



Board of Directors Meeting minutes

November 14-16, 2018-11-28
Ramada Hotel & Conference Centre
2170 Harvey Ave., Kelowna, BC

Day 1 - Wednesday, November 14, 2018

In attendance:

Cindy Simpson, President (Chair)	Diane Murphy, Zone 4 Director
Paul Kingan, Vice President	Rick Redwood, Zone 5 Director
Gordon Oates, Secretary/Treasurer	Wayne Vienneau, Zone 6 Director
Bob Hesketh, Chair Development Committee	Jim Johnson, Zone 7 representative
Milton Orris, Chair Communications Committee	Monty Kilborn, Zone 8 Director
Chris Harris, Chair Marketing Committee	Linda Meise, Zone 9 Director
Donna Tyrrell, Zone 1 Director	Bill Whitty, Zone 10 Director
Franco Sartor, Zone 2 Interim Director	Joe Smith, Zone 11 Director
Cheryl DeGraaf, Zone 3 Director	Annette Reeder, Zone 12 Director

Absent: Darlene Currie, Chair Rules Committee

Staff: Valerie Linton, Executive Director & Maureen Barranoik, Event Manager

Staff recorder: Dawn Portman, Administrative Assistant

1. Meeting **CALLED TO ORDER** by Chair Cindy Simpson at 8:49 am
2. Welcome and introduction of new Board members and roundtable introductions
3. Approval of Sept 11, 2018 Board meeting minutes
 - a. Change to date of Kelowna Board meeting to Nov 14-16, 2018
MOTION to approved updated minutes. Moved by Annette Reeder.; seconded by Milton Orris – **CARRIED**
4. Approval of Agenda
 - a. One addition: accommodation to be added at 10:15 am on Thursday
 - b. Change: Rules Committee 2018 report, rules changes & approval, new sports and approval, & general rules moved to Thursday at 9:15 am to switch with 2019 Communications plan and 2019 Marketing plan to move to Wednesday at 12:30 pm
MOTION to approve updated agenda. Moved by Paul Kingan; seconded by Chris Harris – **CARRIED**
5. Introduction of David Graham, President Kelowna 55+ BC Games, Lesley Driscoll, Director of Sport and Doug Nicholas, City of Kelowna Liaison

- a. Presentation of proposed sports for Kelowna Games
 - b. Signing of the AFA
6. BREAK 10:00 am
7. RECONVENED 10:10 am
8. Event Manager's report from Kimberley/Cranbrook 2018 55+ BC Games – Maureen Barranoik
9. Roundtable feedback from each Board member on Kimberley/Cranbrook 2018 55+ BC Games
10. Kelowna Venue tour report
- a. Cindy Simpson, Paul Kingan and Maureen Barranoik attended venue tour on October 23rd, 2018; hosted by Kelowna Board
 - b. Very impressed with venues
11. Sports fees for 2019 presented by Gordon Oates for approval
- a. Archery to increase from \$15 to \$20
 - b. Badminton to increase from \$8 to \$13
 - c. Lawn Bowling to increase from \$5 to \$10
 - d. Slo-Pitch to increase from \$10 to \$15
 - e. Soccer (men & women) to increase from \$10 to \$15
 - f. Track & field to increase from \$15 to \$20
 - g. 8 ball assessed at \$10
 - h. Fast Pitch assessed at \$15
 - i. Karate assessed at \$10
 - j. Sturling assessed at \$25
 - k. Trapshooting assessed at \$15
 - l. Triathlon assessed at \$20
 - m. All other sports to remain same as 2018-11-28

MOTION to accept Gordon's sport fees proposal for 2019. Moved by Paul Kingan; seconded by Franco Sartor – **CARRIED**

MOTION to increase minimum sport fees to \$10. Moved by Joe Smith; seconded by Jim Johnson – **CARRIED**

12. Promotional video played for Canada 55+ Games

13. LUNCH BREAK 12:00 pm

14. RECONVENED 1:15 pm

15. Presentation of Committee reports for 2017/18; written reports submitted

MOTION that all the committee reports be approved as presented. Moved by Linda Meise; seconded by Cheryl DeGraaf – **CARRIED**

16. Announcement of members for 2019 Committees; Nominating Committee changed from a Standing Committee to an Ad Hoc Committee

17. BREAK 2:20 pm

18. RECONVENED 2:30 pm

19. 2019 Communications plan presented by Milton Orris

20. 2019 Marketing plan presented by Chris Harris

21. Board Responsibilities exercise and discussion

- a. Each member asked to provide written definition of a governance board and a working board; each member recorded who was lead/support on topics under resources development, visioning and planning, community building and relationship building

22. Review of job descriptions document (not completed, to continue tomorrow)

23. Meeting **ADJOURNED** at 5:15 pm

Day 2 - Thursday, November 15, 2018

In attendance: same as Wednesday; Darlene Currie, Chair Rules Committee

Absent: nil

Staff: same as Wednesday

Staff recorder: same as Wednesday

1. Meeting **CALLED TO ORDER** by Chair Cindy Simpson at 8:40 am

2. Congratulations to Darlene Currie – she was inducted into the BC Sport Hall of Fame - Builder/Coach – Basketball

3. Review of Oct 31, 2018 un-audited financials & fiscal 2019/20 budget proposal review

- a. **MOTION** to amend item 14 under the section of Policies and Procedures specific to the BDSGS Zones to read as follows (Moved by Gordon Oates; seconded by Bob Hesketh):
 - i. 14. Zones are to ensure that participants and Supporters are members of the Society. Membership fees for all Zones shall be \$20.00 with \$14.00 of that amount to be forwarded to the Society Secretary/Treasurer. **Participant's fee shall be \$55.00**, Supporter's fee \$35.00. These fees together with additional sports fees are to be forwarded to the Zone Treasurer at the designated date. The Zone Treasurer shall forward the fees to the BCSGS Treasurer at the designated date.
 - b. Discussion of increase to proposed increase to participant's fee; resulted in discussion of increase to supporter's fee
 - c. **AMENDED MOTION** that amendment to motion regarding change in Participant Fees to also include a similar increase in Supporter fees of \$5 to \$40 (moved by Paul Kingan; seconded by Annette Reeder) – **CARRIED**
 - d. Original motion amended to read:
 - i. 14. Zones are to ensure that participants and Supporters are members of the Society. Membership fees for all Zones shall be \$20.00 with \$14.00 of that amount to be forwarded to the Society Secretary/Treasurer. **Participant's fee shall be \$55.00, Supporter's fee \$40.00**. These fees together with additional sports fees are to be forwarded to the Zone Treasurer at the designated date. The Zone Treasurer shall forward the fees to the BCSGS Treasurer at the designated date.
 - e. **MOTION** that the proposed budget for fiscal 2020 be accepted as presented and amended; moved by Milton Orris; seconded by Gordon Oates – **CARRIED**
4. BREAK 9:30 am
5. RECONVENED 9:40 am
6. Approval of suggested Sport Rules changes
- MOTION** that the rule changes be approved as presented (subject to changes in Pickleball and Track & Field. Moved by Darlene Currie; seconded by Diane Murphy – **CARRIED**
- a. Discussion of introduction of new sport – Open Water Swim
 - b. Discussion of outstanding rules for Trap, Triathlon, 8-Ball, Fast Pitch – Rules Committee has not had the opportunity to review these rules
 - c. Discussion of General Rules Book section 7(f) – **MOTION** for section 7(f) to read: At the close of registration, sport categories with **fewer than 3 entries** will be cancelled. The affected participants will be notified and given 3 days to enter a different sport or category, or to place their name on the cross zone list, being assured of a refund. 80+

participants are not affected by this rule. (moved by Darlene Currie; seconded by Diane Murphy) – **CARRIED**

7. BREAK 11:00 am
8. RECONVENED 11:15 am
9. General Rules Book updates
 - a. The Development Committee and the Rules Committee Chair collaborated on updates to the Rules Book to coordinate with the updates to the Policies and Procedures manual
 - b. Changes were presented to the Rules committee on Tuesday, November 13, 2018; Rules books were updated with these changes; copies of revised copy distributed to Board members for review; any questions contact Paul Kingan or Darlene Currie by Nov 30th
10. Continued review of job descriptions document – completed review of all job descriptions excluding Executive Director job description
11. LUNCH BREAK 12:20 pm
12. RECONVENED 1:35 pm
13. Executive Director report – Valerie Linton
 - a. Presentation of new program – Step Up Your Game
 - b. Zones to notify Valerie Linton if they would like to participate and list the sports that would benefit; deadline is December 7th
14. Updated on Bid process – Bob Hesketh
 - a. Bid Committee will look at a 2 year bid cycle
15. Roundtable discussions
 - a. Broke into groups to look at possible changes to timeline for BCSGS week at the Games in Kelowna; discussion topics included combined receptions with Host Society, 1 day accreditation, all competition to start on Wednesday, time/day of AGM & Board meeting
 - b. Cindy to sent out changes of the things we can adjust
16. BREAK 3:30 pm
17. RECONVENED 3:40 pm

18. Roundtable discussions continued

- a. Clothing and footwear policy for participants – our policy should match if PSO has anything in their policy
- b. Sport Coordinator guidelines – Cindy Simpson to create role description
- c. Director’s code of dress when representing BCSGS – referred to Development Committee
- d. Reminder to use Pacific Coastal airlines when possible since they are a sponsor

19. Approval of Kelowna’s proposed Sports Selection package

MOTION that the Kelowna sport package be accepted with the exception of Open Water Swim and the addition of Sturling on the sport list. Moved by Darlene Currie; seconded by Diane Murphy; Annette Reeder opposed motion (Chris, Donna & Gordon absent) - **CARRIED**

20. Accommodation

- a. Discussion of block booking rooms
- b. Cindy to meet with Richmond Mayor to discuss starting negotiations with hotels to start sooner than October/November of the year before the Games

21. Meeting **ADJOURNED** at 4:50 pm

Day 3 - Friday, November 16, 2018

All Board members in attendance (Gordon Oates missing)

Staff: same as Wednesday & Thursday

Staff recorder: same as Wednesday & Thursday

1. Meeting **CALLED TO ORDER** by Chair Cindy Simpson at 8:00 am
2. Operational planning – Valerie Linton
 - a. Review of operational plan results from 2017/18
 - b. Introduction of operational planning worksheet for 2018/19; deadline for review and submissions will be Friday, November 23, 2018
3. Gaming & Fundraising – Paul Kingan
 - a. Discussions of best practices among the zones
4. Registration timeline – request for Directors to pass along names of Zone registrars so Cindy can send this out to them
5. Accreditation times for Kelowna 2019 55+ BC Games

- a. **MOTION** – Accreditation opens on Tuesday at 2:00 pm until 8:00 pm. Moved by Bill Whitty; seconded by Linda Meise - **CARRIED**
 - b. **MOTION** – Accreditation on Wednesday from 1:00 pm until 4:00 pm. Moved by Rick Redwood; seconded by Wayne Vienneau – **DEFEATED**
 - c. **MOTION** – Accreditation hours for Wednesday 12 noon until 5:00 pm. Moved by Annette Reeder; seconded by Paul Kingan – **CARRIED**
6. BREAK 9:50 am
7. RECONVENED 10:00 am
8. Online Registration – Valerie Linton
 - a. **MOTION** – we move forward exploring online participant registrations. Moved by Chris Harris; seconded by Franco Sartor – **CARRIED**
9. Review of updated Policy and Procedures manual – Paul Kingan/Bob Hesketh
10. LUNCH BREAK 11:35 am (working lunch)
11. Preview of new website layout during lunch – Valerie Linton
12. RECONVENED 12:15 pm
13. Continued review of updated Policy and Procedures manual – Paul Kingan/Bob Hesketh
 - a. Inclement weather, personal information protection policy and criminal record check policy will be included with updated P& P manual
14. Communication flow – Cindy Simpson
 - a. Handout with contact information
 - b. REMINDER – contact with Host Society must go through Maureen, our Event Manager first
15. Review of Executive Director job description
 - a. Review of timeline – Paul Kingan
16. In-Camera session start at 2:00 pm (guests and recorder left meeting)
17. Meeting **ADJOURNED** at 2:55. Moved by Milton Orris; seconded by Diane Murphy

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