

Sport BC Board Meeting Minutes

(Amended & Approved Oct 4, 2012)

Teleconference Call

September 11, 2012

4:00 pm to 6:00 pm (coast time)

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

Staff: Rob Newman

Regrets: Jack Miller

1. Call To Order: Twyla Ryan

Chair, Twyla Ryan called the meeting to order at 4:05 She welcomed the board and Moira Gookstetter, guest from the BC Sport Agency.

2. Approval of Agenda: Twyla Ryan

Note: Kimberly Gilhooly asked for an immediate in-camera session, which was denied.

MOTION:

To approve the Agenda. Carried.

Moved: Heather Turner

Seconded: Kimberly Gilhooly

3. Review of BC Sport Agency Draft MOU Document – Moira Gookstetter:

Moira Gookstetter reviewed the MOU noting the programs and services that would be transferred to the BCSA under the agreement. She explained that the BCSA would work with the Sport BC Transition Team on a transition plan and that their goal was to have all of the programs and services transition agreements completed by March 31, 2013. The principles were:

- Sport BC would continue to be a member organization, and offer financial services to it's members and others
- Sport BC would continue to operate it's insurance businesses
- Sport BC would advocate on behalf of it's members and PSO's, to the BC Sport Agency
- Sport BC would have input into the timing and details of the transitioning programs
- The BC Sport Agency would work with Sport BC to deliver:
 - Athlete of the Year Awards
 - Community Sport Heroes Awards
 - BC Ferries grants
 - BCSA would work with Sport BC to manage the existing relationships with sponsors and other organizations – Tech and BC Ferries for example
 - Centralize Communications for the sport sector
 - Bring Kidsport to the BCSA
 - Manage the National Sport Trust Fund
 - Manage Dispute Resolution for the sport sector

Provide Professional Development opportunities in the sport sector

Agreements to transition would be completed by March 31, 2013, but actual transfers could take up to 2 to 3 years, depending on the program

Discussion followed to say that there were some changes in the agreement needed and board

members could send their suggestions to the board chair. There was a recommendation that the final document be reviewed by our legal advisors. There were several questions asked of Moira regarding how events would be managed, and how the Agency proposed to deliver Professional Development. Moira said that these mechanisms would be worked out later with the Transition Team and with feedback meetings with the PSO's. We were assured that traditions of our events would continue. Details still need to be worked out as to how the NSTF and charitable tax numbers would be transferred. Our Transition Team needs to work these details out with the BCSA.

Moira was asked how the branch arrived at the proposed funding allotment for Sport BC. Moira responded that traditional funding was less as our organization had downsized, and was not delivering to the same level of services to members as it has in the past. For example: Dispute Resolution, Communications and Marketing had all previously received funding, but were no longer being provided by Sport BC. Moira confirmed that what they have not funded in the past, they would not fund now. Financial services had not previously been funded by the branch. KidSport funding would stay intact at previous funding levels.

Moira informed the board of developments with the Recognition and Events Task Team. Irene from our board is a member of that team.

Moira left the meeting at 4:45pm

MOTION:

To accept the draft MOU was with-drawn by the Chair

The board further discussed the MOU and transition process. The board would like to clearly itemize our costs which legitimately have been incurred in supporting KidSport during the MSO , PSO and Sport Sector Review process and task the transition team to ask for funding to support these expenses.

Action Item # 1:

Determine costs incurred running KidSport to date in this fiscal.

4. Approve Minutes of July 6, 2012 Board Meeting:

MOTION:

Carried to approve minutes of July 6, 2012 meeting (with type errors corrected) and accept the Executive Committee Meeting notes.

Moved: Heather Turner

Seconded: Irene Schell

5. Finance and Audit Committee: Carey Dillen

No report available

6. Insurance Report: Rob Newman/Kimberly Gilhooly

Rob Newman reported that All Sport Insurance revenue was down and that SBC Insurance revenue is up compared to budget projections. There has been some personnel changes at the insurance business with one staff member retired. He also worked with Kimberly to respond to the recent resignation of financial services staff at Sport BC.

7. Governance Committee: Irene Schell

Irene informed the board that the bylaws and constitution need review and updating and work

would begin on that in the new year.

Irene also informed us that Bernie Asbell has accepted work abroad for the next few years, and has tendered his resignation to the board.

MOTION:

Carried, to accept the resignation of Bernie Asbell from the board.

Moved: Irene Schell

Seconded: Kimberly Gilhooly

8. Events Committee: Irene Schell

Irene explained her involvement with the BC Sport Agency Recognition and Events task team and that Sport BC will form a sub-committee to guide the delivery of the specific Sport BC events. She also updated the board on the AOY and Community Sport Heroes Awards.

9. HR Committee: Kimberly Gilhooly

Kimberly informed the board that she and Rob worked to resolve the immediate issue with Joanna's resignation from the financial department. They met with Cindy and arranged for contracted temp workers to provide a seamless transition in the financial services department. She expressed concern about keeping Jane with Sport BC; Carey agreed to sign off on Janes education needs. Kimberly suggested that Sport BC needs someone for data entry and phone services and also expressed that accounts receivable is a concern and they are looking for policies regarding collection of due accounts. Kimberly also suggested that Rob Newman be hired as our General Manager. It was noted that the HR Committee should look into options for hiring a GM/Lead Staff for presentation to the board. Carey Dillen confirmed that \$30,000 until March 31, 2013, was available for this hire.

Action Item # 2:

HR Committee to convene to complete job descriptions, a staff plan and an outline for the hiring of the GM/Lead Staff position. This to be presented to the board for approval. The goal would be to have this hire completed in the next several weeks.

10. BC Sport Agency: Twyla Ryan

Discussion was covered in the earlier meeting with Moira and some discussion continued at this time in the meeting. Irene asked Heather if she would consider joining the Transition Team. Heather has been part of the meetings with the BC Sport Agency and so it is a natural progression for her to be part of the transition team. Heather will get back on this request.

MOTION:

Carried, 5 in favour, 1 opposed, to agree to transition all of the programs and services as outlined by the BC Sport Agency. The Transition Team will collect and present information with a goal to increase funding.

Moved: Twyla Ryan

Seconded: Irene Schell

11. Strategic Plan: Twyla Ryan

The plan was circulated with the meeting agenda and info. It is in draft form and will be discussed by the board at a future face-to-face meeting. The board will also seek feedback from the members on the draft plan before a final plan will be completed.

12. PSO Roundtable Meeting July 25, 2012: Twyla Ryan

Twyla Ryan, Brock Turner, and Kimberly Gilhooly attended the meeting held at BCIT. Twyla reported that the meeting was held with good attendance and a robust question period. Information presented informed our members that Sport BC would transition all of the programs and services outlined in the BCSA Sport Sector recommendations, with the exception of financial services. Members expressed concern that Sport BC was with-out a lead staff person and member services staff member.

13. Board Meeting Schedule: Twyla Ryan

The board suggested that monthly teleconference meetings were needed

ACTION ITEM # 3:

Twyla to confirm dates for all meetings by next board meeting.

14. New Business: Facility Search - Bjorn Osieck

Bjorn and Bernie had looked at the Burnaby Multi-Sport Centre as a possible new home for Sport BC as of March 13, 2013. Bernie thought the facility had a sound business plan and was worth our investigation. Bjorn looked into the pricing and lease potential in the new facility. Several other sports have already made commitments to lease at the centre. Bjorn requested that we consider offering an "Expression of Interest" which would put us at no risk, but allow us to further investigate firm pricing and the potential of this facility for our new location. Rob would confirm if there was space where our insurance offices are located.

MOTION:

Carried, to agree go forward with an "Expression of Interest" in a lease at the Burnaby Multi-Sport Centre for Excellence.

Moved: Bjorn Osieck

Seconded: Irene Schell

15. Adjournment – 7:35 pm

MOTION:

Carried, to adjourn the meeting.

Moved: Heather Turner

Seconded : Bjorn Osieck