



MEMORANDUM

To: PSO Senior Volunteers and Staff
From: Rob Newman, President & CEO, Sport BC
Date: Thursday, April 28, 2016
Subject: 2016 Sport BC Annual General Meeting

Dear Members,

Sport BC is pleased to announce the 2016 Sport BC Annual General Meeting.

Date: Saturday, May 28, 2016

Time: 8:15 am – 9:00 am – Registration and Continental Breakfast
9:00 am – 12:00 Noon – Annual General Meeting

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

In preparation for the 2016 Sport BC Annual General Meeting, the following documents are included in this package:

1. AGM Draft Agenda
2. Letter from Chair, Governance Committee
3. 2016 Annual General Meeting Registration Form

Please note:

- **The deadline for submitting Registrations for the Annual General Meeting is Friday, May 13, 2016**

Please contact Christine Wong at christine@sportbc.com if you wish to receive a copy of the draft 2015 Annual General Meeting minutes or Sport BC Constitution and By-Laws.

**2016 Sport BC Annual General Meeting
BCIT Downtown Campus
Saturday, May 28, 2016
8:15 am – 12:00 pm**

AGENDA

8:15 am – 9:00 am Registration and Continental Breakfast
9:00 am – 12 Noon Annual General Meeting

1. Call to Order
2. Adoption of Agenda
3. Confirmation of quorum and voting rules
4. Approval of Minutes of 2015 AGM
5. Business Arising from the 2015 AGM
6. Chair's Remarks
7. CEO Remarks
8. Standing Committee Reports
 - a. Governance Committee Report
 - b. Finance and Audit Committee Report
 - i. Audited Financial Statements – year ending March 31, 2016
 - ii. Presentation of Approved Budget – year ending March 31, 2017
9. Ad Hoc Committee Reports- Nominations Report
10. Resolutions from the Board (Motions to approve)
 - a. Special Resolutions
11. Election of Directors
 - a. Nomination Committee Report
 - b. Overview of election process
 - c. Elections
 - d. Announcement of Directors for 2016-2017
12. New Business
 - a. Membership Report
 - b. Strategic Planning Report
 - c. 2017 AGM Date
13. Motion to Adjourn



Sport BC - Governance Committee Update

Greg White, Chair, Governance Committee

April 28, 2016

Special Resolutions

The 45 day package to the membership contained a Notice of Special Resolutions to amend the Constitution and By-Laws regarding membership categories.

Governance Report at AGM

The Governance Report at the AGM will include the written recommendations from the 2016 Nominations Committee.

Nominations for Sport BC Board of Directors

The deadline for nominations is 4:00 pm April 28, 2016.

The Nomination Committee consisting of three (3) individuals from three (3) members and the Chair of the Governance Committee started their work a few months ago. The result is that there will be a candidate or candidates for each of five (5) open positions for election by the deadline of 4:00 pm April 28, 2016.

Chair (3-year term)

Vice-Chair (3-year term)

Director-at-Large (2-year term)

Director-at-Large, Finance and Audit (2-year term)

Director-at-Large (1-year term)

The candidates names and bio information will be posted to the Sport BC website after the April 28, 2016 deadline.

ANNUAL GENERAL MEETING REGISTRATION

Voting (Full) Members

Member Organization: _____

Name of President / Chair* or Designate**: _____

Signature: _____

Associate or Affiliate Members

Member Organization: _____

Delegate Name: _____

Additional Non-Voting Delegates

Name, Title: _____

Name, Title: _____

Name, Title: _____

Please complete and return to Sport BC no later than Friday, May 13, 2016 to:

Christine Wong, Executive Assistant: 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.