



## **2020 BC Rugby Annual General Meeting Minutes**

Zoom Conference Call

**Saturday, June 20, 2020**

10am-11.30am

9.30 Registration

### **AGM Agenda**

#### **1. Call to Order – 10 am**

Mark Lewis calls to order the 2020 BC Rugby Annual General Meeting.

#### **2. Election of Chair**

Section 4.4(a) of the BC Rugby Bylaws provides that the President is entitled to preside as Chair a general meeting if the President is able and willing to do so.

#### **3. Confirmation of Quorum**

For the 2020 Annual General Meeting, there is a total of 5573 votes allocated to 55 Voting Members.

- Number of members at the 2020 AGM: 33
- Number of votes present at the 2020 AGM: 4961 – 89% of allocated votes present

In accordance with Section 4.5 (b) of the BC Rugby Bylaws, a quorum is present. This is the highest attended AGM.

#### **4. Adoption of the Agenda**

**Motion 1** – To accept the agenda of the 2020 BC Rugby Annual General Meeting.

- Moved by: Mark Lewis, President
- Seconded by: Axemen Rugby Club
- Results: Motion passed unopposed

#### **5. Approval of 2019 Minutes**

**Motion 2** – To accept the minutes of the 2019 BC Rugby Annual General Meeting.

- Moved by: Mark Lewis, President
- Seconded by: Vancouver Rowing Club
- Results: Motion passed unopposed



## 6. President's Report – Mark Lewis

- This has been a season like no other. Days after the Canada 7s, we made the hard decision to cancel league games as COVID-19 was declared a global pandemic. 2 days later, RC suspended all rugby activities nationally.
- BC Rugby led the initiative for the Return to Play plan. Annabel Kehoe chaired the committee with 3 dozen representatives from around the country.
- Doug Manning led the Governance Committee in a reset of processes. Bob Strachan brought back life to the Finance Committee. John Lecky and Steve Cook continued leading the Stakeholders Committee. Tanya Donaldson led the Competitions Committee, and Connie McGinley led the Hall of Fame Committee.
- The Board has identified metrics to track our progress in growing the game. As metrics are tracked, they will be shared with the membership.
- There remains lots of room for growth – Justice RFC introduces rugby to elementary schools; working with Rugby Canada to introduce new membership categories to attract younger members.
- We want to continue to lead and build a safe, inclusive community for everyone. Abuse is not acceptable and will not be tolerated.
- “Be kind. Be calm. Be safe” – Dr. Bonnie Henry

## 7. Treasurer's Report – Bob Strachan

- a) Receipt of the Statement of Financial Position and Statement of Operations & Changes in Fund Balances
  - The Finance Committee was resurrected this year.
  - Andrew Westman, of Rolfe Benson, was invited to the AGM. He provided an overview of the Balance Sheet and Income Statement. He discussed the audit process for transparency to the voting members. The opinion of the auditors was that the financial position and result of operations are in accordance with applicable Canadian accounting standards.
  - Bob Strachan, Treasurer discussed BC Rugby's financial position in more detail and answered questions from Voting Members.

- b) Appointment of the Auditor for 2020-21

**Motion 3** – To appoint Rolfe Benson as the auditor for the 2020-21 fiscal year.

- Moved by: UBCOB Ravens
- Seconded by: Kamloops Rugby Club
- Results: Motion passed unopposed

- c) Presentation of 2019-20 Cash Flow



d) Extraordinary item- COVID-19

- The Treasurer discussed the activities that the Board has undertaken during the COVID-19 pandemic. BC Rugby successfully applied for CEBA (interest free loan of \$40K to cover operating costs, repayable on or before Dec. 31, 2022) and CEWS (wage subsidy).

e) Setting of Dues for 2020-21

- The reduced membership fees for junior and mini members were presented.
- The Treasurer answered questions from Voting Members.

**Motion 4** – To accept the BC Rugby dues structure as presented for the 2020-21 fiscal year.

- Moved by: Vancouver Thunderbirds
- Seconded by: Axemen Rugby Club
- Results: Motion passed unopposed

**8. Vice-President's Report – Doug Manning**

- As Vice-President, also Chaired the Governance Committee which met eight times this year (lighter season in terms of work)
- New policies: updated gender, equity and inclusion policy, adopting Rugby Canada Transgender Policy, and updated drug free policy
- Updated Governance Manual with updated corporate processes
- Led the identification and outreach of new directors
- Coordinated club conversations in the Spring with over 50 club leaders
- Completed Board effectiveness survey
- Helped two clubs upgrade bylaws to be compliant with the BC Societies Act

**9. Planning for 2021 AGM**

**Motion 5** – To approve the Voting Entitlement for the 2021 Annual General Meeting to be the Voting Entitlement recognized at the 2020 Annual General Meeting due to the indefinite suspension of rugby activities by Rugby Canada on April 3 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: Mark Lewis
- Seconded by: JBAA
- Results: Motion passed unopposed



## 10. Election of Directors

### a) Overview of Nominees

Document circulated.

### b) Election

**Motion 6** – To elect Tanya Donaldson, Matt Gordon & Alan Snowden as Directors of BC Rugby for a term of three-years each.

- Moved by: Mark Lewis, President
- Seconded by: Abbotsford RFC
- Results: Motion passed 97% approved, 3% abstention

### c) Announcement of Directors

## 11. New Business

### a) Annual Report

- The CEO discussed the current state of play of the BC Rugby membership. The membership slightly exceeded 8000 for the first time ever. Growth was achieved by youth and adults, seeing an increase in age-grade male and female teams this season.
- Staffing changes: We said goodbye to Louise Wheeler after 15 years of working at BC Rugby. We said goodbye to Thomas and Euan just before the pandemic hit.

### b) Preview of results of Monash University study

- BC Rugby is collaborating with the University of British Columbia, and Australia's Monash University in a global study to develop pragmatic, evidence-based methods that can be provided to sports organizations around the world to help maintain and foster positive team and club cultures. Erik Denison of Monash University presented a preview of the results of the study, which intends to bring these research-based methods to BC Rugby Clubs to support positive cultures.

### c) Return to Play Plans & Protocols

- The CEO presented the work that the National Return to Play group did to create the National Return to Play plan. This was a risk management exercise that will help clubs assess and plan how to reduce COVID transmission at the clubs.

### d) Committee Chairs for 2020-21

- The Committee chairs for the 2020-21 season were confirmed so that the membership is aware of who sits on the Governance, Stakeholders, Finance, and Appeals Committees.



## **12. Termination of Meeting**

**Motion 7** – To adjourn the 2020 BC Rugby Annual General Meeting.

- Moved by: Mark Lewis, President
- Seconded by: Surrey Beavers AA
- Results: Motion passed unopposed

Meeting adjourned 12:30pm