



## MEMORANDUM

To: PSO Senior Volunteers and Staff  
From: Rob Newman - President and CEO, Sport BC  
Date: Friday, April 28, 2017  
Subject: 2017 Sport BC Annual General Meeting (30-day package)

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Dear Sport BC Members,

Sport BC is pleased to announce the 2017 Sport BC Annual General Meeting.

**Date: Monday, May 29, 2017**

**Time: 5:00 pm - 6:15 pm Registration and social event  
6:15 pm – 9:00 pm Annual General Meeting**

**Location: Richmond Olympic Oval  
6111 River Road Richmond, BC V7C 0A2**

In preparation for the 2017 Sport BC Annual General Meeting, the following documents are included in this package:

1. Draft Agenda
2. Registration Form
3. Report from the Chair – Governance Committee

The Sport BC Constitution and By-laws are available on our website at [www.sportbc.com](http://www.sportbc.com) under “Membership - Annual General Meeting”. If you require a hard copy please contact Christine Wong, Executive Assistant, at 604-333-3421.

Please note:

- Confirmation of receipt of nominations for the Board of Directors will be verified in writing at the time of receipt. If you do not receive a confirmation prior to the 4:00 pm deadline on Friday, April 28, 2017 please contact Christine Wong at 604-333-3421.
- The draft 2016 Annual General Meeting minutes are available on the Sport BC website at [www.sportbc.com](http://www.sportbc.com) under “Membership – Annual General Meeting”.

Enclosures



**2017 Sport BC Annual General Meeting  
Richmond Olympic Oval  
Monday, May 29, 2017  
6:15 pm – 9:00 pm**

**AGENDA**

- 5:00 pm – 6:15 pm                      Registration and Social
- 6:15 pm – 9:00 pm                      Annual General Meeting
1. Call to Order
  2. Adoption of Agenda
  3. Confirmation of quorum and voting rules
  4. Approval of Minutes of 2016 AGM
  5. Business arising from 2016 AGM
  6. Chair's Remarks
  7. CEO Remarks
  8. Committee Reports
    - a. Governance Committee
    - b. Investment Committee
    - c. Finance & Audit Committee
      - i. Audited Financial Statements for the year ending March 31, 2017
      - ii. Presentation of approved budget – year ending March 31, 2018
  9. New Business
    - a. 2018 AGM Date
  10. Election of Directors
    - a. Nominations Committee Report
    - b. Overview of Election process
    - c. Election
    - d. Announcement of Directors for 2017 – 2018
  11. Motion to Adjourn



**ANNUAL GENERAL MEETING REGISTRATION FORM**

Voting (Full) Members

Member Organization: \_\_\_\_\_

Name of President / Chair\* or Designate\*\* : \_\_\_\_\_

Signature: \_\_\_\_\_

Associate or Affiliate Members

Member Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Delegate Name: \_\_\_\_\_

Additional Non-Voting Delegates

Name, Title: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Name, Title: \_\_\_\_\_

\* 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.

**Please complete and return to Sport BC no later than Friday, May 19, 2017 to:**

Christine Wong, Executive Assistant: [christine@sportbc.com](mailto:christine@sportbc.com)

## **Governance Report**

Greg White, Chair, Governance Committee

### Composition of the Board

The Board of Directors consists of 6 positions (quorum is 4 directors).

#### Elected Board Members

1. Carey Dillen - Chair (elected 2016 for 3 year term)
2. Heather Holden - Vice Chair (elected 2016 for 3 year term)
3. Debbie Pyne - Director-at-large (elected 2016 for 1 year term)
4. Blair Lowther – Director-at-large (elected 2016 for 2 year term)
5. Michael Berkeley - Director-at-large, Finance (elected 2016 for 2 year term)
6. Greg White - Director-at-large (elected 2015 for 2 year term)

### Board of Director Meetings

1. August 24, 2016
2. September 15, 2016
3. November 30, 2016
4. January 18, 2017
5. January 25, 2017
6. February 22, 2017
7. April 4, 2017
8. May 19, 2017 (scheduled)

### Special General Meeting

February 28, 2017

Agenda item: AllSport shares owned by SportBC

### Committees of the Board

#### Standing Committees

Finance Committee - Michael Berkeley (Chair), Mario Ramos, Blair Lowther

Governance Committee - Greg White (Chair), Blair Lowther, Heather Holden

#### Ad-Hoc Committees

Athlete of the Year Committee - Carey Dillen (Chair)

HR Committee – Debbie Pyne (Chair), Michael Berkeley, Greg White

SBC Insurance - Carey Dillen (Chair), Blair Lowther

All Sport Insurance - Carey Dillen (Chair), Rob Newman

Investment Committee – Heather Holden (Chair), Carey Dillen, Greg White, Blair Lowther, Michael Berkeley, Debbie Pyne

\*Rob Newman (President & CEO) served as an ex-officio to all committees of the Board.