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## BOARD OF DIRECTORS MEETING MINUTES

April 26, 2017 at 6:30-8:30 pm

### WELCOME AND CALL TO ORDER

RaeAnne Rose called the meeting to order at 6:32 pm.

### ATTENDANCE

In Person: Susan Kemper, Jennifer Kryworuchko, RaeAnne Rose, Sonja Dickinson, Jennifer Keith  
Phone: Carol Stewart, Rhonda Vanderfluit, Anne-Marie North  
Absent: Elise Cantner  
Guest:

### OPENING BUSINESS

1. Approval of Agenda & Welcome

R. Rose asked that the HR Committee Report and all related human relations issues be moved to the In Camera session.

**MOTION: (Kemper/Stewart) to approve the Agenda as amended**

**Carried**

2. Action Items

- It was agreed that the Leadership Team will review and suggest revisions to the Coach Mentorship program for the 2016-17 season, rather than the Coaches Committee.
- The Annual Summit working group will include the Executive Director, Sport Development Director, High Performance Director, Sport Development Chair, Officials Chair, S. Dickinson and R. Rose.
- A review process for all contract positions will be developed by J. Keith.
- It was agreed that the recommendations for Provincial Stream competition and meet structure, including feedback meets, would be covered in the planning process for next season.
- Inquiries about job descriptions and organizational structures in other provinces is complete.
- The Request for Decision form has been drafted for the Board consideration at this meeting.
- S. Kemper noted that after having completed the Respect in Sport online course, it would not be feasible to offer the program in a classroom setting. Action item has been removed.
- Reminder to Board members and staff to complete the Respect in Sport online course.

3. Minutes from March 28, 2017 – Review & Acceptance

**MOTION: (Dickinson/Stewart/) to approve the Minutes as circulated**

**Carried**

4. Reports

The following reports were submitted

- a. President Report
- b. Executive Director Report
- c. Human Resources Committee Report - Moved to In Camera

d. High Performance Committee Report

**BUSINESS CARRIED FORWARD**

**1. RFD 2017-01**

It was agreed to add clarity that requires authors to include current policies when drafting RFDs. A notation will also be added explaining the submission process; submit to the Executive Director for triage then consideration by the appropriate Committee or Board, as needed.

**DECISION:** The Board agreed to test the RFD form and process within Board operations before making it available to the membership. **ACTION:** J. Keith to update the RFD form accordingly.

**NEW BUSINESS**

**2. Hardship Fund Request**

An ad hoc committee was struck to review a Hardship Fund request. The committee reviewed application process and criteria and confirm that the applicant has met the requirements of the fund. They have approved the application approve the request for funding.

**ACTION:** J. Keith to issue a cheque requisition for \$1,000 bursary for athlete and to advise the Club of the decision.

**3. Espoir 2018**

Discussed in President's Report

**Carried**

**4. Coaches Meeting Proposal**

R. Rose proposed that Synchro BC re-instate an in-person meeting at the end of June for all BC coaches and presented a proposed budget for the consideration of the Board. It was agreed that an additional \$500 should be added to the budget for a meeting room. The budget also includes the costs for one person from each club to attend the meeting. Others can attend at a fee of \$70/person plus their own travel and accommodation expenses.

**MOTION: (Dickinson/Kryworuchko) to approve a Coaches Meeting budget of \$6,500 from existing unspent training and development funds.**

**Carried**

**ACTION:** HPD and SDD to develop plan and agenda including defining outcomes that align with high performance and sport development strategic plan pillars.

**5. Synchro Proposal Rule Amendment Policies**

Discussed in President's Report

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**IN CAMERA**

An in-camera meeting was held from 8.45pm to 9.20pm containing discussion item 6.

**6. Human Resources**

Vanderfluit left the meeting at 9:10 pm.

The meeting was adjourned at 9:20 pm

**FUTURE BOARD OF DIRECTORS MEETING DATES**

- May 23, 2017 (Tuesday) In Person/GoToMeeting 6-8pm Fortius
- **ACTION:** J. Keith to create and distribute a Doodle poll to schedule Board meetings for the coming months.