

Sport BC Board of Directors' Meeting MINUTES

Monday, November 25, 2024 5:00pm-7:00pm

ATTENDEES

Board of Directors

Sandi Swanigan, Chair
Judy Joseph-Black, Vice-Chair
Jenifer Fenton
Lisa Kwiatkowski
Brian McC Calder
Allan Prazsky

Sport BC
Rob Newman
Allison Mailer

1. Call to Order. 5:02PM

Adoption of the agenda.

Motion: The November 25, 2024 Sport BC Board of Directors' Meeting Agenda to be approved.

Moved. Seconded. Carried.

2. Approval of minutes.

Note: The September 3, 2024 Sport BC Board of Directors' Meeting Minutes were approved via email September 18, 2024.

Moved. Seconded. Carried.

3. Opening remarks SANDI SWANIGAN

- General welcome and request for activating a Sport BC Board HUB for meeting documents and other resources.

4. President and CEO Report ROB NEWMAN

- Highlights of President and CEO report presented
- Success with community-based philanthropy workshops – more are being planned and a summary report will be shared with sport branch (funders) - appreciation for our partners in delivering the workshops, the Regional Sport Alliance (most are members of Sport BC).

5. Committee Updates:

- a. Finance LISA KWIATKOWSKI

- Financial updates were provided - organization in strong fiscal position.
- Finance chair reported the committee met and there is a new member on the committee, Rob Watt
- FC wants to take closer look at investment portfolio and indicated there is a need for a spending plan, to be aligned with strategic plan.

Motion: Sport BC Board directs the Finance Committee to develop and circulate a Request for Proposal for an audit/review engagement for Sport BC.

Moved. Seconded. Carried.

b. Governance

BRIAN MCCALDER

- Chair circulated Governance Report.
- Primary focus was outlining the Request for Proposal for Sport BC organizational review.
- Timeline:
 - Intent to submit RFP December 10, 2024
 - RFP Submission deadline January 10, 2025
 - Sport BC Management prepare shortlist
 - Sport BC Management confirm selection of successful candidate February 10, 2025
 - First draft for review Six months after signing of contract
 - Final report due One year after signing of contract

Motion: Approve that Governance Committee and Sport BC Management coordinate the selection of the Contractor and that Management with involvement of the Governance Committee, guide the work of the successful Contractor, with regular updates and reports to the Board as needed or requested.

Moved. Seconded. Carried.

c. Human Resource

JUDY JOSEPH-BLACK

- HR Chair had conversation with CEO regarding review process, recognition about transition in
- Confirmed no concerns in performance or changes required.

Motion: As the Human Resources committee is in transition, a 2024-25 performance review for the President & CEO will not be conducted. The HR Committee will develop a template for 2025-26 in conjunction with the President & CEO to be performed late 2025.

Moved. Seconded. Carried.

6. SBC Insurance Governance Update

ROB NEWMAN

- SBCI RFP is currently in market, the process and timelines mirror the outlined Sport BC process.

7. 25/26 Budget Discussion

ALL

- General discussion about the previous process with direction that Management to provide the Board with a deadline date for submitting any budget additions/increases/considerations for inclusion in the Budget.

8. New Business

- With changes to the board, we require new signing authorities for the organization, note most of this work is done electronically.

Motion: To approve two signing authorities (electronic and hard copy cheques) for Sport BC: Chair – Sandi Swanigan and Vice-Chair – Judy Joseph-Black.

Moved. Seconded. Carried.

9. In Camera - regularly scheduled

- Confirmed no In Camera issues to discuss - did not occur.

10. Adjournment of Meeting. 6:57PM

Motion: The Board of Directors approves the adjournment of the November 25, 2024 Board meeting.

Moved. Seconded. Carried.

DRAFT