



BC RUGBY BOARD OF DIRECTORS MEETING MINUTES

July 26, 2021
6:30pm – 8:30pm
Virtual Meeting

IN ATTENDANCE:

Mark Lewis, Chair
Tanya Donaldson (Arrived at 6:10pm)
Marvin Foss
Connie McGinley

Bob Strachan
Matt Gordon
Alan Snowden
Annabel Kehoe

CALL TO ORDER: Mark Lewis, 6.30pm

1. Opening of Meeting & Chair's Comments

The Chair thanked the Board for making the meeting and gave an overview of the agenda, highlighting the discussion around the strategic plan

2. Acceptance of Meeting Agenda

Motion: To approve the agenda. Moved by T. Donaldson. Seconded by C. McGinley. Motion carried.

3. Declaration of Conflict of Interest

No conflicts declared.

4. Approval of Board Minutes

Motion: To approve the minutes of the Board's May 26, 2021, meeting. Moved by B. Strachan. Seconded by T. Donaldson. Motion carried.

Motion: To approve the minutes of the Board's June 19, 2021, meeting. Moved by A. Snowden. Seconded by C. McGinley. Motion carried.

5. President's Report

The President commented on the enthusiasm expressed by the community for the resumption of rugby and noted the match played between Terrace Northmen and Prince Rupert RFC. Additionally, Rugby Canada have announced the hosting of HSBC Canada Sevens in both Vancouver and Edmonton this coming fall. Great amount of activity underway and being planned for the fall, so credit to Annabel and the staff for helping the many Clubs and programs get Rugby up and running.



6. Vice-President (Internal) /Governance Report

The VP (Internal) provided a reminder to the Board to complete Club Conversations to be integrated into Strategic Planning process, ahead of our August 14 meeting. This collated information is also shared back with the Clubs, so this is an important activity. This was emphasized by the President.

ACTION: Board to complete Club Conversations or loop back with Tanya if struggling to make

Bylaw changes made in April will be put into effect, asking Clubs to apply for membership renewal. The President drew the Board's attention to a recent court case involving a Provincial Sport Organization found not in compliance with the BC Societies Act. Anticipate processing a few more membership applications, possibility of having applications for board approval at Aug 14 meeting.

ACTION: President to send note to regional organizations highlighting urgency to ensure Bylaws are compliant with BC Societies Act.

7. Report of the Vice-President (Finance) / Finance Committee

Following a meeting of the Finance Committee last week, the VP (Finance) provided an update to the completion of the audit. Annual tax filings will be made by the Auditor within the week. The CEO confirmed that annual filings have been made to BC Registry in compliance with the timeframe from our AGM.

The VP (Finance) spoke to the 2021-22 Fiscal Q1 Report (circulated). Speaking to the Statement of Financial Position, the VP (Finance) noted that everything was as would be expected and drew the Board's attention to the balance of 'Deferred Revenue' which is yet to be drawn into this fiscal year's revenue. This will occur as corresponding expenses are committed to. The CEO updated the Board on the successful application of the CEBA loan extension which will be evidenced in Q2 Report.

Speaking to the Statement of Operations compared to Q1 budget, the VP (Finance) explained the significant variance to be a matter of timing of grants being received in July instead of June as was budgeted. Based on a number of changing factors, an adjusted year end position was shared with the Board the improves the anticipated end year position of approximately \$13,000.

The cash flow projections were updated based on Q1 actual as well as some changing factors, but still shows that we maintain a strong cash positive position through to the end of the current fiscal year.

Motion: To approve the Q1 Financial Statements as recommended by the Financial Committee.
Moved by B. Strachan. Seconded by C. McGinley. Motion carried.

The CEO provided an overview of how BC Rugby stands to benefit from the Federal Government extending the Canadian Emergency Wage Subsidy (CEWS) and the Canada Recovery Rehiring Program, in addition to the CEBA extension already granted.



The VP (Treasurer) highlighted to the Board the relationship that we have with the Stakeholders Committee and anticipate that the Strategic Planning process will highlight that we have unfunded activities. The role of the Stakeholders Committee, working with the Finance Committee, will be to identify those activities that are best placed for commercial or philanthropic approaches to raise the necessary funds.

Based on several the changes identified, the VP (Finance) then presented adjusted forecasts to the 2021-22 Budget.

Motion: To approve the adjustments to the budget forecast, based on Q1 actuals. Moved by B. Strachan. Seconded by C. McGinley.

The VP (Finance) confirmed that the Finance Committee have received a Statutory Declaration from the CEO regarding the current financial affairs of BC Rugby are in order.

8. Strategic Planning Update

The VP (Internal) and CEO led a presentation and discussion on the draft SP framework that was circulated to the Board. Significant time was spent discussing the Vision, and then the Strategic Priorities that collectively deliver the Vision.

ACTION: The Board can email Tanya or Annabel with any ideas or suggestions to improve the draft presented.

Discussions will inform an updated draft to be presented and discussed at the August 14 Strategic Planning meeting that will be facilitated by Haekka Leadership.

9. CEO Update

The CEO presented an update on the activities of the Discipline Committee and presented a new, seventh member for approval, provided an overview of the vetting process undertaken. The Committee is still seeking an eight member, ideally a female.

Motion: To approve the Discipline Committee membership of D. Munro. Moved by M. Lewis. Seconded by M. Gordon. Motion carried.

The CEO provided a staffing update to the Board and shared with the Board a revised organisation chart that aims to re-staff the rugby department, working back to full-strength. Several positions will be openly recruited over the coming months.

Providing a Return to Rugby update, the CEO informed the Board that most Clubs were now sanctioned and a few remaining Clubs and regional unions are being supported to finish that process. The Competitions Committee has been polling Clubs to understand what appetite there is for fall leagues and will be working to give Clubs some clarity on to plan for. Marga is working with Clubs, proactively reaching out to them to support getting the registration set up. The Competitions



Committee is working to give Clubs, and players, some certainty on what will be on offer. While the season is being delayed allowing Clubs to follow World Rugby's Return to Competition guidelines, Clubs that do get underway in August are encouraged to arrange exhibition matches and those matches will need to be sanctioned as normal practice.

The CEO also provided an update on the progress of a partnership agreement being contemplated with the BC Rugby Referee Society.

10. Board Calendar

The Board reviewed a meeting schedule (circulated) for the Board leading into the 2022 AGM, which the President indicated is intended to remain virtual to facilitate higher, more diverse attendance.

11. Any other Business

Nil.

12. In camera session

The Board briefly went in camera.

13. Meeting closure

The meeting was closed at 8:41pm.