

Sport BC Board Meeting  
Teleconference Call  
October 4, 2012

Attendees: Twyla Ryan (chair), Carey Dillen, Irene Schell, Kimberly Gilhooly, Brock Turner, Bjorn Osieck, Stu Ballantyne

Staff: Rob Newman

Regrets: Heather Turner, Jack Miller

1. Call to order: Twyla Ryan  
Chair, Twyla Ryan called the meeting to order at 8:00 pm.
2. Approval of Agenda: Twyla Ryan

Motion:

To approve the Agenda. Carried

Moved: Kimberly Gilhooly

Seconded: Bjorn Osieck

3. CEO Report – Rob Newman
  - a. Activities to date  
Rob Newman updated the board on the current staff compliment. Karen has taken on the responsibilities of payroll services taking over from Joanna. Gracie has been brought on to take of some bookkeeping duties. Anne, who has been on staff for the last couple of months working on accounting duties on a contract basis from Kam, in conjunction with Cindy. To date there is not a replacement for some of Jane's duties such as tax receipting and taking deposits to the bank and answering phones. We will be dealing with that fairly shortly. Since coming on Rob has discovered there are a lot of issues that have to be dealt with very quickly.
  - b. Financial matter  
From a spending component we are well within our budget with regard to the spending section of our income statement. Mainly to do with the staff compliment being down and that is putting us in a good position. The issue we need to deal with right away is the accounts receivable. Rob will report back at the next board meeting with regard to that issue. It is an area that has been somewhat neglected since Cam left. The payroll AR is at \$463,000 and trade AR is about \$135,000. In discussions with Cindy if we were to send out all the cheques that we have processed to date we would be overdrawn about \$55,000 out of the general account. Once we get AR under control we should be fine, but we are in a bit

of a crunch right now. It was also noted that of the 66 clients that we do payroll for about 35 have given us retainers. Not sure if there is a policy in regards to how we are handling our payroll services. There appears to be only 12 or 13 PSO's that have provided retainers. Other issues that need to be dealt with include the Telus billing. It is the second largest expense we have approx 14000 per month. Trade AR is approx 135,000 and in talking with Carey Dillon they may need to write off some of this.

Carey noted that her and rob are working through some of these issues. From a finance committee perspective they will be meeting at the end of October to help resolve some of these issues.

Kimberly mentioned that there is a policy that at least one month retainer is provided by the PSO's. We need to find that policy or reinstate that policy and it was there when bill was there.

c. PSO Roundtable Meeting

Rob would like to work in the PSO roundtable meeting with the face to face board meeting in Nov.

4. Chair Report – Twyla Ryan

a. Approve minutes of September 11 Meeting 2012 Board Meeting. Amendments to minutes are:

- Kimberly Gilhooly had asked for an "in-Camera" at that meeting and requested that this be added to the minutes.
- Motion to approve as amended. Kimberly, seconded by Stu
- Of note:
  - o Previous notes and minutes on the leadership position for Sport BC used the title General Manager, however Kimberly felt very troubled by trying to put something together for a General Manager but thought CEO was easier. Kimberly named the position President and CEO.

b. Calendar of meetings – T-Con and Face to Face

Face to Face – Nov 16 with PSO meeting prior to board meeting. Provide PSO's with advance notice.

Face to Face – Mar/Apr still to be decided

Rob to arrange for a meeting room at BCIT for the meeting in November

Add meeting notification to the PSO newsletter

Twyla will put a calendar together and send to the board with dates of future meetings.

c. Suggested Transition Strategy was discussed:

1. Sport BC will get legal advice regarding the final MOU document
2. Sport BC will seek a kidsport brand arrangement where Sport BC can continue to use the KidSport logo and brand to promote our business enterprises. Rob to determine the amount Sport BC has invested in KidSport this year and that would be what we would seek in funding beyond the 100,000.
3. Discuss and plan the timing of the transfer programs such as the dates, the who and the contact with BC Ferries and the contact of Teck and those kinds of communications that will need to take place. Some programs may take 2 – 3 years but the plan is to complete by March 13 or sooner.
4. Seek a deal where viaSport will purchase its insurance and payroll needs through Sport BC

Rob – Branding of kidsport is important. Rob was contacted by first nations health authority transferring 250 employees. They want SBC insurance to be the broker to handle their benefits package. Potential of 100,000 + commission policy and the reason they contacted us is because of KidSport. Stu doesn't think this will be an issue to use the brand of kidsport.

It should also be noted that the Sport BC is the founding member but also add that if anything happens it could fall back to the founding member. Also that it would reverse back to the founding organization should viaSport dissolve or if they decided they no longer want to manage it anymore that Sport BC is involved in where it goes or taking it back. Sport BC would also like to know what the plans are with staff that presently looks after the program.

Rob and Twyla are the leads in the transition discussions. Kimberly would like one point of contact so that everyone is all on the same page. She suggested that the contact be Rob. It was agreed that Rob will be the point of contact.

Rob asked if the directives are coming from the board to him. KidSport point of reference will be Pete and Carey will be the contact for financial information. If there are questions does it come back to the Transition Team for discussion or the board? It was discussed that the Transition Team will work on the above 5 issues with viaSport and then bring it back to the board.

There is concern that the membership does not fully understand the transition. It was suggested that we need to have our members understand where we are at and where we are going. We need to make sure members are fully informed. Communication will be important about KidSport and other aspects of operation moving.

Any information regarding the transition strategy it can be forwarded to Rob.  
We will not move forward with a meeting with viaSport until Rob has had time to investigate what was spent on kidsport this year.

Rob asked if we as a board are fine with all the rest of the recommendations. Carey is not happy with the MOU recommendations from viaSport. Twyla received some answers back on Carey's questions about the MOU and will be sending those out to the board for review.

Transition team members list will be made available when ready. Noted it should include Carey as she needs to sign it as finance.

5. Governance Committee – Irene Schell

a. Announcement and approval of board member continuance

Bjorn will be moving to Ottawa. No motion needed Bjorn will stay on until the AGM and will participate by conference call. He will continue to be on the finance committee as well.

b. Member Applications

It was discussed that we should not accept new membership applications at this time because we are not sure where we are going and what we will look like a year from now. In general this was agreed upon. The revenue loss needs to be considered but despite this it was agreed that it is probably the prudent thing to do. Irene will bring a motion to the November Board meeting for consideration and then we will need to build a standard response.

Rob also mentioned that we need to sell what we offer.

6. Event Task Team & Committee – Irene Schell

a. Update

Community Sport Hero Awards event was held in Sparwood. We want to make sure it is Sport BC event. Letter was sent to the Minister from Rob thanking him for being at the event and supporting the event.

Athlete of the Year Task Team will be having its first meeting next week.

Ted Barton is in charge of sponsorship and recognition for viaSport. While Carey Summerfelt is our main contact on events, Ted is her supervisor. Currently we are exploring options for branding of the Athlete of the Year so that it shows Sport BC as the founder and viaSport as the producer.

Currently Sport BC is responsible for AOY. If no sponsorship is brought in we will take the financial hit. viaSport is willing to take that risk and move the events sooner. This is currently an issue that is on the table for the Transition Team.

#### 7. HR Committee – Kimberly Gilhooly

##### a. Update - Committee Meeting

Rob was hired and we have been in a crisis with not having staff. Relook at rob's contract with SBC Insurance in December.

The HR Committee looked at hiring senior staff. It is now up to Rob to hire the other staff. Role of the HR committee is to hire CEO and set out parameters for the performance review of CEO. HR Committee should also look at benchmarks for CEO and determine if he needs assistance. These can be present to the Board for discussion.

#### 8. Facility Lease Information – Bjorn Osieck

##### a. Update on Burnaby Centre

Rob and Bjorn did a site visit. They had a tour of the offices. There is space on the first floor approx 1200 sq. ft. with no windows. Retail would lease at a higher rate \$21 vs \$33 for Sport BC.

Other space is 1800 sq. ft. more natural light floor to ceiling windows. Sport BC fast track mode and would be put us in front of the queue. This space is more appealing from an office environment perspective. Tenant improvement would be \$17.50 per sq ft for 5 yrs or \$35 per sq ft for 10 year lease term.

Need to see where we see Sport BC going forward. It would be more sensible to have Sport BC with SBC Insurance on Broadway in Vancouver.

There is a time factor with Burnaby. We should have an idea by Nov 16 board meeting of what sport bc needs are and be able to make a better decision on the space needed.

#### 9. New Business

We are currently working on member update to go out early next week.

10. Adjournment

Moved by Carey Dillen

Meeting adjourned