



# BOARD OF DIRECTORS MEETING - MINUTES

Monday, September 9, 2019 at 7:30 pm  
Kanata Kelowna Hotel & Conference Centre  
Simpson Knox Ballroom

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## MINUTES

In attendance:

Cindy Simpson, President (Chair)  
Paul Kingan, VP  
Gordon Oates, Sec/Tr  
Bob Hesketh, Dev. Comm. Chair  
Darlene Currie, Rules Comm. Chair  
Wayne Vienneau, Zone 6 Dir.

Donna Tyrrell, Zone 1 Dir.  
Monty Kilborn, Zone 8 Dir.  
Bob Ewashen, Zone 7 Dir.  
Franco Sartor, Zone 2 Dir.  
Cheryl de Graaf, Zone 3 Dir.  
Bill Whitty, Zone 10 Dir.

Joe Smith, Zone 11 Dir.  
Linda Meise, Zone 9 Dir.  
Rick Redwood, Zone 5 Dir.  
Diane Murphy, Zone 4 Dir.  
Annette Reeder, Zone 12 Dir.

Staff – Valerie Linton, Exec. Dir.

Staff – Dawn Portman, Admin Asst. (recorder)

Regrets: Chris Harris, Marketing/Sponsorship Committee Chair; Staff – Maureen Barranoik, Event Manager

1. **Meeting called to order** by Chair, Cindy Simpson, President at 7:30 pm
2. **Welcome/opening remarks** - Cindy
  - a. Request by Cindy for Executive Committee members to sit at head table for upcoming AGM, also to include the Parliamentarian Franco Sartor
  - b. Sending cards around for all Board members to sign for our Corporate Partners
  - c. Host Society Board cards have been completed and are ready for distribution
  - d. Discussion around presenting Maureen with gift for her work on the Kimberley/Cranbrook 2018 Games to be presented at upcoming AGM; agreed good venue to make presentation
  - e. Booking sheets sent around to all Directors for Richmond BOD meeting in November
  - f. Submitting expenses for Kelowna 2019 Games; breakfast not to be included as it is provided by hotel
  - g. Discussion of Thursday night activity while in Richmond for November Board meeting; possible visit to the BC Sports Hall of Fame
3. **Errors or additions to Agenda**
  - a. One addition – Golf added to 9. New business as 9 g)
4. **Approval of Agenda as circulated**

**MOTION TO APPROVE UPDATED AGENDA MADE BY CHERYL DE GRAAF, ZONE 3.  
SECONDED BY RICK REDWOOD, ZONE 5. MOTION CARRIED.**

## 5. Approval of minutes from the November 14-16, 2018 Board of Directors meeting

**MOTION TO APPROVE MINUTES MADE BY ANNETTE REEDER, ZONE 12. SECONDED BY DONNA TYRELL, ZONE 1. MOTION CARRIED.**

## 6. Business arising from the minutes

- a. None

## 7. Presentations – Paul

- a. Presentation to Diane Murphy for Kelowna 2019 Games participant attendance

## 8. Reports

- a. Event Manager report – written report to be submitted at November 2019 Board meeting
- b. President report – no comments or questions
- c. Vice President report – no comments or questions
- d. Secretary/Treasurer report
  - i. Unaudited financial statements as of August 31, 2019 provided and reviewed
  - ii. Cost of 3<sup>rd</sup> golf course this year will come out of Legacy funds
  - iii. Kimberley/Cranbrook legacy and society projected to wind up and be finished by end of September/mid October
- e. Development Committee report – no comments or questions
- f. Marketing/Sponsorship Committee report – no report submitted
- g. Communications Committee report – no comments or questions
- h. Rules Committee report – no comments or questions
  - i. Discussion regarding cross-zone participants. Teams wanting to register CZN participants when home zone participants are available. **ACTION** – *add to November Board meeting agenda for further discussion*
- i. Nominations Committee report
  - i. 3 positions up for voting; 2 nominees for Secretary/Treasurer, 1 nominee for Marketing/Sponsorship Committee Chair, 1 nominee for Communications Committee Chair

**MOTION TO APPROVE NOMINATIONS COMMITTEE REPORT MADE BY MONTY KILBORN, ZONE 8. SECONDED BY FRANCO SARTOR, ZONE 2. MOTION CARRIED.**

- j. Executive Director report
  - i. Step it up program – no funding grant to continue this program next year
  - ii. Give it a Try program – still some sessions coming up in the fall
    - 1. Discussion on timing of program. Fall is better time for these programs

2. Discussion on measures for program.
- iii. Thank you to Valerie for huge amount of work in program/grant applications and to the zones for positive involvement and active participation in programs – from Paul Kingan

**MOTION TO APPROVE EXECUTIVE DIRECTOR REPORT MADE BY JOE SMITH, ZONE 11. SECONDED BY CHERYL DE GRAAF, ZONE 3. MOTION CARRIED.**

## 9. New Business

- a. Circulate room bookings sheet for November Board meeting – already done at beginning of meeting
- b. Report on Registration Software (viewTEAM) – Valerie/Cindy
  - i. 1 page summary document provided to all Board members and reviewed
  - ii. Focus on updating our software, not on online registration
  - iii. Technology committee to be formed to look at cost, suppliers, possibility of joint project with BC Games and Kamloops Sports Council – **ACTION** – *interested Board members to email Cindy*
- c. Shared Cost Agreement review – Valerie
  - i. 2 page summary document and copy of agreement provided to all Board members and reviewed
  - ii. Required to report on activities of Society throughout the year – **ACTION** – *Valerie to create an activity reporting form for Zones to complete*
  - iii. Communications Committee working on package for the Zones to ensure consistent messaging regarding funding – **ACTION** – *Valerie*
- d. Signing cards for Corporate Sponsors – Cindy
  - i. Cards passed around for Board members to sign
- e. Member survey project 'Bang for your Buck' – Paul
  - i. Survey currently with Executive Committee for final approval
  - ii. Goal is to send it out 3<sup>rd</sup> week in September to all members who attended the Games
- f. Canada 55+ Games update – Linda
  - i. Registration opens December 31<sup>st</sup>
  - ii. 1<sup>st</sup> priority will be given to medal winners from Kelowna Games
  - iii. List of sports offered has been updated on website
  - iv. Representatives will have booth in Games Village
  - v. Website is up to date with all information
- g. Golf – Bob
  - i. Review of process for selecting participants for 3<sup>rd</sup> golf course for Kelowna Games

## 10. Zone Reports – highlights from each zone

- a. All Zones submitted reports, excluding Zone 6, no Zone 6 report submitted

**MOTION TO APPROVE SUBMITTED ZONE REPORTS MADE BY DIANE MURPHY, ZONE 4. SECONDED BY PAUL KINGAN, VICE PRESIDENT. MOTION CARRIED.**

## 11. In-camera meeting

- a. All staff left meeting room

## 12. Adjournment

**MOTION TO ADJOURN MEETING MADE BY ANNETTE REEDER, ZONE 12. SECONDED BY RICK REDWOOD, ZONE 5. MOTION CARRIED**

Meeting adjourned at 10:02 pm.

Next general Board meeting to be held November 13 to 15, 2019 in Richmond at Sandman Signature Hotel.

ACTION ITEMS FROM SEPTEMBER 9, 2019 BOARD MEETING				
DATE ASSIGNED	ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	COMPLETED
9/9/2019 ( <i>changed to action item after November Board meeting – minutes updated</i> )	Communications Committee to distribute communications package regarding funding	Valerie	ASAP	
9/9/2019	Create an activity reporting form for Zones	Valerie	October 15th	
9/9/2019	Board members interested in becoming member of Technology Committee to email Cindy	Cindy	November 13 <sup>th</sup>	

9/9/2019	Add cross zone participants discussion to November agenda	Cindy	November 13th	
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