

**Board of Directors Meeting
MINUTES**

HELD: Tuesday, February 13, 2018

LOCATION: PavCo Boardroom

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

ALSO PRESENT: Rob Newman, President & CEO
 Christine Wong (Minutes)
 Cindy Siesling-Webb
 Thea Culley

Call to Order

Chair called the meeting to order at 5:09 pm

Adoption of Agenda of February 13, 2018 meeting

It was moved by White, seconded by Kwiatkowski *Carried*

Amendment to Minutes of November 14, 2017 meeting

**Action Item: CEO to update the board on technology platform for online insurance transaction and clarify grant fee income on income statement.*

It was moved by Holden, seconded by Berkeley *Carried*

1. CEO Report

CEO updated the board on a successful PSO meeting on January 23, 2018 that had a large turnout including the Parliamentary Secretary Ravi Kahlon in attendance. The bylaw amendments drafted by Blair Lowther was distributed to the PSOs at the meeting and will hold a conference call with members to discuss on March 1st. Efforts of staff of late has been directed to the Athlete of the Year Awards. The payment from Markel is to be received by the end of March. Cindy gave an overview of the budget, forecast and, grant application process that is approved by the NSTF Provincial Adjudication Committee (Michael and Greg).

Action Item: CEO to provide NSTF illustration to the Board at the next board meeting.

2. National Sport Trust Fund

Thea Culley gave a presentation and overview of the new website initiative for Sport BC and the NSTF. Thea compared and contrasted various website platforms and discussed the opportunity to send out RFPs with the Board. The purpose is to build a customized donation platform for donors to easily access the information.

3. Athlete of the Year Awards

CEO gave an overview of the progress of event planning and update on sponsorship revenue.

Motion: That the Board endorses Evan Dunfee as a recipient of the KidSport Community Champion Award.

It was moved by Holden, seconded by Berkeley

Carried

Greg abstained from the vote due to conflict of interest.

Motion: That the Board selects Abdul Shaikh of Badminton BC as the Daryl Thompson Lifetime Achievement Award recipient.

It was moved by Berkeley, White

Carried

4. Governance Committee

White gave an update of the nominations process and including updates of nominations process of directors ahead of AGM and updates to bylaws by end of November 2018. The amendments of bylaws were distributed to the PSOs and the finalized document will be presented at the AGM on May 29, 2018.

**Action Item: Greg White will include the primary job description for the vacant position to be included in the nominations information included in the AGM packages.*

5. Finance & Audit Committee

Finance & Audit Committee Chair, Michael Berkeley briefed the board that the committee has met to discuss process to account for the investment. Berkeley has met with KPMG to clarify specifics that must be recorded in the financial statements and management fees. The committee is set to meet by the end of February to determine an appropriate management fee for KPMG to be presented to the Board for approval. KPMG is set to do field work at Sport BC at the end of April. CEO provided listing of all board policies to the Chair of the committee who will assess one policy per committee meeting in the future.

6. Investment Committee

Heather Holden, Chair of the Investment Committee gave an overview to the Board of Directors on the money fully invested with Mawer. The windfall is being kept in a balanced fund where it is invested in a long-term growth with medium risk account. Holden and the board discussed the development of scenarios of how the distribution of funds must align with Sport BC goals and mandate. The income generated will be included in the budget for 2019. Policy statement is yet to be finalized.

7. **Adjournment**

Motion: The Board of Directors approves the adjournment of the February 13, 2018 Board meeting at 6:45 pm.

It was moved by Holden, seconded by Kwiatkowski

Carried