

**Board of Directors Meeting
MINUTES**

HELD: Wednesday, August 24, 2016

LOCATION: PavCo Boardroom

PRESENT: Carey Dillen, Chair Heather Holden, Vice-Chair
 Greg White Debbie Pyne
 Blair Lowther Michael Berkeley

ALSO PRESENT: Rob Newman, President & CEO
 Christine Wong (Minutes)

CALL TO ORDER:

Chair called the meeting to order at 5:11 pm

Adoption of Agenda of August 24, 2016 meeting:

It was moved by White, seconded by Lowther

Carried

Approval of Minutes of May 18, 2016 meeting:

It was moved by White, seconded by Berkeley

Carried

AGENDA ITEMS:

1. Strategic Plan Presentation

Joanne Spalton of KWELA presented the working document of the strategic plan and provided input of strategies. Joanne was seeking direction for the strategic plan working group to determine KPIs and formalize the top priorities. She also was seeking direction to create a working committee that involved two board members. Pyne and Holden volunteered to be part of this working committee.

Action Item: CEO to determine current targets and approve KPIs provided by Joanne Spalton.

2. CEO Report

The CEO provided an update of the Americas Masters Games event that took place the week of the board meeting and the opening ceremony took place the following day. He also provided a programs and services update including the smooth transition of PSOs into the Electronic Funds Transfer (EFT) program. This program has seen no delinquency from client organizations.

He reported that retail numbers are down slightly since transition from relationship with AllSport. SBC Insurance has seen service levels improved despite the transition to the new office, new staff and new software. PSOs have voiced that they are content with service levels and next steps include discussions on growth of company.

CEO provided an update on the SBC Insurance initiative on discussions with UCOB to remarket the brand. UCOB to potentially assist in promoting the brand worldwide.

Chair inquired about the National Sport Trust Fund (NSTF) and CEO provided an update on the national audit and issue with provincial audit issue through BC Alpine. Discussion of hosting a NSTF orientation to staff at PSOs that oversee various funds to determine protocol and rules.

CEO presented the Cascadia Campus project to the board and discussed approach and future opportunities for Sport BC and SBC Insurance.

Previous Action Item (August 24): Berkeley to present cheque signing policy to the board. He gave an update that the policy is in draft format. Next step is to circulate the draft policy to the finance committee and present final document to the board at the following board meeting.

Action Item: To propose strategies in promoting NSTF at PSO Meeting.

Action Item: Sport BC to provide NSTF letter from National Body re: BC Alpine to Berkeley for review.

3. Membership

Motion: The board of directors approves the new applications received by Sport BC for BC Ultimate Society, ProMotion Plus, SportMed BC and BC Games Society.

It was moved by White, seconded by Lowther

Carried

4. Committee Appointments

Committee appointments were determined by the Chair

Finance & Audit Committee

M. Berkeley (Chair)
B. Lowther
M. Ramos

Governance / Nominations Committee

G. White (Chair)
H. Holden
B. Lowther

HR Committee

D. Pyne
G. White
M. Berkeley

SBC Insurance

C. Dillen
B. Lowther

AllSport

C. Dillen
R. Newman

5. Americas Masters Games 2016

CEO stated that the stakeholders are happy and the financials are en route to a break even target. He updated the board the status of the registrants at 5,000. AMG / Sport BC has been given the opportunity to complete the Canadian Economic Impact Survey for the Games.

ADJOURNMENT:

Motion: The Board of Directors approves the adjournment of the August 24, 2016 Board meeting at 7:45 pm.

It was moved by Berkeley, seconded by Lowther.

Carried