



BOARD OF DIRECTORS MEETING /DISCUSSION SESSIONS - MINUTES

Tuesday – Friday, November 12 – 15, 2019
Sandman Signature Vancouver Airport Hotel & Resort
Lansdowne Room

MINUTES

WEDNESDAY, NOVEMBER 13, 2019 – DAY 1

In attendance:

Cindy Simpson, President (Chair)
Gordon Oates, Secretary/Treasurer
Bob Hesketh, Dev. Comm. Chair
Wes Zawertailo, Communications
Ron Coreau, Mark/Sponsor Chair
Darlene Currie, Rules Comm. Chair

Donna Tyrrell, Zone 1 Dir.
Franco Sartor, Interim Zone 2 Dir.
Cheryl de Graaf, Zone 3 Dir.
Diane Murphy, Zone 4 Dir.
Rick Redwood, Zone 5 Dir.
Wayne Vienneau, Zone 6 Dir.

Bob Ewashen, Zone 7 Dir.
Monty Kilborn, Zone 8 Dir.
Linda Meise, Zone 9 Dir.
Bill Whitty, Zone 10 Dir.
Joe Smith, Zone 11 Dir.
Annette Reeder, Zone 12 Dir.

Staff – Valerie Linton, Exec. Dir.

Staff – Maureen Barranoik, Event Manager

Staff – Dawn Portman, Admin. Asst (recorder)

Regrets: Paul Kingan, Vice President

1. **Meeting called to order** by Chair Cindy Simpson at 8:23 am
2. **Acknowledgement** by Wes Zawertailo
 - a. Board meeting being held on the traditional territory of the Musquem First Nation home of the Coast Salish People
3. **Approval of minutes from September 9, 2019 Board meeting**
 - a. Change meeting adjournment time to 10:02 pm
 - b. Update item 9 c) iii to an action item assigned to Valerie

MOTION TO APPROVE MINUTES MADE BY RICK REDWOOD, ZONE 5. SECONDED BY ANNETTE REEDER, ZONE 12. MOTION CARRIED.

4. Business arising from the minutes

- a. **Cross Zone participants** – added to agenda on Friday at 11:15

5. Additions to Agenda

- a. Change Thursday item of 'Approval of Financial Statements' to 'Budget Deliberations'; financial statements to fall under Finance Committee report to be provided today.
- b. Delete Wednesday item 'Medal Discussion'

- c. Add Thursday item under 'Operational planning', b) Brief report from Software Review Committee
- d. Add Friday item of General Rules Book section 7 f) at 10:15 am

6. Approval of Agenda

MOTION TO APPROVE UPDATED AGENDA MADE BY MONTY KILBORN, ZONE 8. SECONDED BY CHERYL DE GRAAF, ZONE 3. MOTION CARRIED.

7. Introduction & Welcome to the Richmond Games team

- a. Jim Lamond, Host Society President and City of Richmond Liaison Gregg Wheeler, Manager Sport and Community Events

8. Presentation to the Board by Host Society

- a. Power Point presentation of proposed Sport Package

9. Signing of the Agreement for Financial Assistance

- a. AFA signed by Jim Lamond, Host Society President; Gordon Oates, Secretary/Treasurer; Cindy Simpson, President

10. WELLNESS BREAK & STRETCH – 10:10 AM

11. RECONVENED FROM WELLNESS BREAK – 10:25 AM

12. Kelowna Games in review by Event Manager

- a. Presentation to Maureen in appreciation of her hard work for the Kelowna Games
- b. Written report from Event Manager available

13. Report on the preliminary venue tour of Richmond on October 18

- a. Maureen, Cindy and Darlene attended; good tour overall
- b. Venues compared with minimum venue requirements listed in Bid Package; recommendations have been made to Host Society for venues where possible issues
- c. Recommendations have been made to Host Society with regards to Host Society accessing BCSGS resources for assistance to Host Society Sport Chairs

14. Sport fees for Richmond Games

- a. Golf sport fees still TBD pending Host Society; Golf sport fee calculated as per rule in sport specific golf rules
- b. Trapshooting sport fee to increase from \$15 to \$45; all other sport fees to remain same

MOTION TO INCREASE TRAPSHOOTING SPORT FEE FROM \$15 TO \$45 MADE BY CHERYL DE GRAAF, ZONE 3. SECONDED BY BOB HESKETH, DEVELOPMENT COMMITTEE CHAIR AND ZONE 9. MOTION CARRIED.

- c. Discussion – Memorandum of Understandings with Provincial Sport Organizations
 - i. Current MOUs are general in reference to responsibility for Host Society for officiating requirements per sport, some sports do not include specific officiating requirements, where should officiating requirements be included? Officiating expense reimbursements fees paid for by Host Society should be specified in each MOU As per current MOUs, sanctioning required in many sports, is this policy of BCSGS?
 - ii. As per current MOU's, BCSGS currently paying PSO membership fees to 4 PSO's when Games participants are not members of the PSO (Badminton, Swimming, Triathlon, Track & Field); discrepancy with General Rules Book rule
 - iii. Clarification on who signs off on negotiated MOUs and who ultimately responsible. MOU content affects Host Society and BCSGS budget

15. LUNCH - 11:30 AM

16. RECONVENED – 12:40 AM

17. Board review of Kelowna Games as per P&P

- a. Round table comments

18. Rules Committee report & recommendations

- a. Committee met yesterday and meeting will continue after today's Board meeting
- b. **ACTION** – Responsibility of each Director to inform their zone participants and sport coordinators of all approved changes
- c. Complete report with Committee recommendations to be presented on Friday

19. WELLNESS BREAK & STRETCH – 1:45 PM

20. RECONVENED – 2:05 PM

21. Committee reports

- a. Executive Committee members received the monthly meeting schedule for 2020
- b. Development Committee – on Thursday's agenda
- c. Rules Committee report – on Friday's agenda
- d. Finance Committee report
 - i. Unaudited Financial Statements as of Oct 31, 2019 reviewed
- e. Marketing/Sponsorship Committee report
 - i. Currently reviewing the entitlements program
 - ii. Meeting set up for Nov 25, 2019 with Kwantlen Polytechnic University for an updated economical impact study
- f. Nominations Committee report

MOTION TO CHANGE THE BYLAW RESPECTING ELECTIONS FOR BOARD POSITIONS TO INCLUDE ONLY THOSE MEMBERS WHO HAVE BEEN NOMINATED IN ADVANCE OF THE AGM SHOULD BE ELIGIBLE FOR ELECTION AT THE AGM MADE BY BOB EWASHEN, ZONE 7. SECONDED BY MONTY KILBORN, ZONE 8. MOTION DEFEATED.

- g. Communications Committee report
 - i. Clarity of communication, timely response and consistency throughout all levels
- h. Executive Director report
 - i. Written report provided
 - ii. In near future – will be working with Marketing/Sponsorship Committee Chair and Communications Chair to develop their plans for 2020; working with the Software Review Committee and with the Development Committee Chair on an updated Strategic Plan

MOTION TO ACCEPT THESE REPORTS AS PRESENTED MADE BY RICK REDWOOD, ZONE 5. SECONDED BY ANNETTE REEDER, ZONE 12. MOTION CARRIED

22. WELLNESS BREAK & STRETCH – 3:00 PM

23. RECONVENED – 3:10 PM

24. Committees for 2019-2020

- a. Committee members list distributed
- b. Terms of Reference distributed to each Committee Chair for review, no review since 2017.
- c. All Chairs instructed to review the 'Scope' section and remove any reference to direct communication with the Host Society. All communication with Host Society to go through Event Manager.
- d. Committee meeting schedule for 2020 and minutes of meetings to be forwarded to Administrative Assistant
- e. **ACTION** – *Each Committee Chair and members to review Terms of Reference for their Committee*
- f. Each committee to submit budget requests to Gordon by beginning of November

25. Harassment officers

- a. Bill Whitty, Zone 10 and Diane Murphy, Zone 4 volunteered; Gordon Oates, Secretary/Treasurer to remain course instructor

26. Update on Canada 55+ Games

- a. Forward questions to Linda Meise, Zone 9 and BC representative on Canada 55+ Games Board of Directors sylin@netbistro.com
- b. Refer to www.kamloops55games.com for additional information

- c. Registration information to be forwarded to BCSGS members likely by end of December

MOTION TO APPOINT CHERYL DE GRAAF AS LINDA'S ALTERNATE MADE BY LINDA MEISE, ZONE 9. SECONDED BY DIANE MURPHY, ZONE 4. MOTION CARRIED.

27. Presentation & history of survey results

- a. Paul Kingan, Vice President spearheaded this survey, presentation made by Diane in his absence
- b. Results report distributed and reviewed
- c. Several respondents replied requesting return phone call or email **ACTION** – *Valerie to follow up with these requests*

28. Gaming Grants

- a. Cheryl de Graaf, Zone 3, attended Gaming Grant workshop hosted by Fraser Valley Community Charitable Gaming Association. For information email fraservalleyccga@gmail.com or visit their website <https://fvccga.com>

29. Staff & Board clothing

- a. Options presented, no consensus to move forward **ACTION** – *Diane to conduct more research and provide options*
- b. Discussion regarding branding and logo use for business cards
 - i. Ron Coreau, Marketing/Sponsorship Committee Chair advised Board members legal obligation is to the Senior Games Society, but the product we are promoting is the 55+ BC Games **ACTION** – *Staff to follow up with Executive Committee for final approval on logo use on Director's business card*

30. Discussion on Accreditation form

- a. Laptop required at Rules Committee table during Accreditation – can be supplied by Host Society
- b. **ACTION** – *All Zones to bring all registration paperwork to Accreditation Centre*

31. Alternate reporting system

MOTION TO DEFER ALTERNATE REPORTING SYSTEM DISCUSSION UNTIL NEXT BOARD MEETING MOVED BY BILL WHITTY, ZONE 10. SECONDED BY JOE SMITH, ZONE 11. MOTION CARRIED.

MEETING ENDED – 5:00 PM

THURSDAY, NOVEMBER 14, 2019 – DAY 2

In attendance, regrets, chair and recorder same as Wednesday.

Meeting started at 8:22 am

Minutes – Board meeting Nov 13 – 15, 2019 (version 2)
Sandman Signature Vancouver Airport Hotel & Resort
DRAFT to be approved at Board meeting September 14, 2020

32. Acknowledgement by Wes Zawertailo

- a. Board meeting being held on the traditional territory of the Musquem First Nation home of the Coast Salish People

33. Affirmations – Goal for the day

34. Budget Deliberations (moved to in-camera on Friday)

35. Sport Coordinator’s information session

- a. Divided into designated groups for discussion; results to be collated and distributed with minutes
- b. Host Zone, Zone 4, Sport Coordinator’s meeting to be held in January or February; Zone 4 Director, Diane Murphy will ensure all Zone 4 Sport Coordinators understand their role and provide an orientation
- c. Cross Zone requests via email or via Cross Zone form should include consent for release of contact information for participant requesting the cross zone – onus on each Director and/or Registrar to include this consent
- d. Samples of existing code of conducts for volunteers and Host Society circulated at time for Directors to review after meeting

36. WELLNESS BREAK & STRETCH – 10:13 AM

37. RECONVENED – 10:35 AM

38. Round Table discussion – Games

- a. Divided into designated groups for discussion on questions regarding Bid cycle; results to be collated and distributed with minutes

39. Communication flow – who do you call?

- a. Communication flow information sheet distributed

40. LUNCH – 12:05 PM

41. RECONVENED – 1:30 PM

42. Policy & Procedural changes

MOTION – THE BCSGS AND ALL ZONES OBTAIN CRIMINAL RECORD CHECKS FOR ALL PEOPLE THAT ARE INVOLVED WITH HANDLING MONEY MADE BY BOB HESKETH, DEVELOPMENT COMMITTEE CHAIR. SECONDED BY LINDA MEISE, ZONE 11. AMENDMENT TO MOTION

AMENDED MOTION – THE BCSGS AND ALL ZONES OBTAIN CRIMINAL RECORD CHECKS FOR ALL PEOPLE THAT HAVE SIGNING AUTHORITY MADE BY BOB HESKETH, DEVELOPMENT COMMITTEE CHAIR. SECONDED BY MONTY KILBORN, ZONE 8. MOTION WITHDRAWN. PERMISSION TO WITHDRAW MOTION OBTAINED FROM SECONDEES ON ORIGINAL MOTION AND AMENDED MOTION.

ACTION – Bob Hesketh to present policy at September 2020 meeting

- a. Development Committee investigating software called 'Boardable' for a possible way of increased sharing between Board, Committees and Staff
- b. Updated Critical Incident Policy circulated for review

MOTION TO ACCEPT UPDATED CHANGES TO CRITICAL INCIDENT POLICY IN THE POLICY AND PROCEDURES MANUAL MADE BY JOE SMITH, ZONE 11. SECONDED BY MONTY KILBORN, ZONE 8. MOTION CARRIED.

43. Registration for 2020 Games

- a. Registration form may change pending review of recommendations from Rules Committee report
- b. Opening date for registration will be March 1, 2020
- c. Closing date for all Zones will be June 30, 2020

MOTION FOR REGISTRATION INFORMATION NOT BE TRANSFERRED TO THE RESULTS PAGE UNTIL AFTER JULY 17 MOVED BY BILL WHITTY, ZONE 10. SECONDED BY DIANE MURPHY, ZONE 4. MOTION CARRIED.

44. WELLNESS BREAK & STRETCH – 2:13 PM

45. RECONVENED – 2:30 PM

46. Games Schedule

MOTION TO SET TUESDAY ACCREDITATION HOURS TO BE 2:00 PM – 9:00 PM MADE BY BILL WHITTY, ZONE 10. SECONDED BY RICK REDWOOD, ZONE 5. MOTION CARRIED.

MOTION TO SET WEDNESDAY ACCREDITATION HOURS TO BE 11:00 AM – 4:00 PM MADE BY RICK REDWOOD, ZONE 5. SECONDED BY CHERYL DE GRAAF, ZONE 3. MOTION CARRIED.

- a. Next Board meeting to be held Monday, September 14, 2020 at 6:00 pm in Richmond
- b. Consensus to hold BCSGS reception in conjunction with Host Society reception on Wednesday, September 16, 2020 after the Opening Ceremony
- c. Board members responsible for attending Opening Ceremony, Closing Ceremony, and participant special events during the Games

47. Operational planning

- a. Presentation on G-Suite and Gmail – **ACTION** – Valerie to resend access instructions
- b. Posters and Brochures – samples provided, can order online, deadline of January 15, 2020 for list of sport coordinators submitted for brochures, deadline to order posters by January 15, 2020; two week order timeframe from deadline to receipt – **ACTION** – all Zone Directors

Minutes – Board meeting Nov 13 – 15, 2019 (version 2)

Sandman Signature Vancouver Airport Hotel & Resort

DRAFT to be approved at Board meeting September 14, 2020

- c. Software Review Committee members announced – Mary Sluyter, Registrar Zone 2; Andrew Reeve, Registrar Zone 1; Cindy Simpson, President, Wes Zawertailo, Communications Committee Chair; Valerie Linton, Executive Director; Byron Postle, IT Consultant; Maureen Barranoik, Event Manager
 - i. 1st meeting held November 5, 2019

48. Process for withdrawals & replacements

- a. Zone Directors to ensure forms are completely filled out prior to submission

MOTION – DO NOT TRAVEL OR MEET ON REMEMBRANCE DAY MOVED BY BILL WHITTY, ZONE 10. SECONDED BY WAYNE VIENNEAU, ZONE 6. MOTION CARRIED. CINDY SIMPSON, PRESIDENT ABSTAINED.

MEETING ENDED AT 4:20 PM

FRIDAY, NOVEMBER 15, 2019 – DAY 3

In attendance, regrets, chair and recorder same as Wednesday.

Meeting started at 8:30 am

49. Acknowledgement by Wes Zawertailo

- a. Board meeting being held on the traditional territory of the Musquem First Nation home of the Coast Salish People

50. Affirmations – Goal for the day

51. Host Hotel in Richmond for 2020 Games

- a. Consensus for Gordon to negotiate with hotels for Games times as opposed to the Host Society

52. Round Table discussions

- a. Registration Chair position – job description distributed and reviewed; appointed position

MOTION TO PROCEED WITH THIS POSITION MADE BY JOE SMITH, ZONE 11. SECONDED BY ANNETTE REEDER, ZONE 12. MOTION CARRIED

- b. Redaction of financials in Zone reports online

- i. Criteria used for redaction is confidentiality and member privacy

53. Approval of new sports – no applications received

54. Approval of General Rules Book changes

MOTION TO ACCEPT THE GENERAL RULE CHANGES REPORT MADE BY JOE SMITH, ZONE 11. SECONDED BY CHERYL DE GRAAF, ZONE 3. MOTION CARRIED.

55. Approval of Sport Specific changes

MOTION TO ACCEPT THE SPORT SPECIFIC RULE CHANGES REPORT MADE BY CHERYL DE GRAAF, ZONE 3. SECONDED BY DONNA TYRRELL, ZONE 1. MOTION CARRIED

56. General Rules Book section 7 f) 'fewer than 3' rule discussion

MOTION – WE SUSPEND THE LESS THAN 3 RULE, FOR THE 2020 GAMES, UNTIL WE EXPAND THE AGE CLASSES AS REQUIRED IN A SPORT BY SPORT BASIS MADE BY FRANCO SARTOR, ZONE 2. SECONDED BY BOB EWASHEN, ZONE 7. MOTION NOT CARRIED AS MOTION DID NOT RECEIVE MAJORITY SUPPORT.

MOTION TO CHANGE WORDING OF SECTION 7 F) TO READ – “AT THE CLOSE OF REGISTRATION, SPORT EVENTS WITH FEWER THAN 3 ENTRIES WILL BE CANCELLED. THE AFFECTED PARTICIPANTS WILL BE NOTIFIED AND GIVEN 3 DAYS TO ENTER A DIFFERENT SPORT OR EVENT, OR TO PLACE THEIR NAME ON THE CROSS ZONE LIST, BEING ASSURED OF A REFUND IF NOT PLACED ON A TEAM. 80+ AND 55-59 AGE CATEGORIES ARE NOT AFFECTED BY THIS RULE. FIELD COMPETITORS MOVED DOWN IN AGE CATEGORY WILL BE ALLOWED TO USE THE EQUIPMENT FOR THEIR OWN AGE CATEGORY” MADE BY JOE SMITH, ZONE 11. SECONDED BY DIANE MURPHY, ZONE 4. MOTION CARRIED

57. LUNCH BREAK – 12:20 PM

58. RECONVENED – 1:40 PM

Absent for remainder of meeting - Joe Smith, Zone 11; Wes Zawertailo, Communications Committee Chair; Ron Coreau, Marketing/Sponsorship Committee Chair.

59. Approval of sport selection for Richmond

- a. Fastpitch and Squash to be removed as per Sport Specific Rules Changes report

MOTION TO APPROVE RICHMOND SPORT PACKAGE IN PRINCIPLE MADE BY BOB EWASHEN, ZONE 7. SECONDED BY FRANCO SARTOR, ZONE 2. MOTION CARRIED

ACTION – *Event Manager to follow up with Host Society to finalize venue conditions for floor curling, sturling, ice curling, darts, bocce*

60. What have we missed?

MOTION TO ASK HOST SOCIETY TO CONSIDER CLOSING CEREMONY, PASSING OF THE FLAG TO BE INCLUDED DURING THE FRIDAY NIGHT DANCE MADE BY ANNETTE REEDER, ZONE 12. SECONDED BY FRANCO SARTOR, ZONE 2. MOTION CARRIED.

Framework for accessibility Legislation – Franco Sartor, Zone 2

Would like discussion in future for inclusion of sport added to these games in future **ACTION** – Cindy to include on agenda for September 2020 meeting

61. In-camera session

- a. Three staff members exited meeting room – 2:25 pm
- b. Three staff members returned to meeting room – 3:10 pm

Next Board meeting to be held on Monday, September 14, 2020 at 6:00 pm in Richmond.

November Board meetings to be held Wednesday, November 18, 2020 to Friday, November 20, 2020 in Victoria

November Rules Committee meeting to be held Tuesday, November 17, 2020 in Victoria

MOTION TO ADJOURN MEETING MADE BY MONTY KILBORN, ZONE 8. SECONDED BY RICK REDWOOD, ZONE 5.

Meeting adjourned at 3:30 pm.

ACTION ITEMS FROM BOARD MEETINGS				
<i>Shaded items indicate item completed and will be removed before next meeting</i>				
DATE ASSIGNED	ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	COMPLETED
11/15/2019 November Board meeting	Discussion of Accessibility legislation and incorporating into our Games	Cindy Simpson	Sept 2020 Board meeting agenda item	
11/15/2019 November Board meeting	Finalize venue conditions for Richmond sport package	Event Manager	Jan 31, 2020	
11/14/2019 November Board meeting	Submit list of sport coordinators and order for posters	All Zone Directors	Jan 15, 2020	
11/14/2019 November Board meeting	Resend all Directors G-Suite email addresses, instructions and passwords	Valerie	ASAP	

11/14/2019 November Board meeting	All Zones to bring all registration paperwork to Accreditation Centre	All Zone Directors	Richmond 2020 Games, Sept 15-19, 2020	
11/14/2019 November Board meeting	Criminal Record Check policy	Bob Hesketh	Sept 2020 Board meeting	
11/13/2019 November Board meeting	All Directors to report back to their zone participants and Sport Coordinators all changes/updates to rules	All Zone Directors	Sept 2020 Board meeting	
11/13/2019 November Board meeting	Each Committee Chair and Committee members to review Committee Terms of Reference	All Committee Chairs	Dec 15, 2019	
11/13/2019 November Board meeting	Diane to conduct more research and provide options for staff and Board clothing	Diane Murphy, Zone 4	Sept 2020 Board meeting	
11/13/2019 November Board meeting	Staff to follow up with Executive Committee for final approval on logo use on Director's business cards	Staff – Dawn, Administrative Assistant	ASAP	
11/13/2019 November Board meeting	Respond to requests from survey members	Valerie	ASAP	
11/13/2019 November Board meeting	Medal discussion to be brought forward at later date (commemorative medals for all participants)	Cindy/Paul	Sept 2020 Board meeting	
9/9/2019	Communications	Valerie	ASAP	

September Board meeting (<i>changed to action item at Nov meeting – minutes updated</i>)	Committee working on package for Zones to ensure consistent messaging regarding funding			
9/9/2019 September Board meeting	Create an activity reporting form for Zones	Valerie	Oct 15th	
9/9/2019 September Board meeting	Board members interested in becoming member of Technology Committee to email Cindy	Cindy	Nov 13 th	Completed – Committee members announced at Nov 2019 BOD meeting
9/9/2019 September Board meeting	Add cross zone participants discussion to November agenda	Cindy	Nov 13th	Completed – added to November meeting agenda