

Curl BC Board of Directors January Meeting Minutes – January 29, 2010

Time	Agenda Item	Policy Category	Policy Reference	Lead
	1. Call to Order/Introductions/Review of Agenda and Objectives	BG	Draft BG-7	President
	<p>Call to order at 9:30 am.</p> <p>Board Members Present: Region 1: Gerry Foster, Region 2: Tom Mann, Region 3: Donna Stuike, Region 4: Dave Merklinger, Region 6: Gord Judzentis, Region 7: Pat Cotter, Region 8: Mike West (VP) , Region 9: Ken Albrecht, Region 11: Liz Goldenberg, Lynne Jambor, Marnie Jepsen (VP), Bev Oldham, Past President: Terry Vandale, President: Jim Mann</p> <p>Board Members Absent: Region 5: Ron Phillips, Region 10: Tony Pisto</p> <p>Staff Members Present: Scott Braley (CEO), Robbie Gallagher, Heather Beatty, Penny Bartel, Elisabeth Walker-Young</p> <p>Guests Present: Jack Bowman, Chair, Canadian Curling Association Board of Governors</p> <p>Opening remarks by President Mann welcoming new Director from Region 4 and introductions of other Directors and staff. Review of agenda and objectives for the meeting.</p> <p>Motion: Accept the agenda and leave it open for further additions. Moved by: Director Foster Seconded by: Director Oldham CARRIED</p>			
	2. Previous Minutes and Declaration of Potential Conflicts	BG	BG-7	President
	<p>Motion: Accept the minutes of the September 25th, 2010 Board Meeting as presented. Moved by: Director Judzentis Seconded by: Director Albrecht CARRIED</p> <p>As per policy BG-7, Directors were asked to declare potential conflicts which may include being an employee of a member facility or serving on a Board of a member facility. The following declarations were stated for the record:</p> <ul style="list-style-type: none"> • Director Oldham – also serves as Richmond Curling Centre Board member • Director Goldenberg – North Shore Winter Club Director of Curling • Director Merklinger – Vernon Curling Club Manager • Director Jambor – Golden Ears Winter Club Manager • Director Stuike – Kelowna Curling Club Board member • Director Cotter – McArthur Island and Kamloops Curling Clubs Board member • Director Foster – Grand Forks Curling Club Board member • CEO Braley – North Shore Winter Club Board member 			

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FINANCE & AUDIT				
	3. Financial Reporting	Ops	Inform	CEO
<p><u>Unaudited Financial Report to December 31, 2010</u> CEO Braley reported that for the first nine months of fiscal year 2010/11, Curl BC is showing a surplus of \$345,343 however some revenue needs to be deferred to next year and expenses significantly exceed revenue in the last three months of the fiscal year. Curl BC appears to be on track to generate a surplus for the year. A number of new sponsorships and funding agreements have been successfully negotiated so the afterglow of the 2010 Olympic and Paralympic Games is continuing to have a positive effect on Curl BC and its member facilities.</p> <p><u>Government Funding</u> Government funding now clearly differentiates between Participation and Performance as opposed to the old “core grant” program. The Provincial Sport Grant program provided Curl BC with a \$117,648 participation grant and a \$60,000 performance grant. Additional amounts were also provided for the Athlete Assistance Program, the Canada Winter Games and for Athlete travel. Direct Access and other gaming grants amounted to almost \$90,000. This represents a significant increase, approximately \$95,000, over the previous fiscal year but still less than overall government funding prior to the Olympics.</p> <p><u>Capital Acquisitions</u> Timing clocks, provincial championship scoreboards and standings boards have been acquired to further enhance the presentation of provincial championships.</p> <p><u>Variance from Budget</u> The Enhanced Participation Pillar is project to generate a surplus of approximately \$53,000 compared to a budgeted subsidy of \$12,000 primarily due to grants, special funding programs, sponsorships and accounting changes. The Enhanced Performance Pillar is projected to require a \$14,000 subsidy compared to a budgeted surplus of \$7,600 again primarily due to accounting changes moving certain items to Participation, unbudgeted curling camps and Canada Winter Games expenses. Enhanced Capacity is projected to exceed budget by \$10,000 and Enhanced Interaction is projecting a slightly increased subsidy.</p>				
	4. Finance Board Governance and Executive Limitation Policies	BG-13 +	BC & EL	Chair
<p>The Chair of the Finance & Audit Committee (VP Jepsen) walked through the draft Board Governance (BG) policy BG-13 Finance and Audit Committee and five draft Executive Limitation (EL) policies which all Board members received at least two weeks prior to the meeting. These policies define financial activities managed by the CEO around which there are defined limitations. The rationale for these policies is that the CEO requires the financial authority to conduct the operational affairs of Curl BC. These policies define the oversight role of the Finance and Audit Committee dealing with matters that affect the financial health of Curl BC and set limits based on areas where the Board has chosen to retain certain control. The Executive Limitation Policies also define the restrictions placed on the CEO by the Board regarding financial operations ensuring that the Board is properly and currently informed on financial matters.</p> <p>Motion: Be it resolved that Curl BC adopt the following six new board governance and executive limitation policies:</p> <ul style="list-style-type: none"> • BG-13: Finance and Audit Committee • EL-Global: General Executive Limitations 				

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	<ul style="list-style-type: none"> • EL-1: Financial Conditions and Activities • EL-2: Business and Financial Planning • EL-3: Asset Protection • EL-5: Organization, Compensation and Benefits <p>and, in doing so, repeal, remove and renumber as appropriate, the following sections from the old policy manual, directing the CEO to incorporate relevant components into a Curl BC Operations Manual</p> <ul style="list-style-type: none"> • Section 3.4: Hiring of Staff • Section 3.5: Contracts • Section 3.6: Appointment of Volunteers • Section 6.12 (d) iv, v and vii: Televised Events Ice Technicians Honorariums • Section 6.16 (h): Officiating Honorariums • Section 6.17: Statisticians Honorariums • Section 11.1: Fiscal Year • Section 11.2: Budget • Section 11.3: Signing Authority • Section 11.4: Payment of Accounts <p>Moved by: Director Jepsen Seconded by: Director Cotter CARRIED</p>			
5.	2011/2012 Budget Presentation	OPS	Inform	CEO/Chair
	<p>CEO Braley presented a preliminary 2011/2012 budget projecting an overall surplus in 2011/2012. Under the new governance policies just passed by the Board, the Finance and Audit Committee is now required to review the budget in detail to confirm compliance with Board policy and Executive Limitations. As the timing of policy changes prevented this from happening in advance of the January Board Meeting, the budget will again be presented in June along with the Finance and Audit Committee report to the Board. The Finance and Audit Committee has given interim approval to proceed with the 2011/2012 budget as the fiscal year begins before the next Board meeting.</p>			
GOVERNANCE & STRATEGIC PLANNING COMMITTEE				
6.	Board Governance Policies	BG		Chair
	<p>The Chair of the Governance & Strategic Planning Committee (President Mann) walked through six draft BG policies circulated to Board members prior to the meeting. Over the past two years, the Board has adopted the principles of policy governance for Curl BC and this has required the careful and cautious restructuring of Committees and the update and migration of policies from the old manual to the new Curl BC Policy Registry. These six Board Governance policies continue to describe the way the Board will conduct itself and the responsibilities of the Directors and elected Officers. They are consistent with past discussions around the Board table. The sections that are able to be repealed and removed from the old policy manual are either addressed in the new governance policies or are already incorporated in the Constitution and Bylaws of Curl BC and thus are redundant in the policy manual. The Constitution and Bylaws take precedence over Board adopted policy.</p> <p>Motion: Be it resolved that Curl BC adopt the following six new board governance policies:</p> <ul style="list-style-type: none"> • BG-Global: General Board Governance Process • BG-1: Governing Style 			

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	<ul style="list-style-type: none"> • BG-2: Board Job Description • BG-4: President’s Role • BG-5: Executive Officers’ Role • BG-14 Governance and Strategic Planning Committee <p>and, in doing so, repeal, remove and renumber as appropriate, the following sections from the old policy manual:</p> <ul style="list-style-type: none"> • Section 1: Constitution and Bylaws • Section 2.1: Policy Development • Section 2.2 Organizational Structure • Section 2.3 Vision and Mission Statements • Section 2.4 Strategic Plan • Section 3.11 Board of Directors’ Responsibilities • Section 3.12 Election of Officers of the Association • Section 3.13 Officer’s Responsibilities • Section 3.14 Removal of a Director <p>Moved by: President Mann Seconded by: Director Stuike CARRIED</p>			
7.	Bylaw Discussion	Bylaws	Bylaws	Chair
	<p>General discussion on whether it was the will of the Board that the Governance & Strategic Planning Committee conduct a review of current Bylaws with a specific look at membership categories, gender requirements, and terminology changes to reflect policy governance strategy. General consensus was that it was time to review the bylaws and directors were requested to review the bylaws and contact the Committee Chair with any additional thoughts on bylaw review.</p>			
CEO PERFORMANCE & COMPENSATION COMMITTEE				
8.	Board Governance Policy – Committee Mandate	BG	BG-165	Chair
	<p>The Committee Chair, Past President Vandale, walked through the draft governance policy outlining the committee mandate as previously circulated to the Board. Advised that the motion to adopt the draft policy was incorporated with Agenda Item 9 on Board-CEO Linkages.</p>			
9.	Board-CEO Linkage (BCL) Policies	BCL	BCL 1, 2, 3	Chair
	<p>The Committee Chair walked through the four Board-CEO Linkage policies as previously circulated to the Board. These five Board Governance and Board-CEO Linkage policies continue to describe the way the Board will conduct itself and the linkages between the Board and the CEO. They are consistent with past discussions around the Board table. The sections that are able to be repealed and removed from the old policy manual are either addressed in the new governance policies or are already incorporated in the Constitution and Bylaws of Curl BC and thus are redundant in the policy manual. The Constitution and Bylaws take precedence over Board adopted policy.</p> <p>Moved by: Past President Vandale Seconded by: Director Judzentis CARRIED</p>			

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RECOGNITION & AWARDS COMMITTEE				
10. Committee Mandate and Awards		BG	BG-16	Chair
<p>The Committee Chair (Director Goldenberg) walked through the draft BG-16 Committee Mandate policy and draft BG-Appendix 5 outlining the criteria for all Curl BC awards. BG-16 and Appendix 5 are merely transpositions of the same policies in the old policy manual into the new Policy Registry format. Responsibilities for recognition and awards will remain with the Board. The single significant change in the policy/appendix material transformation is the renaming of the Coach of the Year Award to the Anita Cochrane Coach of the Year Award in honour and memory of Anita Cochrane.</p> <p>Motion: Be it resolved that Curl BC adopt BG-16 Recognition and Awards Committee and BG Appendix 5: CurlBC Awards and Scholarships into the Policy Registry and, in doing so, repeal Section 9 Awards and Scholarships and Section 6.26 Awards from the old Policy Manual.</p> <p>Moved by: Director Goldenberg</p> <p>Seconded by: Director Cotter</p> <p>CARRIED</p>				
OPERATIONS UPDATE				
11. Operational Update		Ops	Inform	CEO/Staff
<p>CEO Braley and all staff presented and operational update highlighting the following initiatives and successes:</p> <ul style="list-style-type: none"> • Three Athlete Development Camps during the summer at Kerry Park, Cowichan and Richmond and two camps in the fall in Kamloops and Prince George as well as a Canada Winter Games camp in August • Capital One Rocks and Rings school program continues to expand and be delivered throughout the Province focusing on youth development • Business in Curling Symposium delivered in Vernon in October • Curl BC Curling Centre Assistance Program completed pilot testing in Quesnel and Creston • Four Community Coach courses held in Chilliwack, Merritt, Victoria and Nelson and Four Competition Coach courses held in Langley, Nanaimo, Armstrong and Invermere – seven more coach evaluations completed for certification • Two Level 1 and two Level 2 officials courses scheduled (Vernon and Prince Rupert) and five Level 1 ice tech courses scheduled in Vancouver, Grand Forks, Cranbrook, Invermere and Burns Lake. • Sponsorship agreements with Canadian Direct Insurance and Best Western renewed and new agreements reached with Tim Hortons and Flight Centre • First Aboriginal program held in New Aiyansh and Terrace in January supported by Kidsport Aboriginal Youth Fund and the CCA. • Curling For Life Endowment Fund has had a number of new Founders make contributions and further work will be done by the Enhanced Capacity and Enhanced Interaction Committee to develop a program. 				
ENHANCED CAPACITY BUILDING & ENHANCED INTERACTION				
12. Canadian Curling Association Update		Ops	Inform	CCA
<p>CCA Board of Governors Chair Jack Bowman presented an update on affairs at the CCA and the World Curling Federation. The CCA has fully adopted a Policy Governance approach to Board operations. The CCA is in excellent financial shape and is re-initiating programs for club assistance grants details of which will be distributed to all clubs. Jack reminded the Board that when his term is over this June, British Columbia will no</p>				

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	longer be represented on the CCA Board of Governors and urged a candidate from BC to come forward. The term of an elected Governor is five years.			
13.	Philanthropic – Curling For Life Endowment Fund	Ops	Inform	CEO
14.	Kidsport Aboriginal Youth Fund Update	Ops	Inform	CEO
	These items were addressed earlier in the meeting in Item 11: Operational Update			
15.	Duncanby Lodge Raffle	Ops	Inform	CEO
	CEO Braley advised that once again Duncanby Lodge & Marina was providing an all inclusive five day four night fishing trip for two as a Curl BC fundraiser. The decision was made to auction this incredible prize off using the electronic auction site “www.gobid.ca “ to minimize the administrative expenses of a raffle and so as to not directly compete with club raffles at the same time of year. The CCA had also donated full event packages to the Continental Cup to be held in Langley and the Canada Cup of Curling to be held in Cranbrook and that these items would be included on the auction site.			
16.	Affiliation Update	Ops	Inform	CEO
	CEO Braley reported that all member facilities had either paid their affiliation fees in full or paid in part and requested an audit and thus there was no requirement at this time for a motion to place a member “not in good standing”. Directors were further reminded that under the bylaws a member facility must be placed “not in good standing” if they either do not pay affiliation dues or fail to report active curler numbers. The deadline for active curler reporting is in February.			
ENHANCED PARTICIPATION				
17.	Capital One Rocks & Rings update	Ops	Inform	CEO
	This item was addressed under Item 11 – Operational Update			
18.	Report on Event Participation	Ops	Inform	CEO
	Overall participation in Juveniles, Seniors, Masters increased by 10% in 2010/2011. Report on Mixed will be presented at June meeting. The men’s and women’s review will be completed as part of the assessment of the new playdown format implemented this season with a report to the Board in June.			
19.	Adaptive Youth Curling Initiative	Ops	Inform	CEO
	With targeted funding received, Curl BC has engaged Elizabeth Walker Young to continue to expand curling awareness and programs in the adaptive youth area.			
20.	Proposed Curl BC Summer Camp	Ops	Inform	CEO
	A summer camp for young curlers is now planned to be held in Vernon. Details will be made available on the Curl BC Website.			

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	21. CCA/USCA Senior Women’s Curling Tour	Ops	Inform	CEO
<p>The CCA has invited Curl BC to host a senior women’s curling tour with senior women’s teams from the US visiting various clubs in BC. This program requires a coordinator to manage it and the participation of multiple member facilities to provide ice and competition.</p>				
ENHANCED PERFORMANCE & ENHANCED PARTICIPATION				
	22. Coaching Rule Change	Ops	Rules	Chair
<p>Enhanced Participation Committee Chair Vandale presented the motion on coaching rule changes circulated to the Board prior to the meeting explaining that a change of the current rule is required as we transition from the old National Coaching Certification Program (NCCP) to the new system. The reason for recommending that all coaches be at least competition coach certified is that athletes, especially younger ones need the guidance of a qualified coach. As well, coaches should be prepared to coach at all levels should their team advance. Competition Coach is currently required as a minimum for all coaches at the National level and at BC Winter Games. By allowing coaches that are not fully certified at the zone/regional or provincial level means that not only are the athletes not receiving the best coaching, it also means that if a team with an uncertified coach qualifies for the next level then we are tasked with trying to help them get certified in the short turnaround time in between zones and provincials or provincials and nationals. The new system makes it easier for coaches to become certified and takes much less time since they have combined the theory and technical into a two day workshop and for the on-ice evaluation there is a video option for coaches in remote areas. It is better for us to set our standards at the appropriate level and provide the tools for coaches to achieve that. We can do this by offering the Competition Coach Workshop in each area of the province each fall and by generating a list of certified coaches in each region that are willing to mentor an uncertified coach at zone playdowns. Mentoring will allow coaches who are not fully certified to be involved and learning while at the same time making sure that no athlete is turned away.</p> <p>Motion: Be it resolved that the Curl BC Rules be adjusted to reflect that all coaches at the zone/regional and provincial level be a minimum of competition coach certified (or Level 2 certified) beginning in the 2011-2012 season.</p> <p>Moved by: Enhanced Participation Committee Chair Vandale</p> <p>Seconded by: Enhanced Performance Committee Chair West</p> <p>CARRIED</p>				
	23. Report on New Qualifying Format	Ops	Inform	CEO
<p>Although the women’s events have completed, the men’s championship is still in progress so this item was deferred to Committee to report back in the June meeting. The report is to include feedback from the participating curlers.</p>				
	24. Championship Event Board Governance and Executive Limitations	BG/EL	BG-App 8	Chair
<p>Enhanced Performance Committee Chair West presented the motion on adopting BG-Appendix 8:</p>				

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	<p>Championships and EL-11: Championships and Qualifying Events as circulated to the Board prior to the meeting. It was explained that it would appear to be the general consensus that at this time the Board wants to retain control over team eligibility criteria, qualifying event structure and provincial event format for the various championship categories. BG-Appendix 8 defines these policies and EL-11 requires that the CEO operate within these defined requirements. The remainder of the sections from the old policy manual would move over to an operations manual and come under the operational responsibility and control of the CEO. Some of the financial components regarding “volunteer” payments during playdowns were included in the Finance and Audit Committee package and motions.</p> <p>BG-Appendix 8 has three significant changes from the policies applied in this current season:</p> <ul style="list-style-type: none"> • For men, women and wheelchair, it does away with any restrictions on the region of residence of any of the players. Teams can be composed of eligible players from any affiliated member facility in the province. This is consistent with “elite curler” events with teams working on qualifying for the Olympics. • For men and women, it allows them to enter any of the four qualifying events and to enter as many as they want. This allows teams to play good teams more often for development, it likely helps us get the best teams to the provincials, and it should increase the number of entries in each of the events. It will create some scheduling challenges so that teams can enter multiple qualifying events. • It includes the change in the provincial mixed format from an eight team round robin with a three team playoff to a triple knockout with a four team page playoff. <p>It was noted that passing this motion and these changes now does not prevent or preclude the Enhanced Performance and/or the Enhanced Participation Committees on bringing further changes to the Board for the June meeting in time to implement for the 2011/2012 season. The advantage is that it does allow us to consolidate where we are now and what we want the Board to focus on and manage and what should be managed by the CEO.</p> <p>Motion: Be it resolved that Curl BC incorporate BG – Appendix 8: BC Championships and Qualifying Events and EL-11 Championships, Competitions and Events into the Board Policy Registry and in doing so repeal the following sections of the old policy manual:</p> <ul style="list-style-type: none"> • Section 6.1 (a) through (h) inclusive: Affiliation Eligibility for Teams; • Section 6.3 (a) through (d) inclusive: Qualifying Events; • Section 6.4 (a) through (d) inclusive: Provincial Playdown Format. <p>Moved by: Enhanced Performance Chair West Seconded by: Enhanced Participation Chair Vandale</p> <p>CARRIED</p> <p>Motion: Be it resolved that Curl BC repeal the following sections from the Curl BC Policy Manual and instruct the CEO to incorporate equivalent comprehensive components designed to accomplish Curl BC ENDS policies into an Operations Manual under the jurisdiction of the CEO:</p> <ul style="list-style-type: none"> • Section 6.2 (a) through (g) and (i) through (j) inclusive: Registration and Entry Forms; • Section 6.5: Combined Events; • Section 6.6 (a) through (f) inclusive: Event Dates • Section 6.7 (a) through (b) inclusive: Draws; • Section 6.8: Site Selection; • Section 6.9 (a) through (b) inclusive: Rotation of Championship Event Sites; 			

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	<ul style="list-style-type: none"> • Section 6.10 (a) through (e) inclusive: Host Committee Contract; • Section 6.11 (a) through (c) inclusive: Host Committee Templates; • Section 6.12 (a) through (e) inclusive: Head Ice Technician for Provincial Championships; • Section 6.14 (a) through (e) inclusive: Coaching; • Section 6.15 (a) through (j) inclusive: Attire; • Section 6.16 (a) through (j) inclusive: Officiating; • Section 6.17: Statisticians; • Section 6.18 (a) through (i) inclusive: Substitute Players (Spares) and Fifth Players; • Section 6.19 (a) through (b) inclusive: Practice; • Section 6.20: Team Briefings; • Section 6.21 (a) through (b) inclusive: Last Practice and Last Rock Advantage at Provincial Events; • Section 6.22 (a) through (b) inclusive: Website Scoring; • Section 6.23 (a) through (c) inclusive: Banquets and/or Social Events; • Section 6.24 (a) through (g) inclusive: Team Photographs; • Section 6.25 (a) through (h) inclusive: Prize Packages; • Section 6.27 (a) through (b) inclusive: Players’ Assessment of Championships; • Section 6.28 (a) through (d) inclusive: Reporting Requirements for Provincial Events; • Section 6.29 (a) through (g) inclusive: Curl BC Staff Liaison Role; • Section 6.30 (a) through (d) inclusive: Sponsors; • Section 6.31: Gambling at Provincial Events; • Section 6.32 (a) through(d): Specific Event Rules; • Section 6.34 (a) through (b) inclusive: Loan of Time Clocks; • Section 6.35 (a) through (d) inclusive: Bids to Hold National and International Events. <p>Moved by: Enhanced Performance Committee Chair West Seconded by: Enhanced Participation Committee Chair Vandale CARRIED</p>			
OTHER BUSINESS/OPEN FORUM				
	25. Additions to Agenda			President
	<p>As there were no formal additions to the agenda, time was allotted to open forum on other items of interest.</p> <p>General discussion ensued on the following topics:</p> <ul style="list-style-type: none"> • Potential opportunities to increase funding and benefits for Curl BC regions; • Education for new volunteers and staff in Curl BC and Curl BC member facilities; • Regional Director attendance at Board meetings of member facilities within their region; • Positioning Curl BC as a value-added organization to its member facilities; • The criticality of ongoing direct continuous communication between staff and the Board, Directors and member facilities and staff and member facilities; • Sandra Schmirler Foundation golf tournament fundraiser <p>The Business of Curling Forum held in Vernon was discussed and it was reiterated that participants found this program of great value. It was the consensus that instead of scheduling another one in the fall of 2011 which would be too late for members to implement ideas from or the spring of 2011 which would require very hasty</p>			

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	organization, that the next Business of Curling Forum should be scheduled for Spring 2012.			
26.	Board Meeting Schedule for 2010/2011	BG	Draft BG-3	Pres/CEO
	<p>In person Committee and Board meeting dates were tentatively scheduled for:</p> <ul style="list-style-type: none"> • June Committee and Board Meetings: June 10-11, 2011 (weekend of the AGM) • Fall Committee and Board Meetings: September 16-18, 2011 (third week of September) 			
27.	Adjournment			President
	<p>Motion: To Adjourn Moved by: Director Stuike</p> <p>The meeting was adjourned at 3:35 pm.</p>			

DRAFT