

**Sport BC Board Meeting
Teleconference Call
July 6, 2012
9:00 am to 11:00 am**

Attendees: Twyla Ryan (Chair), Carey Dillen, Irene Schell, Kimberly Gilhooly, Brock Turner, Heather Turner, Bjorn Osieck, Stu Ballantyne, Jack Miller,

Staff: Rob Newman

Regrets: Bernie Asbell

1. Call To Order:

Chair, Twyla Ryan called the meeting to order at 9:05. She welcomed everyone and thanked them for attending the meeting.

2. Approval of Agenda:

The agenda was approved to include an in-camera session following discussion on agenda item # 3.

3. Board Committee Reports:

3.a. Executive Committee Report:

Twyla Ryan updated the board on activities of the Executive Committee. The Executive Committee brought forward a motion to the board. The motion was discussed in-camera. Rob returned to the call following the discussion and motion.

MOTION:

Carried that Rob Newman be included in Executive Committee meetings as a non-voting staff participant.

Moved: Kimberly Gilhooly

Seconded: Irene Schell

3.b. Finance & Audit Report:

Carey Dillen reported that as of the meeting date most member fess had been received. Financial reports were up to date to the end of May, with June being expected shortly. Cash flow continues to be watched very closely.

3.c. Insurance Report:

Carey Dillen, Kimberly Gilhooly and Rob Newman reported that they met with Markel Insurance in June, and discussed the relationship between Markel, All Sport Insurance and SBC Insurance. More discussions will continue as changes occur with-in the organizational structure of SBC Insurance and All Sport Insurance. There was discussion about the timing of payments to Sport BC and Rob explained the revenue streams to the board. They will strive for an established payment schedule in the next cycle. Rob's focus is on SBC Insurance and increasing sales for SBC Insurance which will increase revenue. Rob also discussed his role and the roles of Murray and Gina. There is a review of staffing which will continue in the next 6 months.

MOTION:

Carried that the board supports Carey and Kimberly to continue on the Sport BC Insurance Board in order to maintain continuity with-in the organization.

Moved: Stu Ballantyne

Seconded: Brock Turner

3.d. Governance Committee:

Irene Schell, confirmed that John Alexander will not be returning to the board of directors in the Past Chair role, and that he has said that he would assist Sport BC from time to time as needed.

MOTION:

Carried to accept the resignation of John Alexander from the board.

Moved: Bjorn Osieck

Seconded: Jack Miller

3.e. HR Committee

Kimberly Gilhooly reported that Carey Summerfelt would be asked to complete a list of the duties that she carries out, so they may be addressed moving forward. The hiring recommendations were for:

- Secretarial/member Services position
- Staff Leadership position

The Board discussed these positions and the hiring process. They felt there was an urgent need to move forward with hiring a lead staff position.

MOTION:

Carried to move forward with hiring a Senior Staff person on a 6 month contract.

Moved: Irene Schell

Seconded: Heather Turner

It was discussed whether we should hire a contract specialist to draw up the contract, but there were individuals on the board who felt they had access to this expertise and could have the contract completed at no cost to us. The HR Committee was instructed to confirm with the Chair of the Finance and Audit Committee the budget ability of Sport BC in order to embark on the hire.

Action Item # 1:

HR Committee convene to complete job description and recommendation of salary. Committee contact Vice-Chair Finance and Audit to confirm available budget dollars for this position.

4. KidSport Update:

Stu Ballantyne updated the board about his attendance via teleconference at the Annual General meeting of KidSport Canada. There have been very positive directions taken at the national level that will also have positive outcomes at the provincial level.

5. BC Sport Agency:

Twyla updated the board with the following information;

- At the June 2, AGM, the facilitated Member Feedback Session and the Board Retreat, the Board unanimously agreed that Sport BC would move forward to transfer several programs and services to the BC Sport Agency, according to the Sport Agency recommendations, with the exception of Financial Services. Rob Newman suggested that we could make a case to keep financial services as they link well with our insurance business and agreed to prepare a proposal regarding the linking of the payroll, benefits and book-keeping services with the insurance service and to have Twyla then submit it to Scott/Moira for consideration
- On June 5, 2012 we conducted a meeting with the BC Sport Agency. Attending the meeting on Sport BC's behalf were: Stu Ballantyne, Irene Schell, Kimberly Gilhooly, and Twyla Ryan. Heather Turner was out of the country with work. The committee met prior to the Agency meeting. At that meeting we informed Scott Ackles and Moira Gookstetter that our board had come to full agreement on the transfer of KidSport, NSTF, Events, Communications, and Conflict Resolution. We were not prepared at that time to discuss the Sport BC Financial Services to PSO's.

ACTION ITEM # 2:

Twyla to confirm next meeting date with the Agency and convene a meeting of the Sport BC agency task team to prepare for the next BC Sport Agency meetings and discussions.

ACTION ITEM # 3:

Rob Newman to prepare a proposal regarding the linking of the payroll, benefits and book-keeping services with the insurance service and to have Twyla then submit it to Scott/Moira for consideration

6. Strategic Plan Update:

Twyla confirmed that she has received the Strategic Plan and Member Feedback Session Notes from Marilyn Payne. The Plan is the first draft and will go forward for discussion with the board and members in the fall. At the retreat the board also created a Staff Support Plan to fill gaps in service and business continuity while the staffing plan is initiated and implemented.

7. PSO Roundtable Meeting:

The board is in agreement that a PSO Roundtable Meeting should be held as soon as possible to update the PSO's on several topics. Twyla will seek input from the Executive Committee regarding content. Carey Dillen reminded the board that we do not have the budget to support board members travel etc to Round Table Meetings. Board members are welcome to attend at their own cost or via teleconference.

ACTION ITEM # 4:

Twyla to confirm date and content of the Member Roundtable Meeting and send notice to the office for distribution to members.

8. Board Meeting Schedule 2012-2013:

ACTION ITEM # 5:

Twyla to confirm date and content of Member Roundtable Meeting and send notice to the office for distribution to members.

9. Adjournment :

MOTION:

Carried to adjourn the meeting.

Moved: Brock Turner

Seconded: Kimberly Gilhooly