

Sport BC Board Meeting
BCIT Richmond Campus
November 16, 2012

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

Staff: Rob Newman, Karen Peacey

Regrets: Heather Turner, Stu Ballantyne

1. Call to order: Twyla Ryan
Chair, Twyla Ryan called the meeting to order at 4:30 pm.
2. Approval of Agenda: Twyla Ryan
 - a. Move 8b. Membership dues discussion to Saturday under 12
 - b. HR update to have an in camera session under 7a

Motion: To approve the Agenda with changes. Carried

Moved: Kimberly Gilhooly

Seconded: Jack Miller

3. Approval of minutes of October 4, 2012 Board Teleconference meeting

Minutes should include when people leave and arrive.

Carey to be updated for Sept 11 minutes that she left the meeting after Moira and Stu joined the meeting.

It was suggested that the recordings of the meetings be kept.

Motion:

To approve the minutes of October 4, 2012

Amend that there was an in camera prior to start of the meeting

- The outcome was to ratify Rob's position as President and CEO.

Bjorn joined by phone at 4:43 pm

Moved: Irene

Seconded: Bjorn

4. Report on PSO meeting: Twyla Ryan/Rob Newman

- Strong message to slow down the process
- Members are engaged and want more dialogue
- Collaboration on issues
- Contracting out
 - Currently only finance is contracted out. Maybe contracting can be used for other areas
- Ask to see the Transfer under agreement
- Hold a forum with members, board and viaSport
- Value of SportBC
- Lack of trust with viaSport started as strategic but now operational
- Communications reversing
- What are the repercussions to our members if we say no
- viaSport has the money, SportBC has the members

5. Executive Committee: Twyla Ryan

Thanks to Irene Schell for creating the last couple of member updates and also Karen is now taking the minutes. These meetings are to establish tasks for committees, members and

CEO's and then it gets forwarded to the board. The committee itself does not have any decision making authority but what we can do is bring to the board for approval.

Transition committee will hold weekly meetings to gather information to determine what steps need to be taken. AGM prep early next year, signing of the MOU and strategic planning. Thanks to Irene for working on the events committee, Carey and Rob on the Finance committee and Kimberly with the HR committee.

Calendar

- Board meetings monthly
- Executive meetings prior to board meetings
- Will send a revised calendar

It was discussed in regards to the delivery of budget that there was not enough time spent getting familiar with the budget last year. Based on that information there will be a Board meeting on May 17 and another on May 24 to approve the budget for submission to the AGM.

6. Finance and Audit Committee: Carey Dillen/Rob Newman

We are on budget. The \$400,000 KidSport grant has not been received to date but the request has been made.

Payroll solving accounts and transferring money to the correct accounts

- Payroll retainers
- Policy – revisit old policy/revisions
- Funding

Action: Rob to bring to next meeting new policy on process and another for retainer policy

Meeting with BCIT Nov 28

Brock joined meeting by phone at 5:45pm

7. HR Committee: Kimberly Gilhooly

In camera session

Motion to come out of camera

Moved: Jack

Seconded: Irene

Motion:

Agreement to extend Rob Newman's contract to March 31, 2013 with an extension to March 31, 2014 contingent on available funding. Rob will come forward with deliverables to the Board at the December 2012 Board meeting.

Discussion:

They have directed the finance committee to build the budget with Rob's salary built in there for a full year as opposed to what the HR committee suggested which was Sept 1. The finance committee is directed to build Rob's salary into the 2013-14 budget.

We want to look at our constitution and bylaws for the President and CEO.

8. Governance Committee: Irene Schell

The Governance Committee is currently working on preparing a timeline for reporting and documents that need to be sent out. Once the timeline is prepared, it will be forwarded to a staff member to maintain.

Also a review of bylaws will need to be done.

Nominations for next year Board members and prepare a list of things we need to do.

It was discussed that we need to look at our members and dues (concepts not amount). Also consider some sort of benefit for the members that have stayed with us.

Action: Stock answer regarding new membership. Brock suggested that the “stock” answer be circulated to the board.

There was a discussion about current membership applications. The Board needs to revisit the criteria on membership. There was also a question if the Board can change the criteria. It was discussed that the Board wait on any new membership at this time. Brock did not agree with waiting on making those decisions.

9. CEO Report

Rob thanked the Board for the opportunity to lead the association in the CEO role.

One of the challenges at the start was the loss of staff and corporate knowledge that left with those staff.

Operations

Payroll – Karen is doing a fantastic job and the membership appreciates the service she is providing.

- Look at expanding those services down the road

NSFT – Gui has received training and it is a busy time of year for receipting.

Bookkeeping – currently 3 PSO’s using this service

It was discussed that going forward after March 31 we may no longer offer these services. It was asked if we should start transitioning this out now?

Accounting – Anne is a contract resource providing day to day accounting services

This is a position that we should probably look at hiring a full time staff person. The position also does accounting for SBC Insurance.

Communications

Irene to show Karen/Gui how to update the website and create member updates.

Action: Website needs to be updated next week

Issues:

- Housing/BCIT meeting with BCIT November 28
- Telus \$15,000 of that we collect \$8,000
 - o Hardware?
 - o Is there a long time hook?

viaSport

Meeting was held with Scott, Moira, Carey, Irene and Rob and there were huge concerns with the AOY to make it a successful event. It was discussed that the Board would give direction to Rob in response to the letter from viaSport and would be discussed further at the Board meeting on November 17.

KidSport

The AGM will be held June 12, 2013

- \$150,000 roughly has been distributed out of the \$400,000

Currently Katie and Pete need to run reports to get money from viaSport. If the money was here that would not be a necessary task.

NSTF

There was a discussion around if NSTF can be expanded to other groups under the RCAA standards?

Events

There is a Recognition task team to look at events/recognition sector wide to make them more efficient.

There is an AOY task team to bring forward ideas on what they want to do.

It was discussed that there is a concern that programs have moved over to viaSport but have not been signed off. The agreements are under the name of Sport BC but Sport BC is not managing the programs. There is an assumption that there is a signed document.

There was a discussion that there should be a joint/collaborative venture for AOY.

Promotions plus would like to fund a female coach of the year award. It was then suggested that there should also be a female official of the year. The thought is that they would announce the award this year for presentation next year.

Previously the selection committee made the decision about the award and then it was sent to the board. It was discussed that the better option is that the Sport BC Board makes the decision.

Motion: To add the awards for 2014 and that we do something to incorporate the announcement of that at this year's awards.

Moved: Irene

Seconded: Brock

November 28 Sport Heroes - BC Sports Hall of Fame

- Rob to do greetings on behalf of Sport BC

Vancouver awards are being selected by a committee. There were 12 nominations and 8 were chosen.

10. Insurance Report: Rob Newman

The Insurance is on budget for the year. All Sport is also on budget but it is down from last year.

Rob was approached by Premier Insurance to meet with them in December. For the PSO's that All Sport doesn't want to insure right now we would have another avenue through Premier Insurance.

Twyla will provide Karen with the Motions that were passed in camera and going forward. It was discussed to create a motion form that says who seconded it etc. and record the vote.

11. Adjournment

Moved by:

Meeting adjourned at 8:00 pm