

Minutes of the Curl BC Board

April 15, 2021

Meeting called to order at 1:04pm by chair Teri Palynchuk

1. Welcome and introductions

Board members: Teri Palynchuk, chair, Neil Campbell, vice chair, Keith Switzer, vice chair, Terry Hawes, finance chair, Peter Muir, past chair, Dale Gregory, Brendan Willis, Shaun Everest, Marg McKenzie

Staff present: Scott Braley, Rebecca Connop Price, Lindsay Shannon, Will Sutton, Kim Dennis

Guests: Morgan Lypka, incoming governor, Terry Phillips, incoming governor

2. Approval of the agenda

Adjustments made to order of agenda.

6. Nominations

7. Finance

8. Competitions

9. Governance

Motion to approve agenda. Shaun Everest moved. Terry Hawes seconded. CARRIED.

3. Approval of the minutes from the Board meeting on Jan. 21, 2021 (attached)

Motion to accept the minutes. Keith Switzer moved. Dale Gregory seconded. CARRIED.

4. Electronic votes

No electronic votes since Jan. 21, 2021

5. Nominations Committee (Teri, Peter)

We have two newly elected governors.

Regions 1 & 2 (Kootenays) Governor – Morgan Lypka (Kimberley)

Regions 5 & 6 (North) Governor – Terry Phillips (Prince George)

However, we were unable to secure a Governor for Regions 8, 9 & 10 (Vancouver Island) Governor. We will appoint a governor for a one-year term.

Governors at Large – there are two positions available. Keith Switzer (Vancouver) and Andrew Benson (Cranbrook) are running for the two positions so far. Nominations for Governor at Large by the Board close April 28th and by the membership on May 13th.

We thank Andrew, who originally ran in Region 1&2, for putting his name forward for the Governor at Large position. It's been tough to recruit candidates without a physical presence in our clubs.

We will be looking at starting the process a little earlier.

6. Finance & Audit Committee (Terry H., Shaun, Keith, Peter, Scott)

a. Update from yesterday's meeting including Operational Reserve Fund

This year has been a different year. Curl BC has refunded some of the club's affiliation fees for 2020-2021. Some clubs never opened and some opened part-time. The financial impact is we refunded about \$34,000 in membership fees and a net of \$178,000 was collected which is only 40% of the revenue budgeted in this area.

b. Unaudited Financial Statements for the 2020-21 fiscal year

The audit will begin April 19. The draft financial statements have just recently been prepared. They are showing a healthy surplus for the year. Curl BC has taken advantage of all the federal programs it has been eligible for.

SB: The Sport BC Advocacy Committee were concerned about the provincial government giving the green light to go ahead for one type of sports league plus announcing extra funds for this type of league which excluded other amateur sports funds.

The committee is still working on the salary grid. It would go ahead for approval in January 2022.

c. Budget

We don't know if this will be a typical or normal year for Curl BC. It's a planning document and is based on what we know now.

A 90% return of curlers was budgeted for.

Motion to confirm the budget for the 2021-22 fiscal year meets the requirements of ELs 1 to 4 and approve the budget. Moved by Keith Switzer and seconded by Peter Muir. CARRIED.

We will not be asking the board for a motion to move anything to the ORF until after the audit is complete.

7. Competitions Committee (Neil, Shaun, Brendan, Will, Melissa, Patti Caldwell)

- a. Update from last week's committee meeting

The committee met last week and created the following motions.

Motion to accept the BC Championships hosting plan provided by staff which identifies the accepted or potential sites for the time period of September 2021 to December 2022. The plan is outlined in the document "2022 BC Curling Championship dates and sites.docx."

Neil Campbell moves. Peter Muir seconds. CARRIED.

MOTION: "Whereas a reduction in the number of entries at the regional level means that we no longer have a critical mass of teams in each region to run 5 regional events for each category, be it resolved that, based on participation numbers, open provincial championships be held for all categories except men's, women's and BC Winter Games."

Moved by Neil Campbell. Seconded by Brendan Willis. CARRIED.

MOTION: "Due to the compressed Olympic year schedule, reduce the women's category qualification from two to one open event. The single Open qualifying event will have 4 berths available."

Moved by Neil Campbell. Seconded by Terry Hawes. CARRIED.

- e. Other items for discussion (see file "Agenda-April 2021" attached).

Will Sutton: The committee will create the category specific rules for next season. Because we are going to a situation where we will have open provincials. I'm going to have to have about four scenarios - fewer than 8 teams, 8-16 teams, 16-24 teams and 24 or more teams. Those are some discussion pieces that are to come.

Based on my experience going into the bubble this year. There were some different requirements for Safe Sport that Curl BC is looking at adopting. We will have some updates for what that will look like.

8. Governance Committee (Keith, Terry H., Shaun, Brendan, Peter, Scott)

Motion to approve of minutes from Jan. 21 board meeting. Moved by Terry Hawes. Seconded by Peter Muir. CARRIED.

Update on the ACTION ITEMS - specific points - see Governance Action Items Spreadsheet.

- a. Gender Neutral policy review (action item 1) Scott and Rebecca to locate manual/style guide on gender neutral language.

b. Safe Sport and General policies (3, 4, 5, 6) being dealt with as a collection of policies. Not yet clear where they will live. Further discussion in "placement" section.

c. Bylaw Change proposal (7, 8,10, 11, 12, 13 16)

Motion for approval below.

d. Review of Strategic Plan governance items (9) deferred until June

The board has approved the foundational statements as well as the end statements. we agreed to review the vision statement in June. We may want to look at how do we measure success?

e. Governance Education - Board Orientation draft prepared.

It's in progress, but we need to bring it all together.

f. Social Media (15) - completed but being reviewed and fine tuned (generally aligns with Curling Canada)

We use social media for everything. Is it a SafeSport policy? But that is where CC places it.

g. Governance and Board Structure review and Board Engagements (14. 17. 18. 19) -delayed due to Covid and/or partially in progress

h. Board Succession (tied to Nomination process) - (16 and 20) - will be fine tuned through this coming year.

i. CEO Performance Review (21) - needs attention by the executive committee

Bylaw Change Proposal

a. Approved by the Committee

Lawyer said: "The proposed bylaws adequately address and conform to the requirements of the act and do not contain any omissions of bylaw requirements that the act mandates."

Committee took that as positive statement.

Motion that the 2021 Draft Revision of Bylaws be approved by the Board of Governors of Curl BC and be moved forward to the members for voting at the AGM. Peter Muir moved and Neil Campbell seconded. CARRIED.

Keith Switzer created a Foundation of Policy Development document. Document is available to view.

The idea is to ensure that policy development is approached in a uniform way.

Priority is to keep it simple.

Where there are opportunities to consolidate information, we should take these.

9. Recognition & Awards Committee (Dale, Marg, Rebecca, Pat Cotter, Terry Vandale)

- a. Update from recent committee meeting/discussions

Dale Gregory:

We've had no curling this year where awards could be presented so our awards list is very limited.

Firstly, we made a change to the Judie Roberts Friendship Award. The committee agreed to amend this category. The amendment deletes the part about the recipient not being allowed to be eligible for another category.

We decided to award this year's Friendship Award to Jock Tyre at Kelowna Curling Club. This was considering all the stuff they have had to deal with including loss of the Brier. And all the work that went into everything they did.

The second award was the Volunteer of the Year Award for 2021 and was Jim Woodruff from Vanderhoof Curling Club.

The third award was the Ron Houston Administrator of the Year Award was for Jeff Ginter from Dawson Creek Curling Club.

There were no eligible people for the Pat Kennedy Award.

The committee asked Rebecca to mention all the managers who went above and beyond their usual efforts because of Covid. We also asked her to recognize the officials and ice makers that took part in the bubble as part of the release.

Motion to have the board accept the committee's award selections for the awards. Moved by Dale Gregory. Seconded by Keith Switzer. CARRIED.

10. Philanthropy Committee (Brendan, Marg, Dale, Scott)

- a. As of April 12th, 4 clubs (Cranbrook, Parksville, Powell River, Victoria) have utilized Curl BC's BC Amateur Sport Fund project(s) to process unused membership fee donations
- b. 328 curlers will receive tax receipts for donating a total of \$53,767 at these 4 clubs. Another \$20,000 was donated by curlers to their club who did not require a tax receipt.
- c. 10 clubs now have their own active BCASF project.

11. Operational update

- a. Monday project management program

Lindsay Shannon showed the Curl BC board the Monday.com platform including the CRM (customer relationship management) tool that was created to track contact with each club.

Staff looking into seeing about inviting board as "guests" to the Monday platform.

b. Risk Registry

Board of Governors will have a chance to look at the Risk Registry in June.

c. New staff person

Curl BC had 23 applicants for the Education and Youth Development Coordinator. We have a successful applicant and hopefully that person will start at the beginning of May.

It's very difficult when we hire someone in September or October because they haven't had a proper time for orientation.

Education has always been one of our big strengths so hopefully we can build on that.

12. June 11th to 12th AGM weekend schedule

The actual AGM will be held at 1pm. There will be elections potentially. What's important to know is there's a board meeting held after the AGM.

13. Other business

14. Motion to adjourn. Moved by Keith Switzer.

Meeting adjourned at 3:19pm.