

Sport BC Board Meeting

Teleconference Call

March 8, 2013

5:30 pm to 8:15 pm (coast time)

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

Staff: Rob Newman and Karen Peacey

Regrets: Stu Ballantyne

1. Call to order: Twyla Ryan
Chair, Twyla Ryan called the meeting to order at 5:34 pm
2. Approval of Agenda with amendments :
 - a. Add 7b discussion of events

Motion to approve agenda:

Moved: Heather Turner

Seconded: Jack Miller

3. Approval of Minutes of February 15, 2013 Board meeting with amendments:

Amend minutes of February 15 to correct spelling of names for Kimberly Gilhooly and Carey Dillen.

Minutes approved with amendments:

Moved: Jack Miller

Seconded: Irene Schell

4. Finance & Audit Committee

There was discussion around membership fees and that the fee structure should stay the same as they are currently. Sport BC needs to have a value proposition to tell members what Sport BC can still offer to the members.

Action: Rob Newman to prepare a value proposition of membership for the Board

It was also discussed that BCIT is a financial challenge and that by staying in the existing Sport BC space the moving costs can be moved to the next fiscal year. It was also mentioned that the staff costs be included in the wish list to David Galbraith.

5. CEO Report

BCIT

There will be four PSO's staying at the BCIT campus until June 30th as the Fortis space is not ready.

It was discussed that Sport BC would transfer the KidSport staff effective March 31st. They would need to be terminated by Sport BC and re-employed by viaSport. viaSport would need to cover the costs of Sport BC staying in the existing space and storage at BCIT to June 30th. It was also mentioned that the KidSport staff need to be available for the audit.

Motion: Pete Quevillon and Katie Lindsay will physically move to viaSport premises March 31 with the provision that viaSport pay the occupancy and associated costs at Sport BC Cessna Drive location to June 30, 2013.

Moved: Brock Turner

Seconded: Heather Turner

Transitional update

Currently the documents are with the lawyers on the transition agreements. It was decided that the agreements will go to Sport BC lawyers prior to sign off from the Board.

Payroll services are moving forward with the new EFT process.

There was discussion on the bookkeeping services that Sport BC provides. It was determined that these services would continue and transition out after the PSO's year end.

Motion: Wind down bookkeeping services to PSO's to end of their current fiscal year and to assist with the transition to a new provider.

Moved: Jack Miller

Seconded: Carey Dillen

AGM

It was decided that the most cost effective location for the AGM be made by the Sport BC staff.

It was determined that the next PSO meeting will be held April 11th with viaSport at 9:00 am and will include coffee and muffins.

Action: Rob Newman will verify the date with viaSport

6. Chair

There was discussion around the funding request to David Galbraith and it was determined that Sport BC will ask for the following.

- Legal Costs
- Bylaw and Constitution review
- Staffing needs
- Board retreat
- Refurbishing costs at BCIT
- City of Richmond taxes
- Athlete of the year
- Revisions
- KidSport transition to June 30th for Sport BC existing space
- New Society Acts compliance for Sport BC and PSO's

It was also recommended that a second letter go to viaSport with a request to have Sport BC Insurance as their insurance provider. Also to request viaSport to consider Sport BC for financial services including payroll.

7. Governance

The priority is to make changes to the board composition and the elimination of the Executive Committee. The next step after that would be to review the bylaws.

The Board structure is important because we would need to have an SGM before the AGM. The changes need to be filed with the society's act before they come into effect.

Direction to Rob to get information together for the bylaws and present it to the governance committee and then to the board.

Events

There were challenges with the AOY such as documents and logo not being reviewed by Irene Schell prior to them being distributed.

There needs to be clarity around the costs of the AOY and it was thought that this could be included in the financial request to the government.

It was also discussed that a nominating committee be revisited after the April 11th meeting with the PSO's.

8. New Business – was discussed earlier with the funding request to David Galbraith.
9. In Camera session
10. Adjournment at 8:15 pm

Moved: Brock Turner

Seconded: Kimberly Gilhooly