2013 Annual General Meeting as circulated.

**MOVED:** Greg Toll, BC Lacrosse

**SECONDED:** David Soul, BC Water Polo

**CARRIED**

### **4. Business Arising from the Previous Meeting**

2 motions passed under the Standing Committee Reports related to the transition team

- Effective June 1<sup>st</sup>, 2013, SportBC did not sign any agreements with ViaSport regarding the transition of program and services or assets.
- Letter was sent from SportBC to Minister of Sport, Coralee Oaks. Meeting was held on Oct 24<sup>th</sup>. Additional meeting was held with David Galbraith and Margret Ross on Oct 29<sup>th</sup>.

Greg White: Transition with ViaSport stated in 2013 minutes

### **5. Chair's Remarks**

Chair, Denise Coutts restated that there was no transition of programs and services or assets. She also confirmed that she had a good relationship with the CEO and worked well with him to "right the sinking ship". The role of chair is currently not sustainable and there is currently a working board of 6 members. Due to the small numbers, it was sometimes hard to adhere to the by-laws. The board set up the committee structure and also tried to envision what a policy board would look like. Denise's goal for the next two years is to create a sustainable position. She thanked everyone for their support, hoped to reduce number of board meetings from 10 to 4 and also hoped that the committee structure will be in operation soon. Human Resources did a successful CEO report.

### **6. CEO's Remarks**

CEO, Rob Newman, introduced Sport BC and KidSport staff. Sport BC is 22 months away from paying off debt and has a solid financial footing. After the debt is paid off, Sport BC will be able to provide

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more financial support. Thanked the members and board for their support, for example AOY. Sport BC is a trailblazer, with the creation of NSTF, KidSport and the insurance companies. PSO's encouraged to try SBC insurance.

Greg White, BC Athletics, confirmed a 22 months debt. He also confirmed that it is possible to be on Payroll services but not a member. Rob Newman says that they will be reviewing payroll services in the next 90 days and hoping to increase service levels. They will also be asking for recommendations to improve the process.

## **7. Standing Committee Reports**

### **Finance and Audit Committee Report**

Carey Dillen

Carey Dillen provided an overview of the ongoing work of the Finance and Audit committee. The following items were addressed:

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

**2014 Audit:** For the past two year there has been no government funding operationally but we are still received \$433 000 for KidSport. We achieved a positive bottom line and working capital has gotten better. We are financially healthy and a lot of our revenue comes from the insurance premiums. Sport BC must pay \$250,000 every year for 4 years to pay the BCIT debt down and at the end of 2016, when the debt is paid off, Sport BC will have \$250 000/ per year to spend on membership. KPMG has removed the future operations note in the financial statement because they have confidence in the future of Sport BC.

**2015 Budget:** Steady Budget! Budget for 2015 is the same as the budget for 2014.

### **Governance Committee Report**

Brock Turner

Brock Turner summarized the activities of the committee. There were two meetings this year and we are just seeing the effects of the changes in the bylaws. During the year, there was concern about potential major turnovers on the board on a more regular basis which may have caused less stability. The major concern is around succession planning. It is something that the board will consider over the next two years. There are also recommendations about adding board members. There are currently 7 memberships pending approval.

Brian McC Calder, BC Athletics asked about the timeline regarding the BC Not-For-Profit Act. The deadline for compliance is October. He wanted to know when PSOs have to review their bylaws.

Michael Bradley, BC Soccer, had information regarding the act. There will be registration at the next legislative session. Then, there should be dramatic changes to membership. Someone also asked about the timeline of strategic planning. This was addressed later in the meeting by Denise Coutts.

Greg White, BC Athletics, requested to have board meeting minutes distributed to PSOs.

Denise Coutts responds to Brian McCaldar. She says it is something that the board will address at the next PSO meeting and will be available online. Regarding Greg White's request, Denise says that there were 10 board meetings this year and they are hoping to move to four next year with several PSO meetings and social events. Denise has already done some research on the privacy information act and there are some pros and cons about meeting minutes being public. This is something that the board will take into consideration and will set parameters around it.

Greg White, BC Athletics, says that they strongly prefer to have meeting minutes available.

### **Performance Review Committee**

Heather Turner/Denise Coutts

Denise Coutts reported on behalf of Heather Turner. Heather had conducted a 360 degree review of the CEO. There were 11 participants who took part in the review, including board, staff and PSO representatives. The CEO also conducted a self-evaluation and his contract was extended to 2016.

As well, there were some operational things to take care of before strategic planning could happen. We have extended our lease with BCIT. Operationally, we know what we need to do and are now able to think strategically, including some major changes to the by-laws, membership criteria, creating policy and put a staff model in place.

### **Athlete of the Year Award**

Denise Coutts

Irene Schell reported on the Athlete of the Year Award event (AOY). Rob Newman was responsible for raising \$70 000 in sponsorship and was successful. There was also an event manager, Shelly Johnson. The AOY committee was a volunteer committee. The AOY committee also worked with Sports with balls to provide a complimentary ticket to each president award winner. There will be some changes to the nomination process in order to make it more efficient and increase nominations. The event was on budget. The minister attended the AOY, with the help of David Galbraith. There were 32 sports and 16 communities represented in the finalists. For next year, there is potentially a committee member who will chair the AOY committee for 2015. The Fairmont is tentatively booked on March 5<sup>th</sup> or 12<sup>th</sup> (Thursday) for AOY 2015. Denise Coutts also made a commitment to co-chair AOY 2016 for the 50<sup>th</sup> anniversary.

Simon Litherland, Rowing BC, made a comment to include a City of Vancouver table, as there was a City of Burnaby table.

David Soul, BC WaterPolo, asked about if ViaSport was part of the AOY. We received \$20 000 sponsorship from ViaSport. Kaley Penton was seated at the head table and there were 2 tables of ViaSport staff. There has not been communication with ViaSport since the AOY and hopefully things will change soon. Denise still believes that there is still a role for Sport BC to play in the sport sector.

### **Communications Report**

The communications report was given by Debbie Pyne. After review of the previous year, they realized there were not a lot of member updates going out to the membership so the goal was to

have one member update every month. They did double the number of member updates from the previous year but fell short of that goal. The focus needs to be on what should be communicated to the PSOs. They also want to focus on what each PSO is doing and communicate it with other PSOs. Next year, there should be one member update per month and other communications.

Rob Newman also assisted Debbie Pyne in applying for federal student grant in order to increase the staff number. There are now 2 interns working for Sport BC who will be doing a lot of the base work, such as, updating the directory.

There are also two PSO meetings and there has been a format change. Instead of focusing on just one issue/topic, they are now bringing in speakers in order to allow PSOs to network. This format will continue in upcoming PSO meetings. There needs to be a communications committee in order to reach out to communications coordinators and will be looking at communication coordinators of various PSOs to form this committee. It is imperative to have strong communication.

## **8. Resolutions from the Board (Motion(s) to approve)**

Chair, Denise Coutts, referred members to the proposed Directors Resolutions as outlined.

**MOTION:** To accept the Governance Committee Report as circulated.

**MOVED:** Brian Forrester, Gymnastics BC

**SECONDED** Wayne Leslie, BC Adaptive Snowsports

**CARRIED**

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

**MOVED:** Scott Braley, Curl BC

**SECONDED:** Brian McCaldar, BC Athletics

**CARRIED**

**MOTION:** To accept the Ad-hoc Committee Reports as circulated.

**MOVED:** Greg Toll, BC Lacrosse

**SECONDED:** Mark Saunders, Field Hockey

**CARRIED**

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

**MOVED:** Sue Griffin, Tennis BC

**SECONDED:** Thomas Jones, Volleyball BC

**CARRIED**

**MOTION:** To accept the Sport BC audited consolidated financial statements for the year ended March 31<sup>st</sup>, 2014.

**MOVED:** Diana Chan, Basketball BC

**SECONDED:** Sue Griffin, Tennis 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 2013/2014 and to empower the Board of Directors to set the remuneration.

**MOVED:** David Soul, BC Water Polo



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**SECONDED:** Michael Bradley, BC Soccer

**CARRIED**

Denise Coutts 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 2014/2015 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:** David Soul, BC Water Polo

**SECONDED:** John Barry, Softball BC

**CARRIED**

## 9. KidSport BC Report

KidSport BC Director, Pete Quevillon, reported on the growth of KidSport since 2009. Over 6700 kids in BC received assistance from KidSport. Basketball BC is the PSO champion for incorporating Kidsport into their events (camps, competitions, etc). There are 41 community chapters in BC which are run completely by volunteers. KidSport's relationship with the government has 3 criteria they need to fulfill: get more kids in the game, ensure that the government's \$400 000 is leveraged and develop new community chapters. There are three new chapters in development and hopefully by 2016, KidSport will meet the goal of 45 community chapters.

Sue Griffin, Tennis BC, inquired about the ratio of boys and girls helped by KidSport. Out of the kids helped by KidSport, 37% are girls and 63% are boys.

KidSport aims to keep their administrative costs at 20% of their fundraising revenue.

### Appointment of Directors

Brock Turner

Brock Turner, Chair of the Governance Committee, referred to the Nomination 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. Based on the results of the SGM held on May 15<sup>th</sup> the positions up for election this year are Director, Finance & Audit, Director-at-large (2 year term) and Director-at-Large (1 year)

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By the deadline 5 nominations were received

Candidates are:

- Carey Dillen, Director, Finance & Audit Committee (Two Year)
- Michael Bradley, Director-at-Large (Two Year)
- Heather Turner, Director-at-Large (Two Year)
- Jordan Abney, Director-at-Large (One Year)
- Kimberly Gilhooly, Director-at-Large (One Year)

**The following positions and individuals were presented and elected to the Board:**

Position	Term	Candidate
Director, Finance & Audit	2 year	Carey Dillen
Director-at-Large	2 year	Heather Turner
Director-at-Large	1 year	Kimberly Gilhooly

**Current Board Members and Positions**

Board Member	Director
Chair	Denise Coutts
Vice Chair	Brock Turner
Director-at-Large	Debbie Pyne

**MOTION:** To accept the election of Carey Dillen as Director, Finance & Audit, by acclamation.

**MOVED:** Greg White, BC Athletics

**SECONDED:** Diana Chan, Basketball BC

**CARRIED**

**Motion:** To destroy Ballots

**Moved:** Michael Bradley, BC Soccer

**SECONDED:** Wayne Leslie, BC Adaptive Snowsports

**CARRIED**

**10. New Business**

After a successful year, it is now time for Sport BC to determine its strategic direction moving forward. The process to develop a strategic plan would be developed based on discussions with a preplanning committee and a review of the following documents: Sport BC mission statements, constitution and bylaws, and past strategic plans.

The vision for the strategic planning process will help identify who will contribute to the process, to have a process that will result in the mission, values, visions reviewed and approved by the members, that encourages Sport BC members to share their opinions, provides staff with the opportunity to



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have a voice, helps identify a strategic plan, helps identify an interest in what Sport BC can/cannot do for its members, strengthen relationship and a process that builds a foundation of relevance that can be leveraged over time.

Currently no budget allocated to the strategic planning and governance review process; but the board will assign the appropriate funding and resources to complete this process. Key elements in this process are communication and transparency.

Would like input from members on how to move forward.

The date for next AGM is May 30<sup>th</sup>, 2015.

#### **11. Motion to Adjourn**

Denise Coutts 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 2014 Annual General Meeting.

**MOVED:** Greg Toll, BC Lacrosse

**SECONDED:** Sue Griffin, Tennis BC

**CARRIED**

The meeting concluded at 11:45 am.

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**APPENDIX 1**

2014 Sport BC Annual General Meeting – VOTING/Non-Voting Attendees List  
 Total Number of Attendees to Date: 45

**NON-VOTING MEMBERS** Total **Non-Voting** Attendees: 17 Total Organizations Registered: 9

	Last Name	First Name	Title	Organization	Non-Voting
1	Griffin	Sue	Executive Director	Tennis BC	Non-Voting Attendees
2	Hugill	Douglas	Treasurer	BC Deaf Sports Federation	Non-Voting Attendees
3	Kopelow	Bryna	Executive Director	Actions Schools! BC	Non-Voting Attendees
4	Lotz	Joanne	Executive Director	Promotion Plus	Non-Voting Attendees
5	McCalder	Brian	President/CEO	BC Athletics	Non-Voting Attendees
6	Olenick	Norman		Nominations Committee Chair	Non-Voting Attendees
7	Pederson	Shannon	Director	BC Soccer	Non-Voting Attendees
8	Heinrichs	Gui	Financial Coordinator	Sport BC	Non-Voting Attendees
9	Newman	Rob	President & CEO	Sport BC	Non-Voting Attendees
10	Peacey	Karen	Manager, Payroll Services	Sport BC	Non-Voting Attendees
11	Quevillon	Pete	Director, KidSport BC	Sport BC	Non-Voting Attendees
12	Lai	Recky	Staff	Sport BC	Non-Voting Attendees
13	Cvoric	Stefan	Staff	Sport BC	Non-Voting Attendees
14	Beaudin	Greg		Floorball BC	Non-Voting Attendees
15		Amanda		Interpreter	Non-Voting Attendees
16		Farah		Interpreter	Non-Voting Attendees
17	Payne	Marilyn		Consultant – Synchro BC	Non-Voting Attendees

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2014 Sport BC Annual General Meeting – VOTING/Non-Voting Attendees List

Total Number of Attendees to Date: 47

**VOTING LIST**

Total **Voting** Attendees: 30

Total Organizations Registered: 25

	Last Name	First Name	Title	Organization	Voting
1	Abney	Jordan	Executive Director	Squash BC	Voting Attendees
2	Berry	John	President	BC Amateur Baseball Association	Voting Attendees
3	Benson	Rick	Chief Operating Officer	BC Amateur Softball Association	Voting Attendees
4	Bradley	Michael	Director	BC Soccer	Voting Attendees
5	Todd	Elaine	Director-at-Large	BC Blind Sports & Recreation	Voting Attendees
6	Finley	Jamie	Acting President	BC Deaf Sports Federation	Voting Attendees
7	Pyne	Deborah	Director	Sport BC	Voting Attendees
8	Toll	Greg	Vice President-Operations	BC Lacrosse Association	Voting Attendees
9	Chan	Diana	President	Basketball BC	Voting Attendees
10	Hamamoto	Gail	Executive Director	BC Wheelchair Sports Assoc.	Voting Attendees
11	Jones	Thomas	Executive Director	Volleyball BC	Voting Attendees
12	Leslie	Wayne	Executive Director	BC Adaptive	Voting Attendees
13	Braley	Scott	Executive Director/CEO	Curl BC	Voting Attendees
14	Saunders	Mark	Executive Director	Field Hockey BC	Voting Attendees
15	Forrester	Brian	Chief Executive Officer	Gymnastics BC	Voting Attendees
16	Coughlin	Kelly	HCBC Senior Program Director	Horse Council BC	Voting Attendees
17	Thomson	Katie	Program Coordinator	Judo BC	Voting Attendees
18	Litherland	Simon	Designate	Rowing	Voting Attendees
19	Dillen	Carey	Director, Finance & Audit	Sport BC	Voting Attendees
20	Gilhooly	Kimberly	Director	Sport BC	Voting Attendees
21	Coutts	Denise	Chair	Sport BC	Voting Attendees
22	Turner	Brock	Vice Chair	Sport BC	Voting Attendees
23	Lukas	Steven	President	BC Water Polo	Voting Attendees
24	Soul	David	Executive Director	BC Water Polo	Voting Attendees
25	Wallis	Dan	Executive Director	Karate BC	Voting Attendees
26	Fung	Andy		Golf BC	Voting Attendees
27	White	Greg	Chair, Board of Directors	BC Athletics	Voting Attendees
28	Dunbar	Sarah	President & Chair	Tennis BC	Voting Attendees
29	McDonald	Jayne	Executive Director	BC Diving	Voting Attendees
30	Orr	Sean	Manager-Events and Communications	BC Hockey	Voting Attendees

**2015 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 as soon as possible to:

Sport BC  
Attention: Christine Wong  
230 – 3820 Cessna Drive  
Richmond, BC V7B 0A2  
Fax: 604.333.3401  
Email: [christine@sportbc.com](mailto:christine@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.*