



BC Rugby Board of Directors Meeting Minutes

Wednesday, August 12, 2020

6:00pm

Conference Call

In Attendance:

Mark Lewis, Chair

Tanya Donaldson

Marvin Foss

Matt Gordon

Connie McGinley

Alan Snowden

Bob Strachan

Annabel Kehoe

Apologies: Brad Baker

Call to Order: M. Lewis, 6:08pm

1. Opening of Meeting and Chair's Comments

The Chair welcomed the Directors with the promise of a 'return to normal', acknowledging the Board has already met nine times in this calendar year.

2. Acceptance of Meeting Agenda

Motion: To accept the meeting of the agenda. Moved by C. McGinley. Seconded by M. Gordon. Carried unanimously.

3. Declaration of Conflict of Interest

The Chair asked the Directors to declare any conflicts of interest with any items on the agenda. No Directors declared any conflicts.

4. Approval of July 18 Board Minutes

Motion: To approve the minutes of the July 18 Board Meeting. Moved by A. Snowden. Seconded by C. McGinley. Carried unanimously.

Review of action items from the minutes:

- ACTION: To that end, the Chair asked the Directors to attend the September board meeting with ideas for improvement, causes that they would like to champion, areas that the Board should focus on. Each director will be asked to present their ideas. **Follow-up:** reminder to be prepared
- ACTION: Outstanding signed declarations to be completed and emailed to CEO. Follow-up: one Director outstanding.
- ACTION: Update Governance Manual with correct one-pager. Completed.



- ACTION: Ahead of the next board meeting, Directors will be asked to complete/update the board competencies skills matrix.
- ACTION: Prior to the next meeting, the CEO will circulate the risk register and ask all Director's to complete scoring. **Follow-up:** Directors will be asked to complete this ahead of the next meeting.
- ACTION: M. Lewis to initiate next steps on forming a BC Rugby working group that facilitates learning and understanding from rugby members and supporters of minority ethnicities. **Follow-up:** will be addressed in President's Report.

5. Director Roundtable

Many of the Directors discussed the progress made by some Clubs on their Return to Rugby plans. There was some concern that Club's leaders and volunteers weren't into rugby-mode yet and therefore, unlikely to see all Clubs ready to go for the start of September. M. Gordon shared with the Board some of the financial issues that are confronting Clubs as they determine if.

There was also discussion around some non-sanctioned or unaffiliated rugby activity that have been running. The CEO confirmed that an entity delivering rugby activities on Vancouver Island is not affiliated. The BC Rugby office have done some outreach to help people understand that the viaSport Guidelines still mean that physical distancing should be adhered to for all sporting activities, meaning touch and flag are NOT yet permitted.

A. Snowden brought to the Board's attention Rugby Canada's financials following their AGM which was held at the end of July. The Chair shared some initial comments from those recent conversations that remain confidential but acknowledged that there's a lot of work for them to do to improve their position.

6. President's Report

The President shared with the Board that the Executive is undertaking the CEO's annual review, which is (amicably) behind schedule.

Ahead of this next season, the President is asking Directors to complete the skills matrix as we look to confirm membership of the Board Committees and some ad hoc working groups, including the BIPOC Working Group.

7. VP Finance / Finance Committee Report

While the Finance Committee has not met since the last Board Meeting, the Treasurer presented an updated Cash Flow Projection (document circulated) which shows that Cash at Bank at the end of July is approximately \$180,000. Positively, as of today we have learned from Sport BC how we will be able to make our CEWS application, which legislation passed that sets a process for entities that utilise a third-party payroll service provider.



Accounts receivable outstrips accounts payable by approx. \$80,000 and with a number of funding items yet to be received, including CEWS and Gaming, we anticipate the projected \$30,000 cash position at March 2021 to improve significantly as we see those amounts confirmed and received.

In advance of the next meeting, the Finance Committee will be meeting to consider any adjusted budget that the Treasurer and the CEO feel are appropriate.

Due to low number of responses for the Risk Register scoring, this topic will be re-visited at the next meeting. In response to a direct question from the Treasurer, the following risks were identified as needing immediate attention: 1) Rugby Canada's financial position; and 2) no school delivery of rugby for a second academic year.

8. VP Internal / Governance Committee Report

The VP provided the Board an overview of the current Strategic Plan, our first under our new Constitutional Purpose which was approved by the Members in 2016. Since only 18 months remain, we reviewed the process on how the current Plan was engaged in the creation of this Plan.

As highlighted in the Board Effectiveness survey, Directors noted that they felt a stronger connection to the Strategic Plan could be achieved. The VP noted that some of the measurables can be improved, particularly for those Strategic objectives outlined under 'Manage'.

The President added that he wishes to ensure that the Board focuses on the Strategic Plan, making decisions that support the stated goals. Also, as we look ahead to undertaking the design of a new Strategic Plan, it is an opportunity to identify how we can improve the process, the content, the ease to operationalise the plan and the accountability. In response to that, A. Snowden suggested that a rolling 5-year plan might be a preferable format to ensure that the Strategic Plan is the central roadmap for the organization and isn't left on the bookshelf.

ACTION: Populate Board Effectiveness Working Group.

9. Stakeholders Committee Report

Deferred to September meeting.

10. CEO's Report

With respect to Committee membership, this continues to a work in progress. We're in search for a non-Director member for the Finance Committee, while we're taking D. Manning's recommendation on inviting an individual to join the Governance Committee. We are also ideally seeking a female member for the Appeals Committee as well as the



Discipline Committee. The Finance Committee does have two-three significant projects – final phase of the membership review, Finance Policy and continuing to navigate short- and long-term financial mgmt. The Governance Committee has a significant list of projects to complete as well, including review of Bylaws, formalisation of voting and associate membership application and renewals, and completion of the Athlete Protection Policy and any other items that need to be addressed through Rugby Canada’s Safe Sport work. The CEO is a member of the Rugby Canada Safe Sport Working Group and feedback has been given to the agency contracted to complete the suite of policies that each Provincial Union will be given the chance to adopt or amend existing policies.

Closer to home, the BC Government through viaSport has new parameters on our core funding that we must meet. Commit to Kids training must be completed by all Board and Staff by September 30.

ACTION: All Board to complete the online Commit to Kids training when provided the course.

While it’s still difficult to plot a course operationally for the next 6 months, there’s a few projects that are certainties. The second phase of Inclusion and Diversity study, lead by Monash University and supported by UBC, will be going ahead. We have had to make some adjustments to the focus on the study, given COVID-19 limits the type of surveying that UBC could deliver. Two BC individuals have been recruited to lead the initiative and will be compensated by BC Rugby. Outlines of a third phase are in the works for Spring 2021 delivery.

Work still needs to be done on operational committees for the new season. This will include reviewing and perhaps, reconstituting the Player Welfare Committee to have a broader scope and take a lead on Safe Sport policies.

ACTION: CEO to finalise Operational Committees for next Board meeting.

The Chair lead a discussion about process of recruiting for the gaps in Committees, which included advertising an application process based on skill needs.

11. Return to Play Update

The CEO shared with the Board that 12 applications have been received, of which three to date have been sanctioned. The Board were given sight of the sanctioning tracking document, which is recording when applications are received, who’s reviewing them and when, dates of key communications sent, including receiving signed sanctioning contracts and issuing of COIs.



Recommendations have been made to the Clubs to apply for sanctioning for both Phases two and three. This will allow Clubs to continue delivering if we move backwards from phase 3 to phase 2. We're anticipating that an update of viaSport's Return to Play guidelines, which have been shared with PSOs verbally and submitted to the relevant Government agency for review and approval. Anticipating more clarity on how competitions can take place with the introduction of 'cohorts', which is like Alberta's structured Return to Sport plan. Once viaSport releases the updates, we're also anticipating that sport will be permitted to move to 'Progressively Loosen' which is the final restricted stage before 'normal'.

Weekly communications have been going to Club Leaders, regular hosting webinars and workshops. We are tracking attendance to identify any Clubs not engaged and then reaching out to them to ensure that they understand what support we can offer. Certainly, some Clubs are behind and we're anticipating an influx of sanctioning applications in late August.

The CEO let the Board know that the National R2R Group reconvened to discuss a few updates, including permitting indoor facilities. Along with viaSport updated guidelines, anticipate that the Board will be able to consider these updates for approval at the next Board meeting.

Finally, the President updated the Board on a formal complaint received regarding unsanctioned rugby activity taking place. This has been referred to the Chair of the Discipline Committee who will follow the process outlined in the Code of Conduct.

In response to a suggestion from a Director, the CEO shared the planning of a marketing campaign to support Clubs return to play.

12. Rugby Canada AGM

The Chair provided the Board with details of the key financial items discussed in the lead-up to and at the AGM. Three Directors were elected including Steve Swaffield who is local to Vancouver. Uncertainty remains for the three major rugby events that are on the horizon, including the Women's Rugby World Cup and Sevens Series and the Tokyo Olympic Games.

13. Any other business

None.

14. In camera session

Meeting concluded at 7:55pm.

Next meeting September 26, Vancouver (In-person, tbc)