

# Curl BC Board of Directors Fall Meeting Minutes – September 25, 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 9:32 am.</p> <p><b>Board Members Present:</b>                      Region 1: Gerry Foster, Region 2: Tom Mann, Region 3: Donna Stuike, Region 4: Vacant, Region 5: Ron Phillips, Region 6: Gord Judzentis, Region 7: Pat Cotter, Region 8: Mike West (VP) , Region 9: Ken Albrecht, Region 10: Tony Pisto, Region 11: Liz Goldenberg, Lynne Jambor, Marnie Jepsen (VP), Bev Oldham, Past President: Terry Vandale, President: Jim Mann</p> <p><b>Staff Members Present:</b>                      Scott Braley (CEO), Robbie Gallagher, Heather Beatty, Penny Bartel, Melissa Soligo</p> <p>Opening remarks by President Mann outlining governance transition objectives, second level ENDS policies, and Executive Limitations policies for the year and ongoing work required for both Enhanced Performance and Enhanced Participation competitions. Also welcome new Region 2 Director.</p> <p>Item 7a Capital Expenditures added to agenda.</p> <p><b>Motion:</b> Accept the agenda as updated and leave it open for further additions.  <b>Moved by:</b> Director Oldham  <b>Seconded by:</b> Director Jambor  <b>CARRIED</b></p>				
2.	Consent Agenda	BG	Draft BG-3	President
<p><b>Motion:</b> Accept the minutes of the June 11<sup>th</sup>, 2010 Board Meeting as presented.  <b>Moved by:</b> Director Judzentis  <b>Seconded by:</b> Director Foster  <b>CARRIED</b></p>				
FINANCE & AUDIT				
3.	Update on government funding	Ops	Inform	CEO
<p>Sport &amp; Rec. Branch grant: Received \$178K (versus budgeted \$120K) plus some smaller amounts for Canada Games, AAP and travel. The grant is divided into \$118K for participation programming and \$60K for performance programming.</p> <p>Gaming Branch grant: \$59K (divided among Capacity, Participation and Performance programming)</p> <p>Overall we have confirmed \$260K from Government sources. Only disappointment is not being part of integrated performance system program anymore.</p> <p>An upcoming opportunity is the BC Sport Participation Program with a range of funding of \$10-\$25K for an expansion of the Rocks &amp; Rings program outside of the Lower Mainland. We will not have a decision until late October.</p>				

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4.	Unaudited 5-month Financial Report (August 31, 2010)	Ops	Inform	CEO
<p>The unaudited 5-month financial statements and updated financial projection report was circulated to the Board in early September for review. New for this meeting was the addition of a financial projection for March 31, 2011, which reflects the addition of several new funding sources that have increased the revenues by \$140,000 for a total of \$1,100,000 in revenue for the year based on known grant amounts.</p> <p>It was also reported that the CEO is working on financial projections for the subsequent years based on our commitment to maintain forward looking budgets.</p>				
5.	Update on Staff Salary Grid	EL	EL-5	Chair
<p>Committee Chair Jepsen reported that the staff salary grid originally adopted years ago was running out and a new grid needed to be adopted for upcoming years. The new grid, if approved at this meeting, will be formally incorporated into the policy registry in future meetings when proper policy governance and executive limitations policies are developed by the Committee for Board review and approval.</p> <p><b>Motion:</b> Be it resolved that Curl BC adopt the revised Salary Grid as presented for Curl BC CEO and Curl BC staff positions.  <b>Moved by:</b> Chair Jepsen  <b>Seconded by:</b> Director Goldenberg  <b>CARRIED</b></p>				
6.	Update on Staff Benefits Program	EL	EL-5	Chair
<p>Committee Chair Jepsen advised that as Curl BC first implemented a benefits program for staff a number of years ago, it was time for a full review to make sure that we were staying competitive with other PSOs, MSOs and provincial/territorial curling associations. Sport BC is also initiating an updated review from their 2006 review and we will leverage off of this work. The Finance and Audit Committee will lead the effort with a report and recommendation planned to come forward to the Board for the January 2011 meeting. This information will be required for the 2011/2012 and beyond budgets.</p>				
7.	Update on Officiating and Coaching honorariums	Policy	Policy 6.14 Policy 6.16 Policy 6.17	Chair CEO
<p>Curl BC has frozen the honorariums paid to volunteers for some time and now that government grant levels are known, it is time to update them in recognition of the extensive volunteer contribution. Changes are required to the old policy manual to put this in effect.</p> <p><b>Motion:</b> Be it resolved that Section 6.16h Officiating of the Policy and Procedures Manual be amended to read “Chief Umpires at all provincial championships shall be given expenses as follows: honorariums of \$200, accommodation, mileage and per diem at the approved rate for Board liaisons.”  <b>Moved by:</b> Chair Jepsen</p>				

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	<p><b>Seconded by:</b> Director Foster <b>CARRIED</b></p> <p>Additional discussion was held on the honorariums for the Head Umpires at the eight new regional men’s and women’s championships. The item was tabled/deferred to the Enhanced Performance section of the agenda as these new events fall under that pillar.</p> <p><b>Motion:</b> Be it resolved that Section 6.17 Statisticians sentence two be amended to read “The Provincial Head Statistician or the Head Statistician shall be paid an honorarium of two hundred dollars (\$200.00) when acting as the Head Statistician at televised provincial championships.</p> <p><b>Moved by:</b> Chair Jepsen <b>Seconded by:</b> Director Foster <b>CARRIED</b> (Director West excluded from the vote as he also volunteers as Provincial Statistician)</p>			
<b>7a. Capital Expenditures</b>				
	<p>Curl BC has been delaying replacement of time clocks for competitions and their current condition is reaching crisis stages. As there is no current budget item for capital expenditures, approval of the Board is required. Discussion focused on the number of clocks to be acquired at this time and it was agreed that the first purchase needed to address clocks for televised events (five plus a spare). Others to be acquired over time.</p> <p><b>Motion:</b> Be it resolved that the Board approves the purchase of 6 new time clocks and appropriate storage/transportation cases up to the amount of \$17,000.</p> <p><b>Moved by:</b> Chair Jepsen <b>Seconded by:</b> Director Cotter <b>CARRIED</b></p>			
<b>GOVERNANCE &amp; STRATEGIC PLANNING</b>				
	<b>8. Plans/Approach for 2010/2011</b>	BG/BCL/EL	General	Chair
	<p>At previous meetings, the Board approved a movement towards policy governance and passed some initial Board Governance (BG) policies on committee principles and pillar committee responsibilities. The new Board Policy Registry requires a framework into which to place these new policies as items are removed from the old Policy and Procedures manual and adopted in the new Policy Registry.</p> <p><b>Motion:</b> Be it resolved that Curl BC adopt the proposed Board Policy Registry framework/outline document as the framework and introduction sections for retaining new Curl BC policies consisting of Board Governance (BG) policies, Board-DEO Linkage Policies, ENDS policies and Executive Limitations Policies.</p> <p><b>Moved by:</b> VP Jepsen <b>Seconded by:</b> Director Jambor <b>CARRIED</b></p>			
	<b>9. Additions to BG-12 Board Committee Principles</b>	BG	BG-12	Chair
	<b>Motion:</b> Be it resolved that Curl BC adopt proposed amendments to BG-12 paragraph 5 providing Directors and			

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	<p>Technical Advisors on Board Committees with voting privileges where Committee votes are required and the incorporation of paragraph 8 allowing technical advisors on Board Committees to recover expenses at same level as Directors.</p> <p><b>Moved by:</b> VP West  <b>Seconded by:</b> Director Oldham  <b>CARRIED</b></p>			
10. Representation and Appointments		BG	BG-10	Chair
	<p><b>Motion:</b> Be it resolved that Curl BC adopt the proposed BC-10: Representation and Appointments, BG-Appendix 6: Provincial Championship Liaison Responsibilities and BG-Appendix 7: Ad Hoc Committees’ Terms of Reference and in doing so make the following changes to the previous Board Policy Manual:</p> <ul style="list-style-type: none"> <li>• Repeal Section 6.28c – reporting requirements for liaison’s assigned to an event and renumber subsequent sections as appropriate;</li> <li>• Repeal Section 6.29 – Curl BC Representation at Competitive Events and renumber subsequent sections as appropriate;</li> <li>• Repeal Section 6.30 – Provincial Liaison Role and renumber subsequent sections as appropriate</li> <li>• Repeal Section 3.13 a) vii and viii – Officers’ Responsibilities – President and renumber subsequent sections as appropriate;</li> <li>• Repeal Section 3.13.c) iv and v – Officer’s Responsibilities – Past President and renumber subsequent sections as appropriate.</li> </ul> <p><b>Moved by:</b> Past President Vandale  <b>Seconded by:</b> Director Goldenberg  <b>CARRIED</b></p>			
11. Director’s Code of Conduct		BG	BG-6	Chair
	<p><b>Motion:</b> Be it resolved that Curl BC adopt the proposed BG-6: Director’s Code of Conduct and in doing so make the following changes to the previous Board Policy Manual Section 8.1 Code of Ethics/Conflict of Interest:</p> <ul style="list-style-type: none"> <li>• Repeal Section 8.1.d and 8.1.e and correspondingly renumber paragraphs; and</li> <li>• Remove references to Directions in paragraphs 8.1.a and 8.1.k.</li> </ul> <p><b>Moved by:</b> VP Jepsen  <b>Seconded by:</b> Director Judzentis  <b>CARRIED</b></p>			
12. Conflict of Interest		BG	BG-7	Chair
	<p><b>Motion:</b> Be it resolved that Curl BC adopt the proposed BC-12: Conflict of Interest.</p> <p><b>Moved by:</b> VP Jepsen  <b>Seconded by:</b> VP Oldham  <b>CARRIED</b></p>			

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<b>OPERATIONS PLANNING PRESENTATION</b>				
<b>13. 2010/2011 Operational Plan</b>				
<p>CEO Braley and all staff presented the 2010/2011 Operational Plan addressing Enhanced Performance, Enhanced Participation, Enhanced Capacity Building and Enhanced Interaction. A copy of the Operations Planning presentation is posted on the web site.</p> <p>Operational action suggestions arising include:</p> <ul style="list-style-type: none"> <li>• Linkage of the yearly operational plan with items in the CS4L implementation plan developed last year</li> <li>• Move towards the usage of “Curling Centre” instead of “Curling Club” to help promote inclusion</li> </ul>				
<b>ENHANCED CAPACITY BUILDING &amp; ENHANCED INTERACTION</b>				
<b>14. Sponsorship Update</b>		Ops	Inform	CEO
<p>CEO Braley reported that contract negotiations with various sponsors were proceeding. At the present time, a total of \$170,000 in sponsorships have been confirmed composed of \$120,000 in cash and \$50,000 in contra (in kind) sponsorships.</p>				
<b>15. Business of Curling Symposium</b>		Ops	Inform	CEO
<p>CEO Braley reported that the Business of Curling Symposium was going ahead as scheduled in Vernon Centre from October 15-17, 2010. Every participant of past symposiums has identified this as a most valuable means of gaining ideas for curling centre management, growth and development. As there were still some spots available for participants, all Directors were requested to remind and encourage the curling centre Board and staff in their regions to ensure they had a delegate at the symposium.</p>				
<b>16. Philanthropic – Curling for Life Fund</b>		Ops	Inform	Pres/CEO
<p>President Mann reported to the Board that the plan initiated by CEO Braley to create a Curl BC Curling For Life Endowment Fund was only one step away from completion – the need to have the Board pass a motion establishing the fund with the Vancouver Foundation who had made presentations to the Board at the last meeting. The initiative is intended to diversify Curl BC’s funding sources and lessen its dependency on government grants. Special recognition was given to a group of individuals to forever be known as the “Founders” who contributed the \$10,000 necessary to create the fund (Anita Cochrane, Scott Braley, Wayne Braun, Marnie Jepsen, Jim Mann, Judie Roberts, Jim Schuman and Terry Vandale). It was noted that all individuals who had served as President of Curl BC continued their extensive history of devotion and contribution to the sport of curling in British Columbia with the establishment of this fund. Others were invited to become Founders by making a minimum tax deductible contribution to the fund prior to December 31, 2010. A campaign will be commenced after that time with new categories of giving.</p> <p><b>Motion:</b> Be it resolved that Curl BC establish the Curling For Life Endowment Fund with the Vancouver Foundation for the benefit of all curlers and curling in British Columbia.</p> <p><b>Moved by:</b> Marnie Jepsen</p> <p><b>Seconded by:</b> Terry Vandale</p> <p><b>CARRIED</b></p>				

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	All Directors were congratulated for their role in approving the establishment of this fund which in time will be a significant source of revenue for curling development in British Columbia.			
17.	Education – Community Coach Conference	Ops	Inform	CEO
	CEO Braley advised that this was an ongoing program planned for annually and that a \$600 grant had been received from the Coaches Association of Canada and the Investors Group to underwrite the costs of the program.			
18.	Communications/Marketing – Membership Benefits	Ops	Inform	CEO
	Communications Manager Gallagher reported on the “Give Us Your Best Shot” promotional campaign to develop and inventory of curling action shots for publications, the web site, the year book and the Curling Connection. The campaign will be promoted to membership using the Curling Connection, the website and our Facebook presence. The prize will be that next year’s poster campaign will use the top photos submitted with recognition to the submitter.			
19.	Committee Key Issues/Priorities for 2010/2011	Ends/EL/Pol	Ends	Chair
	<p>Committee Chair Jambor welcomed the Region 2 Director, Tom Mann, to the Committee. She reported that the Committee would be working on secondary level ENDS statements during the upcoming year and that four key areas of focus for the Committee would be:</p> <ul style="list-style-type: none"> <li>• Government advocacy – liquor licensing and strategies, education, regional differences</li> <li>• Philanthropic – Curling For Life Endowment Fund support, leadership in supporting curling centre planning, and helping curling centres establish National Sport Trust Fund projects</li> <li>• Inclusion and Special Projects – a number of areas to prioritize including opportunities to support First Nations in their sports programs for healthier living</li> <li>• Municipal relationships – status of granting process, providing curling centres with tip-sheets (municipal opportunities 101)</li> </ul> <p>The Committee plans to schedule a meeting in approximately six weeks time.</p>			
<b>ENHANCED PARTICIPATION</b>				
20.	Capital One Rocks & Rings update	Ops	Inform	CEO
	<p>Participation Manager Bartel reported that the staff were still awaiting confirmation of sponsorship fund to confirm expansion into other regions of the province now that the one year pilot program that commenced last October was winding down.</p> <p>Extensive discussion ensued on confusion over the difference between purchasing the equipment used for the rocks and rings program and actually purchasing the program and the rights to use the program name and benefit from the program advertising. General agreement that this needed to be better addressed. A number of curling centres and schools have independently purchased the equipment.</p>			

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	21. Adaptive Curling Initiatives	Ops	Inform	CEO
<p>Participation Manager Bartel referenced material in the Operations plan relating to “Have a Go Days” for wheelchair curling and the development of an inventory of curling centre accessibility features for all curling centres in the province.</p>				
	22. Committee Key Issues/priorities for 2010/2011	Ends/EL/Pol	Ends	Chair
<p>Committee Chair Vandale reported that the Committee would be working on second level ends statements and executive limitation statements. The Committee had discussions on modifying the format of the Provincial Mixed Championship from round robin with a three team playoff to a triple knock-out with a page playoff (A winner, B winner, C Finalists) based on curlers’ complaints about the length of the championship and the financial costs to curlers, the host and Curl BC of a round robin format for this provincial event. The Board referred it back to Committee to develop comparisons with other provincial/territorial associations, details on schedule reduction, impact on finances, etc. Additional discussion on when changes could be implemented and although it is possible for 2010/2011 mixed playoffs, it could not be done without approval of Host Committee.</p> <p>Other key issues/priorities for the Committee for 2010/2011 include:</p> <ul style="list-style-type: none"> <li>• First nations population participation (working with Enhanced Capacity)</li> <li>• High School participation</li> <li>• Masters Associations Relationships</li> <li>• Competition structures for Masters, Juveniles and Seniors for future years</li> <li>• The Dominion BC Club Challenge events focusing on club curlers</li> </ul>				
<b>ENHANCED PERFORMANCE</b>				
	23. Plans/Initiatives for 2010/2011	Ends/EL/Pol	ENDs/Pol	Chair
<p>Committee Chair reported that the Committee would be working on second level ends statements and executive limitations. The Committee would also be focusing on:</p> <ul style="list-style-type: none"> <li>• Reviewing the outcomes of the new men’s and women’s qualification events according to specific criteria;</li> <li>• Team/player eligibility (including addressing the “curling regularly clause”</li> <li>• Canada Winter Games selection process for 2015 (with Enhanced Participation)</li> </ul> <p><b>Motion:</b> Be it resolved that each playdown participant must be a fully paid member of an affiliated Curl BC member facility that submits his or her information as part of the annual Curl BC Membership report.  <b>Moved by:</b> Committee Chair West  <b>Seconded by:</b> Director Cotter  <b>CARRIED</b></p> <p><b>Motion:</b> Be it resolved that wording in Curl BC Rules 2h &amp; I and 4b and relevant policies be changed according to the previous motion on player eligibility and that this be in effect for the 2010-2011 curling season.  <b>Moved by:</b> Committee Chair West  <b>Seconded by:</b> Director Goldenberg  <b>CARRIED</b></p>				

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	<p>Discussion of the above to motions focused on challenges previously presented by the lack of definition of the “curling regularly” clause. All curlers playing in Curl BC competitions must continue to be in good standing with member facilities and it is up to each member facility to define their requirements and sign off on the player’s eligibility. The player’s information must be included in the submitted membership reports.</p> <p><b>Motion:</b> Be it resolved that the Board of Directors give the CEO the authority to establish honorariums for Chief Umpires at men’s and women’s qualifying events up to \$100.</p> <p><b>Moved by:</b> Committee Chair West</p> <p><b>Seconded by:</b> Director Stuike</p> <p><b>CARRIED</b></p> <p>Provincial Coach Melissa Soligo advised that there would be a Wheelchair Development Camp for potential candidates for Team BC as mandated by the CCA. All athletes from the BC Gold and Silver medal teams would be included.</p>			
	24. Curling Centre Assistance Package	Ops	Inform	CEO
	<p>CEO Scott Braley advised the Board that staff were working on a Curling Centre Assistance Program (CCAP) that would be offered to centres with a demonstrated need in order to grow and increase their capacity. The package is intended to include approximately 20 hours of support from the Curl BC Coaching Team and office staff and could potentially include novice curler clinics, adult intermediate clinics and program development assistance. During initial presentation at an Executive meeting, staff was advised to tie the program to Curl BC Ends policies, and develop criteria, selection/application process and the menu of services for future presentation to the Board. The Board was unanimously behind new programs to assist struggling curling centres. The process must be open and transparent to all curling centres in the province.</p>			
<b>OTHER BUSINESS/OPEN FORUM</b>				
	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>CEO Scott Braley reported that the 2015 Canada Winter Games had been awarded to Prince George and congratulated the Prince George Curling Centre for their role hosting the event. Prince George, Kelowna and Kamloops were all acknowledged for wanting to host winter sports in their communities. There will be test events leading up to 2015 with additional funding available in the years leading up to it. Curl BC will partner closely with the CCA on bringing events into the province. This will be further assisted with the return of the “Hosting BC” program.</p> <p>CEO Scott Braley advised that the national group was updating the Canadian Sport Policy and that this may impact us as we have aligned our budgeting and financial reporting, our Board Committees and our strategic and operational plans on the 4 pillars of the current Canadian Sport Policy. They are considering a fifth pillar “Community Building” and possibly a sixth extracting “infrastructure” from “capacity building”. We will continue to monitor potential changes to Canadian Sport Policy and their potential impact on Curl BC.</p>			

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	<p>President Mann reported that the CCA had enacted a single competitor’s fee for the 2010/2011 season allowing individuals who compete in multiple events (i.e., men’s or women’s, seniors, mixed, masters) to only pay a single competitor fee instead of a separate fee for each event.</p> <p>The CCA was also implementing a new championship structure for the National mixed which would be phased in with the first year of the change having all 14 member associations represented and then going back to a smaller round robin with a “challenge event” in advance of the national championship for associations that had finished at the bottom of the standings in previous year(s). Details are available on the CCA website.</p>			
	<b>26. Board Meeting Schedule for 2010/2011</b>	BG	Draft BG-3	Pres/CEO
	<p>Board meeting dates were tentatively scheduled for:</p> <ul style="list-style-type: none"> <li>• January Committee and Board Meetings: January 28/29, 2011 (week after BC Scotties)</li> <li>• June Committee and Board Meetings: June 10/11, 2011 (AGM meeting weekend)</li> </ul>			
	<b>27. Adjournment</b>			President
	<p><b>Motion:</b> To Adjourn  <b>Moved by:</b> Director Stuike</p> <p>The meeting was adjourned at 3:00 pm.</p>			