

Curl BC  
Board Meeting Minutes  
Wednesday, April 26<sup>th</sup>, 2023  
2:00pm by Zoom

Board Members: Neil Campbell, Brenda Sims, Keith Switzer, Morgan Lypka, Andrew Benson, Shaun Everest, Terry Phillips, Brenda M’Clellan

Staff: Scott Braley, CEO, Kim Dennis, Lindsay Shannon

1. Call to Order – Neil
2. Declaration of Quorum
3. Welcome, introductions and declarations of conflict of interest – Neil and board offered congratulations to Scott and staff on a job well done with the PSO evaluation.
4. Approval of the agenda
  - a. **Motion:** to approve the agenda as modified – Moved by Keith and seconded by Brenda Sims. Approved
5. Approval of minutes from previous meetings
  - a. **Motion:** to approve the minutes of the January 4<sup>th</sup>, 2023 Board Meeting – Moved by Keith and seconded by Terry. Carried
6. Resignation of Michael Dudar from the Curl BC Board. – Neil read Michael’s letter of resignation to the board.
  - a. **Motion:** to accept the resignation of Michael Dudar effective March 26, 2023. Moved by Neil and seconded by Andrew. Carried
7. Recording of electronic votes
  - a. Feb. 2, 2023  
**MOTION:** “To approve the updated version of Curl BC Board policy BG – 16 as presented. Moved by Keith Switzer and seconded by Brenda Sims.” Carried by a vote of 8-0.
  - b. Feb. 27, 2023  
**MOTION:** “To accept West Coast Blind Curling and International Tankard as Affiliated Associations of Curl BC.” Moved by Brenda M’Clellan and seconded by Michael Dudar. Carried by a vote of 8-0.
  - c. Mar. 16, 2023  
**MOTION:** “To sanction Kelowna Curling Club and the City of Kelowna to host the 2025 Brier Canadian Men’s Curling Championship from February 28<sup>th</sup> to March 9<sup>th</sup>.” Moved by Keith Switzer and seconded by Brenda M’Clellan. Carried by a vote of 9-0.
8. Pillar 1 – Enhancing Member Services & Engagement (membership, education, communications)
  - a. Curl BC AGM and Board Meeting – Chilliwack CC, June 8, 2023
    - Board meeting will be during the day of June 8<sup>th</sup> with the AGM starting at 7pm
    - A board meeting will be held either directly after the AGM or on Friday morning.

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- Safe Sport onboarding will be held for incoming board members on Friday morning
  - b. Business of Curling Symposium – Chilliwack CC, June 9 to 11, 2023
    - Kim Dennis reported on the line up of speakers for the BC BOC which will be promoted in the coming weeks
    - Registrations have begun
9. Pillar 2 – Leading Long-Term Curler Development (participation, competition, high perf.)
- a. Report from Competitions Committee April 19<sup>th</sup> meeting
    - Scott announced the new position of Long Term Curler Development Manager that Will Sutton has accepted with Curl BC. This new position will increase the organization’s ability to develop athletes.
    - Discussion of how Curl BC can better manage capacity by possibly combining events
    - Looking forward Curl BC would like to work with host committees and clubs to provide more mentorship and guidance in year previous to hosting event
    - Special Report to the Competitions Committee from Tom Mayenknecht  
2:29 **Motion:** to consider the report informally. Moved by Andrew and seconded by Morgan. Carried  
3:04 **Out of Camera**  
Motion: to refer the report back to the Competition Committee for prioritization and scoping and report back to the board at the June meeting. Moved by Andrew and seconded by Morgan. Carried

Thank you to Tom and everyone that contributed to the report.
  - b. Curling Canada HP Strategy
    - Scott shared a synopsis of Curling Canada’s recent media release of their revised 3-4 year plan.
    - May 24-25 CC HP meeting will occur with senior staff including Melissa Soligo and Scott Braley in attending.
10. Pillar 3 – Building Partnerships & Capacity (revenue generation, partnerships, recognition)
- a. Finance & Audit Committee
    - Unaudited Financial Statements for 2022-23  
Everything was in order after a couple of adjustments. There may need to be some revisions for competitions subsidy in upcoming years
    - Audit  
Audit is in process and everything should come together for a rough draft to be ready by the third week of May to be ready for the AGM  
Discussion to consider changing the date of the fiscal year end as it is challenging to complete while the season hasn’t ended.
  - b. Governance & Strategic Planning Committee
    - Transgender and Non-Binary Inclusion Policy

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Andrew has drafted a simplified policy that is in alignment with Curling Canada's. The committee is still working on it with a goal to have policy ready for June meeting with a goal to have it in place before next season. Board must consider that a club may not initially want to comply and additional work will be needed to ensure alignment.

- Match Manipulation Policy  
This policy is in alignment with the national policy from CC but has been adjusted for a BC application.
  1. **MOTION:** To Approval the Match Manipulation Policy [attached] Moved by Keith and seconded by Brenda M'Clellan. Carried
- c. Nominations Committee  
Neil, Keith and Terry Vandale have worked to secure 4 candidates. Any further nominations must be received before April 30.
- d. Awards Committee
  - Scholarships & Bursaries  
Terry provided a copy of the proposal. The board will accept and support PCMCA's effort to establish a scholarship.  
Discussion around documenting scholarships in board policy. These can be added as an appendix to BG14 with updates on website as well.
- e. Curling Canada
  - Governance (Neil)
    1. May Meetings  
There will be 2 days with the staff and 2 days with the MA presidents
    2. Curling Canada Quadrennial Report
    3. Alberta Proposal  
There is a proposal from Curling Alberta to take 15% of the funds received by MA's when they host events such as the Scotties or Brier to fund national efforts
  - Operations (Scott)

11. Other business - none

12. Meeting finalization

- a. Next meeting June 8<sup>th</sup>. Time to be determined.
- b. Motion to adjourn – Keith. Carried

**BG-10: Board Committee Principles – policy approved June 7, 2019**

Board Committees may be used to complete certain tasks, particularly the task of gathering information and generating options. Board Committees exist only to assist the Board in its work and never to involve itself in the responsibilities of staff. This policy applies to any group that is formed by Board action, whether or not it is called a Committee and regardless of whether the group includes non-Board members.

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It does not apply to Committees formed under the authority of the CEO.

The Board Chair is an ex-officio member of all Standing Committees of the Board where he/she is not directly appointed as a member. Accordingly,

1. The Board shall clearly describe and document the scope and time limit of a Committee's mandate, context, and budget limitations.
2. A Board Committee shall not be created for the purpose of helping, advising, instructing or exercising authority over any aspect of Curl BC that has been delegated to the CEO.
3. Board Committees cannot exercise authority over staff. The CEO works for the full Board, and consequently, he or she is not required to obtain approval of a Board committee before an executive action.
4. Board Committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the CEO.
5. Procedures - Board Committees shall:
  - a. operate on a consensus basis and escalate items where consensus cannot be reached to the Board as a whole.
  - b. consider only the views of Governors and Advisors assigned to the Committee in reaching consensus (i.e., as these are Committees of the Board, the views of Curl BC staff shall be heard but not included in reaching consensus).
  - c. keep minutes of all meetings and made available to all Board members immediately following the Committee meeting and before any proposal of the committee is presented to the Board.
  - d. keep discussions, minutes and materials Board confidential until such time as the Committee presents its findings and recommendations to the Board. At such time, the materials presented to the Board, unless agreed by the Board as a whole to be confidential, are available for open discussion with member facilities.
  - e. submit proposals to the Board following the Board protocol of the submission of a Board Paper for information one meeting before any vote on the proposal but may request an electronic vote no less than 14 days following the submission of the Board Paper.
  - f. Where the policy providing a Board Committee with its mandate and structure provides for Advisors to be added to the Committee, the appointed Advisors are entitled to the same expense compensation as a Governor following standard procedures.
6. Appointments
  - a. The Board Chair in consultation with the Executive Committee will appoint the Chair of each of the standing committees from the Board Governors.
  - b. The Board Chair, in consultation with the Committee Chair shall determine the size and membership of each committee.

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- c. Committee members shall be from the Board but Advisors may be appointed from outside the Board of Governors.
- d. A Governor shall chair the committee.
- e. Should a vacancy occur on the Committee, for whatever reason, the Board Chair may appoint another Director or person as appropriate to fill the vacancy.
- f. The Board Chair may remove any member of the Committee in consultation with the Executive Committee.
- g. Each Committee shall provide report to Board Members, a plan (prior to the fall Board meeting) and an annual (prior to the Curl BC AGM).

7. Resources:

- a. Each Committee shall be provided sufficient budget to fulfill its annual plan.
- b. A Curl BC staff liaison shall be assigned by the CEO.

**BG-15: Competitions Committee – policy approved June 7, 2019**

The Competitions Committee is a Standing Committee of the Board. Refer to BG-10 [above] for additional background on Committees of the Board.

Mandate:

1. Gathering information and generating options and recommendations to the Board
  - on policies relating to the Train to Train, Train to Compete and Train to Win stages of the Long-Term Athlete Development Model, including qualification processes and provincial championship formats.
  - on policies relating to high performance athlete identification and development.
  - on policies and options relating to high performance coaches, officials and ice technicians.
  - when Curl BC is requested to provide input to Curling Canada on matters related to the previously stated areas of expertise.