



BC Rugby Board of Directors Meeting Minutes

Wednesday, November 18, 2020

6pm – 9pm

Virtual Meeting

In Attendance:

Mark Lewis, Chair

Tanya Donaldson (arrived 6:15pm)

Marvin Foss

Brad Baker

Connie McGinley

Bob Strachan

Annabel Kehoe

Apologies: Matt Gordon, Alan Snowden

Call to Order: M. Lewis, 6:10pm

1. Opening of Meeting and Chair's Comments

The Chair thanked everyone for attending, anticipating this to be the last meeting of the year. The Chair passed on the apologies from A. Snowden and M. Gordon for being unable to attend this meeting.

2. Acceptance of Meeting Agenda

Motion: To accept the meeting of the agenda. Moved by C. McGinley. Seconded by M. Foss. Motion is carried.

Request to discuss letter sent to BC Govt in CEO report.

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. Director Roundtable

Deferred to end of the agenda if time allows.

5. President's Report

The President spoke to the high level of activity taking place currently, speaking to the work that the Finance, Governance and Executive Committees have undertaken.

The President also provided an update on the BIPOC Working Group which hasn't moved very far. Will connect with B. Baker and M. Gordon to move this forward.



6. Stakeholders Committee Report

The President relayed to the Board the key points of discussion from a meeting between the President, Vice-President (Finance) and A. Snowden with several members of the Stakeholders Committee. Discussions included looking ahead to getting back to 'normal' and the opportunities that might exist to 'launch' the return of rugby.

The President also updated the Board on a key contract that is undergoing a renewal.

7. VP Finance/Finance Committee Report

The Finance Committee has met three times since the last Board meeting. One key activity that the Finance Committee will undertake, in support of the Stakeholders Committee, is to clearly articulate the activities that remain under-funded or unfunded in the BC Rugby budget. This will get completed as part of the 2021/22 budgeting process which the CEO has commenced. At the most recent Finance Committee meeting, the CEO provided a Statutory Declaration, confirming that BC Rugby is up to date with its legal, tax and payroll obligations.

The Finance Committee has worked on a refund policy which addresses both membership dues as well as service fees. In response to a question from a Director, the Policy was amended to recognise refund policies may be created for tournaments or events from time to time.

MOTION: To approve the Refund Policy as presented. Moved by B. Strachan. Seconded by C. McGinley. Motion is carried.

Due to COVID, BC Rugby has not prioritised direct delivery of some programs that are partly funded by the Community Gaming Grant. As communicated via our Award Letter, parameters on spending Community Gaming Grants have been changed to reflect COVID limitations, including having 48 months to spend the awarded funds. Therefore, the CEO has requested Board support to defer some of this funding.

MOTION: To approve the deferral of \$48,000 Community Gaming Grants to spend in next fiscal year. Moved by B. Strachan. Seconded by B. Baker. Motion is carried.

The Treasurer presented Q2 Financial Report (report circulated). The Statement of Financial Position shows BC Rugby in a strong cash position, though Accounts Receivable is still reporting high (~\$150k) though lower than at March 31, 2020. Anticipate some write-offs of small outstanding amounts. CEBA has been fully drawn upon to ensure full benefit of 25% forgiveness.

With the budget adjusted at the end of September, very little variance in Statement of Operations. Still planning on expenditure in rugby departments in Q3 & Q4. Cash Flow



Projection shows benefit of payroll recovery from CEWS, higher than anticipated revenues and the control on expenditures, resulting in the strong cash position that BC Rugby is in.

The CEO is waiting on further information from the Federal Govt on the extension of CEWS and the re-worked Rent Subsidy program.

MOTION: To accept the Q2 Financial Report as presented. Moved by B. Strachan. Seconded by C. McGinley. Motion carried.

The Treasurer provided an overview of the backstory of the membership project. The objective of the project was to identify better ways to price and collect membership dues and service fees for the members and end-users, respectively. Given the current climate, this project has also taken into consideration the impact of COVID.

The Finance Committee is asking for the Board's support for the concept of this model and the relative pricing proposed, to then seek membership feedback through the townhalls scheduled. Working towards a February 6, 2021, Special General Meeting means this project needs to be completed early January 2021 to provide 21-day notice for the SGM.

The impact of this model and pricing results in a short-term investment (loss) in revenue. However, the Finance Committee feels that this supports the Strategic Plan to grow participation in the sport, particularly with school-aged players.

The CEO provided an overview on where Rugby Canada is with their membership categories and prices. All Provinces are needing RC to hold a SGM of their own to confirm prices for contact rugby player categories for our current season and all other Provinces prices for their 2021 seasons. Have been told to expect the SGM before the X-mas break.

The Treasurer spoke to the presentation of the membership categories and the dues proposed (documents circulated), demonstrating the introduction of annual, flat-rate membership dues for all players and team staff categories of \$10 in the 2021/22 membership year. Given the impact of COVID on this current season, it's proposed to implement these dues to junior and mini player contact categories in this current season to effectively deliver a price reduction.

Ahead of considering the motion, the President stressed that this is a proposal for consultation with the membership.

In response to questions, it was clarified that the membership dues would apply to affiliate (associate) members if accessing Rugby Canada insurance via the registration platform. The exception is, for Voting or Affiliate Members, is the Board Director and Volunteer categories which incur no fees or dues from Rugby Canada or BC Rugby.



MOTION: As recommended by the Finance Committee, to approve the elimination of the service fees charged to individual mini and junior contact players and introduce an annual \$10 membership dues for the current membership year, to be presented to the Membership for feedback to then be ratified by the Membership at the next available General Meeting. Moved by B. Strachan. Seconded by C. McGinley. Motion carried.

ACTION: For later discussion, the relationship between BC Rugby and school rugby through membership and insurance.

MOTION: As recommended by the Finance Committee, to approve new service fees for COVID-impacted leagues to be presented to the Membership for feedback. Moved by B. Strachan. Seconded by M. Foss. Motion carried.

As had been discussed by the Finance Committee, the CEO drew the Board's attention to these prices being inclusive of referee fees. After many years of discussions with referee leaders, we're looking to own the financial responsibility of compensating referees for reasonable expenses incurred. The objective is to streamline the management of accounts receivable and accounts payable for both referees and clubs, and it's more appropriate (and our responsibility as the sanctioning body) to have the direct relationship with referees, not the competing clubs.

MOTION: As recommended by the Finance Committee, to support the membership dues and service fees to be implemented for the 2021/22 membership year for member feedback, to then be approved by the Membership at the next available General Meeting. Moved by B. Strachan. Seconded by T. Donaldson. Motion carried.

Discussion about these changes focused on previous proposals and how much has changed since, particularly the growing diversity of the membership and the need to facilitate the potential growth in Northern and Interior regions for age-grade players where they have a different season and can't access the same level of services as age-grade players in South-West BC.

8. Board Effectiveness WG Update

B. Strachan stated a draft is in the works, not yet ready to be presented. However, did observe that the areas that were identified as weak are all being address in our current work.

9. Governance Committee Report

T. Donaldson updated the Board on the drafting of a Safe Sport Committee Charter. Unfortunately, it continues to be a WIP and it's ready to be presented to the Board. Aiming to get this Charter to be fit for purpose from the outset and aware of guidance/requests



forthcoming from Rugby Canada to support the implementation of their Sport Canada requirements which address the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). RC has a March 31 deadline imposed by Sport Canada. Rugby Canada is leading discussions with Provincial Unions to gauge buy-in for a pan-Canadian process for dealing with maltreatment, giving all of Rugby one instruction to promote for victims to seek help and lodge complaints.

The President shared with the Board some ideas that he has for this Committee to report on relevant topics, as well as the need to clarify how this Committee would interact with both our governance structure and operations.

Speaking to documents circulated, the VP presented the proposed changes and provided an overview of the Governance Committee's discussions and considerations. The changes address two main topics: membership, and the term limits for Directors and Officers.

Additionally, there's a few clauses that have been added that appeared to be oversights from the new bylaws written in 2017. For example, the bylaws didn't address the right of honorary members to vote or not. This has been rectified. Past-President has also been added to the definition of the Executive Committee to facilitate succession between the incoming and outgoing Presidents.

In response to questions, the Board discussed a few examples of current and possible Voting and Affiliate Members.

MOTION: To support the proposed Bylaw changes proposed by the Governance Committee for discussion with the Membership. Moved by T. Donaldson. Seconded by C. McGinley. Motion carried.

10. Risk Management WG Update

The Working Group has been supplied the results of the Board's completion of the risk management scoring and are planning meetings ahead of reporting to the Board at the next meeting.

11. Hall of Fame Committee Report

The Committee met on November 2 to finalise policy updates for the criteria and selection process for the annual awards (i.e. Patterson & Spray). No motion has been provided by the Committee for the Board to approve.

12. CEO Report

The CEO presented membership figures (documents circulated) from the most recently completed membership year (ending Aug 31, 2020). BC Rugby had 7,586 members after refunds were issued in March for spring registrants. For context, the membership year



ending Aug 31, 2019 reported a total of 8,007 registered members. With the membership year ending Aug 31, 2020, being cut short due to COVID-19, this excludes any Interior/Northern season and summer-only age-grade players. Based on those numbers from the previous season, BC Rugby was on track to report 8,502 registered members. That growth is being driven with younger players, particularly U12, and more female players.

The CEO provided a visual presentation on the work completed to date on a branding refresh which includes slight modifications to the BC Bear. The Board provided several points of feedback that will be taken into consideration.

A staffing update was provided to the Board. D. Patterson has taken a full-time role with Rugby Canada's National Women's programs but will continue to support BC Rugby on a project basis. A. Takel has requested reduced hours to part-time to take on a short-term contract teaching through to the end of the academic year. Come July 1, both A. Takel and C. Assmus will return to full-time. The President shared with the Board his instructions to the CEO to continue managing this to ensure that the rugby department is adequately resourced as and when needed.

In response to a question from the Board, the CEO shared the process and details of the letter that was sent to the Ministry of Arts, Tourism and Culture to convey the impact of the travel restrictions imposed on sport participants within the Fraser Valley and Vancouver-Coastal Health Authorities unable to access their local club of choice. It highlighted the need to review BC Rugby's Communication Policy.

13. Return to Play Update

The CEO provided an overview of the tracking of positive cases from rugby members and both mandated and voluntary suspensions of rugby programs. B. Walker has led communications to impacted programs and, on occasion, communicated directly with health officials to support their tracking processes. To date, no evidence of community transmission through rugby delivery.

Preliminary results from the Return to Rugby feedback survey were shared with the Board (documents circulated). Several clubs received high response rates and will be provided with their own collated results.

The CEO then presented the Framework to Progress to Phase 4 (document circulated) as an addendum to the Board-approved Return to Rugby in BC plan. The first step of the framework is to deal with each of the five regions independently, following the precedent set by the BC Government with the November 11, 2020, updated Provincial Health Order.

The next two steps aim to assess the risk of community transmission coupled with the



increased risk of modified contact and inter-club activities. Thresholds for rate of positivity and number of active cases as a proportion of the regional population have been set based on the reported statistics from late August through to late October and represent thresholds that were met when the Govt moved sport into viaSport's 'Progressively Loosen' phase.

Regardless, no region would progress to Phase 4 until January 11, 2021, at the earliest. All Public Health Orders and viaSport's Guidelines must be adhered to and trump this framework.

The CEO requested the Board's support to this framework to facilitate an independent decision to move from Phase 3 to Phase 4, both under viaSport's 'Progressively Loosen' phase. Previous progressions have been facilitated by viaSport, in consultation with Public Health.

The Board engaged in a discussion reflecting on how other sports have approached 'Progressively Loosen' phase, the risk of each element of Phase 4 Rugby (non-contact rugby vs. modified contact, and in-house vs. inter-club leagues) and comfort with managing the progression autonomously between Health Authorities.

MOTION: To endorse the Return to Rugby Addendum, titled Framework to Progress to Phase 4. Moved by T. Donaldson. Seconded by B. Baker. Motion carried.

14. Any other business

The President presented a motion to address the Voting Entitlement at the planned Special General Meeting.

MOTION: To approve the Voting Entitlement for any General Meeting of the Members to be the Voting Entitlement recognised at the 2020 Annual General Meeting due to the suspension of rugby activities by Rugby Canada on March 13 in response to the COVID-19 pandemic. Any new Voting Members who joined in the 2019-20 membership year, would be granted a Voting Entitlement based on their membership as at August 31, 2020. Moved by M. Lewis. Seconded by B. Strachan. Motion carried.

15. In camera session

Meeting concluded at 8:45 pm.

Next meeting - TBC
