



## BC RUGBY BOARD OF DIRECTORS MEETING MINUTES

November 23, 2021

4pm – 6pm

Zoom

### IN ATTENDANCE:

Mark Lewis, Chair  
Tanya Donaldson  
Marvin Foss  
Connie McGinley

Bob Strachan  
Matt Gordon  
Alan Snowden  
Annabel Kehoe

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**CALL TO ORDER:** Mark Lewis, 4:04pm

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#### 1. Opening of Meeting & Chair's Comments

The Chair thanked the Board for attending, wished everyone and their families are safe and dry.

**Motion:** To approve the agenda as discussed. Moved by M. Foss. Seconded by T. Donaldson. Motion carried.

#### 2. Declaration of Conflict of Interest

No conflicts declared.

#### 3. Approval of Minutes

**Motion:** To approve the minutes from the September 2<sup>nd</sup> Board Meeting. Moved by B. Strachan. Seconded by T. Donaldson. Motion carried.

**Motion:** To approve the minutes from the September 17<sup>th</sup> Board Meeting. Moved by C. McGinley. Seconded by M. Foss. Motion carried.

**Motion:** To approve the minutes from the October 11<sup>th</sup> Board Meeting. Moved by C. McGinley. Seconded by M. Gordon. Motion carried.

#### 4. President's Report

The President drew the Board's attention to the public announcement of A. Vansen's departure from Rugby Canada. The provinces received a communication several minutes prior to the public announcement.

The President commented on the recent Public Health Order update that now requires sport leaders/coaches/assistant coaches to be fully vaccinated to deliver sport to youth. This change seems



to have abated most of the negative communications coming to BC Rugby. However, the President did refer one individual to the Discipline Committee for a Code of Conduct complaint due to the nature of their communications to staff and members of the Board, both privately and via social media. The CEO, on behalf of the staff, thanked the President for taking this action.

## 5. Vice-President (Finance) Report

The Finance Committee, having met on November 9<sup>th</sup> and 18<sup>th</sup>, have reviewed the quarterly financial report, received a Statutory Declaration from the CEO, and discussed and supported the CEO in how she's managing deferred revenue from new, unplanned funding in this current fiscal.

In the most recent meeting of the Finance Committee, the Committee received a report from the CEO on BC Rugby's current and historic revenue model and sources. The objective is to inform the Finance Committee to best support the expansion of revenue for BC Rugby as necessary.

Speaking to materials circulated in advance and presented, B. Strachan presented the Financial Report for the 2<sup>nd</sup> fiscal period. The Statement of Financial Position shows a very healthy cash position however, this represents monies deferred and unspent. The Committee did review the details of Accounts Receivable, as well as Accounts Payable which currently is a small balance and is current. In response to a question from the President, the Board was reminded that BC Rugby received the full CEBA amount available and holds that \$60k loan with RBC – 75% of this needs to be repaid by December 2022. It was noted that \$10,000 of the forgiveness was recognised in last fiscal.

Reviewing the Statement of Operations, the Finance Committee was comfortable with the variances between actual to budget. Projecting to the year end, there are some significant variances from the Board approved budget due to new revenue. In response to a question from T. Donaldson, the CEO detailed the new revenue that BC Rugby has secured, both self-generated and grant funds received, which includes a ~\$290k grant from the BC Amateur Sport League Fund. This grant has been received and has boosted our current cash projection to be ~\$595k at fiscal year end. The Committee is drafting an Investment Policy to make best use of this positive cash position.

**Motion:** To approve the Q2 Financial Statements as presented and as recommended by the Finance Committee. Moved by B. Strachan. Seconded by A. Snowden. Motion carried.

## 6. Vice-President (Internal) Report

The Vice-President (Internal) thanked all the Directors for submitting their notes from completed Club Conversations. The response rate from Club leaders wasn't a high as previous years, and this is leading T. Donaldson to consider a different approach to maintain regular dialogue with Clubs.

An update on the Strategic Planning process was provided to the Board. This includes engagement with the community and club leaders in January, following a workshop with staff before the Christmas break. In the New Year, it will move quickly as we do wish to have a 2022/23 operational plan and corresponding budget ahead of the new fiscal year (April). The Board will receive a draft prior to circulation to the community for feedback.



The Vice-President spoke to the Board Nomination process that will be overseen by the Governance Committee. This will be the priority for the VP (Internal) and the Committee, aiming to fill vacancies to complete a 9-person Board.

In a general discussion in the recruitment process, B. Strachan and A. Snowden shared agencies available that can serve as a vetted recruitment resources. While a public call-out was generally agreed to be not in service, the membership will certainly be notified and encouraged to make nominations in line with our Bylaws.

**ACTION:** The Directors are asked to complete an updated skills matrix when circulated by T. Donaldson.

## 7. Safe Sport Committee Report

The Chair of the Committee, A. Snowden, spoke to the outcome of the meetings of the Committee, taking place in October. The initial meeting of the Committee was charged to discuss and approve the best way to meet viaSport funding requirements. Our thanks to the Board for approving that change via consent resolution.

Since then, the Committee has discussed more detailed changes that aims to align with Rugby Canada's Safe Sport suite while accommodating the provincial requirements. The Chair is confident that the Committee members are genuinely and expertly approaching this task to make rugby as physically safe as possible and as inclusive and welcoming as possible.

Speaking to draft materials circulated, the CEO drew the Board's attention to a number of key tracked changes that the Committee are working on. This includes the Application and Authority sections, which would make this document have greater reach, but will also need to consider Rugby Canada's reciprocal policy that is aimed at ensuring strong communication and disciplinary enforcement at all levels of rugby.

**ACTION:** Tracked changes in Code of Conduct to refer to source of change (i.e. alignment with Rugby Canada, BC UCC, UCCMS or internal improvement) and be clear in use of "adopted" and "adapted".

**ACTION:** Safe Sport Committee to review adoption of UCC language of "all personal goals" and considering reasonable limits to protect values of Rugby and/or the common good.

A. Snowden brought the Board's attention to recent interview published that highlighted the Rogues/Meralomas.

**ACTION:** Reciprocal Policy work to be referred to the Governance Committee.

In 2022, J. Tait will join the Committee, as the key staff member responsible for implementing this Policy and the CEO will aim to step away once the Code of Conduct has been updated and approved by the Board.



## 8. CEO Report

### GROW

Monash University and UBC research is now in full planning mode for spring delivery. We have been able to increase the number of Clubs who will be handpicked to be involved from 6 to 8 Clubs. The CEO provided the Board an overview of the intervention that will be delivered to those Clubs, with preliminary results to be available for presentation at the AGM.

Partnership working with HSBC Canada Sevens is underway, including the 50/50 which is presented by Grosvenor. At their request, we will partner with Ronald McDonald House (BC) again who were great partners in 2020. License application has been made and report submitted from September event. S. Crawford is working with the Stakeholder Committee on planning the luncheon, which we're hoping can be one day later than usual (Thursday prior) but liaising with National Men's 7s Team on their availability before confirming.

Funding opportunities will be advertised shortly to Clubs. Funds have been secured from Sport BC and Rugby Canada, respectively funding programs towards girls and youth programs that will focus on Level 1 coaching certifications.

Age-Grade Finals are forthcoming, made the decision to keep these regional for 2021.

### DEVELOP

Elite 7s programs are in planning mode for recruitment in January through open ID sessions, with regular training/camps taking place throughout the spring. Girls program will be building towards Canada Summer Games, following timeline of Team BC.

Representative season for 2022 is very busy. Dates/locations are set as follows:

- July 1-3: PRCs at UBC, Vancouver
- July 21-24: BC Summer Games, Prince George
- July 28-31: Western Canada Rugby Championships (U18-U16), Kelowna
- August 6-21: Canada Summer Games, Niagara ON

Likely to also include Senior Women and U19 Men's Bears Teams in action. Believe there's momentum for U19 Men's Canadian Rugby Championships to take place in Ontario sometime late July/early August.

An offer has been made for the recently advertised Coach Education Manager position. This will be shared publicly once agreed to.

Regarding Club Rugby, J. Tait is looped with key individuals that were involved in the 'Coastal Cup' this fall. Defining successes for our top leagues and representative sides will be a focus for J. Tait – must be about making players better that are within an age group that can impact national teams in short to medium term. Will be revisiting plans to rejig leagues that were put on pause due to pandemic, which includes the McKechnie Cup running early in the Fall, leading into a winter Senior Men's Bears program.



The President lead a conversation with several Directors contributing to the discussion. M. Gordon indicated that several Clubs were preparing a letter for him to share with the Board to relay their experiences of the impact of the Coastal Cup competition.

#### MANAGE

Short on time, the CEO provided an update on progress with the Hall of Fame preparing for a 2022 Class. As the request of the Hall of Fame Committee, sought confirmation that the Board approves the inductees as recommended by the HoF Committee. May be via consent resolution if required.

The CEO provided an update on scheduling for the spring senior season, and marketing plans to drive registration for those programs, as well as age-grade and mini programs on offer this spring.

#### **9. Board Calendar**

The President spoke to planning Board and Board Committee meetings, leading into a late June Annual General Meeting.

The Board set several dates for their upcoming meetings. The Board will next meet on February 1 at 5pm.

#### **10. Any Other Business**

The President provided an update on the CEO review for 2020-21.

#### **11. In Camera**

The Board went in camera.

#### **12. Meeting closure**

The meeting was closed at 6:15pm.