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## MEMORANDUM

To: Sport BC Membership  
Date: Wednesday April 26, 2023  
Subject: 30-Day Notice – Sport BC AGM

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Dear Sport BC Members,

Sport BC is pleased to announce the 2023 Annual General Meeting will take place virtually on **Thursday May 25, 2023**, from 5:30-7:30 PM.

In preparation for the 2023 Sport BC Annual General Meeting, the following documents are included in this package:

1. Registration Form:
  - a. <https://www.eventbrite.com/e/597242236607>
2. Draft minutes from the 2022 AGM (in separate attachment)
3. Agenda
4. Governance Committee Report

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# Sport BC Annual General Meeting

## AGENDA

Thursday May 25, 2023

5:30 pm – 7:30 pm

Via Zoom Conferencing

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1. Call to Order
2. Confirmation of quorum and voting rules
3. Adoption of Agenda of 2023 AGM

***Motion:** Membership adopts the agenda of the 2023 AGM as presented.*

4. Approval of Minutes of 2022 AGM

***Motion:** Membership approves the minutes from the 2022 AGM as presented.*

5. Business arising from 2022 AGM
6. Chair Remarks
7. President and CEO Remarks
8. Committee Reports

- a. Finance & Audit Committee

- i. Audited Financial Statements for the year ending March 31, 2023
- ii. Presentation of approved budget for the year ending March 31, 2024

***Motion:** Membership accepts the finance and audit committee report as presented*

***Motion:** To accept the audited consolidated financial statements for the year ending March 31, 2023 as presented.*

***Motion:** Membership accepts KPMG LLG, or other auditors as approved by the Board of Directors, be appointed to perform an audit of Sport BC for the year 2023/2024 and that the Board of Directors be empowered to set the remuneration of the auditors.*

b. Governance Committee

*Motion: Membership accepts the governance committee report as presented.*

9. Membership Fees

*Motion: Sport BC membership accepts the base membership fee for members as presented.*

10. New Business

a. 2024 Annual General Meeting Date

11. Election of Directors

a. Nominations Committee Report

b. Election by Acclamation

c. Announcement of Directors of 2023 - 2024

12. Motion to Adjourn

*Motion: Membership approve the adjournment of the 2023 Sport BC Annual General Meeting.*

# Sport BC Governance Committee Report

April 2023

## Governance Committee

Sandi Swanigan (c), Greg White, Jennifer Fenton

Sport BC Board of Directors (2022/2023) - six (6) elected positions

- Jennifer Fenton - Director-at-large (elected 2021 for 2 yr term) – term ends May 2023
- Sandi Swanigan - Director-at-large (elected 2021 for 2 yr term) – term ends May 2023
- Lisa Kwiatkowski - Director-at-large (elected 2021 for 2 yr term) – term ends May 2023
- Greg White - Director-at-large (elected 2021 for 2 yr term) – term ends May 2023
- Blair Lowther – Director-at-large (elected 2022 for 2 yr term) – term ends May 2024
- Mario Ramos - Director-at-large, Finance (elected 2022 for 2 yr term) – term ends May 2024

Director positions for election at the May 25, 2023, AGM for two (2) year terms:

- Director-at-large – 2 yr term

*Four (4) nominations for the Director-at-large positions were received by the April 25<sup>th</sup> deadline from Jennifer Fenton, Lisa Kwiatkowski, Brian McC Calder, and Sandi Swanigan.*

Note: The position of Chair to be elected by the Directors at the first board meeting after the AGM

Board of Director Meetings since last AGM

- |                       |                     |
|-----------------------|---------------------|
| 1. June 29, 2022      | 5. December 2, 2022 |
| 2. July 14, 2022      | 6. January 25, 2023 |
| 3. September 12, 2022 | 7. March 27, 2023   |
| 4. November 2, 2022   | 8. May 2023 - TBD   |

Governance Committees

1. Finance Committee – Mario Ramos (C), Lisa Kwiatkowski, Brian Szabo
2. Governance Committee – Sandi Swanigan (C) Greg White, Jennifer Fenton
3. HR Committee – Lisa Kwiatkowski (C), Jennifer Fenton, Blair Lowther

Program Committees

1. ProMOTION Plus – Jennifer Fenton, Sue Griffin, Erin Wilkins, Bryna Kopelow, Rob Newman

License/Partnerships Committees

1. British Columbia Amateur Sport Fund – Greg White (C), Mario Ramos, Michael Berkeley
2. Sport BC Insurance Board – Blair Lowther (C), Sandi Swanigan, Rob Newman

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# Sport BC Board of Directors Nominations

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## Jennifer Fenton

Jennifer is a Health, Physical Activity and Sport Education Consultant for JW Sporta. Her 30-year career has specialized in healthy school initiatives across BC. On the national level, Jennifer was instrumental in developing CAAWS' On the Move initiative and has been a facilitator for Canadian Women & Sport workshops. She currently is a Sport BC Director and was past chair for the Active North Shore Network, ProMOTION Plus, Canadian Women & Sport and Orienteering BC. She continues to enjoy co-instructing the UBC KIN 465 course on interculturalism, inclusion and health through physical activity.

As an advocate for gender equity her whole career Jennifer was recently an honoree of the ProMOTION Plus' in Her Footsteps 2018 Award as well as their President's Award. Jennifer completed her master's in Human Kinetics at UBC and is a multi-sport certified children's coach, an active mom and avid outdoor enthusiast who can be seen cycling, hiking and kayaking the North Shore and world-wide.

## Lisa Kwiatkowski

Lisa is a passionate leader who has contributed extensively to the sport system provincially, nationally, and internationally since her days as a UBC Human Kinetics Student. Lisa has served on the Sport BC Board of Directors since 2017, including a term as Vice-Chair.

She is currently the CEO of Motivate Canada – a National Multi-Sport Service Organization focused on youth leadership development in the sport sector. Lisa was also recently elected to City Council for the City of Rossland, where she now calls home.

In her previous position as Manager of Venue Partnerships for UBC's Department of Athletics and Recreation, Lisa worked closely with both the provincial and national sport communities – in collaboration with the Vancouver Sport Hosting Partnership - to attract and deliver world class sport events to the region.

Lisa has held leadership positions with the Sochi 2014, London 2012 and Vancouver 2010 Olympic and Paralympic Games' Organizing Committees. She was also a part of the Rick Hansen Foundation's 25th Anniversary campaign prior to leaving for London.

With a national scope in her current role at Motivate Canada, Lisa is interested in continuing to contribute to the BC sport sector to support continued partnership, innovation, and values-based leadership. She also serves as President of Canada's largest women's mountain biking club – Muddbunnies BC - as well as President of the Rossland Winter Carnival Society.

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## Brian McCaldar

With a life-long involvement and belief in the value and benefit of sport, I am pleased to submit, for your consideration, my candidacy for the Sport BC Director-At-Large position. I bring with me over 50 years of experience in sport as a Coach, Clinician, Association CEO, along with positions on Local, Regional, Provincial and National Committees. I strongly believe in the value of the collective – which through Sport BC, provides a forum for engagement, dialogue, and advocacy - with and on behalf of the members and the broader BC sport community.

I have been very fortunate to have had the opportunity of a career in sport and help in the growth and development of Athletics in British Columbia and Canada. During my time with BC Athletics, we have seen a significant increase in individual, club, and school membership. With that has come a dramatic increase in the number of events hosted in communities throughout British Columbia. Policy changes, expansion of membership types, athlete support, coach, official, club executive and event directors training have assisted in creating a year-round calendar of events and ever-expanding programs for children to 90+ year old Masters. This growth is has come about through the collective engagement and commitment of individual and club members, host organizing committees, external organizations, a supportive Board of Directors, and guidance through BC Athletics staff.

As I step away from BC Athletics and reduce the possibility of separation anxiety, I am sincere in my commitment to continue to work for the betterment of sport in British Columbia through a role on the Board of Sport BC.

## Sandi Swanigan

Sandi was elected to the Sport BC Board 2019 where she has served on the Finance Committee and is currently the Governance Committee Chair. She is also on the Sport BC-appointed board of SBC Insurance.

Sandi has worked in the not-for-profit, for-profit, and public sectors and brings considerable experience in executive-level management, organizational structuring, major sport event production, hospitality development, funding acquisition, marketing, communications, and government advocacy to the Board table.

Career highlights include roles as Olympic Programs Manager for the 2010 Olympics at the City of Richmond, Senior Manager for Film and Special Events at the City of Vancouver, CEO of DH1 Developments, Chief Operating Officer for the Aboriginal Sport Circle, and her current consulting role with the Indigenous Sport Council of Alberta. Sandi was part of Sport Hosting Vancouver while at the City of Vancouver.

Sandi has sat on numerous arts, culture, and public land use strategic planning teams. She is a former member of the Mount Pleasant Business Improvement Association Board of Directors. Sandi has served for 9 years as Director on the board of Touchstone Family Association, a social service agency based in Richmond BC.



Sandi believes that the SBC Board's guidance has contributed to improved stability and increased recognition for Sport BC. She remains committed to SBC's mandate and its members.

Sandi hopes for the membership's support in the upcoming election and for the opportunity to continue the important work of raising the profile of and increasing support for amateur sport in BC.

