

Curl BC Board of Governors Meeting Minutes
September 24, 2011

Agenda Item	Policy Category	Policy Reference	Lead
9:00 AM			
1. Call to Order, Welcome and Introductions, Review of Agenda and Objectives (Motion)	BG	Draft BG-3	Chair
<p>The meeting was called to order by the Chair at 9:01 am.</p> <p>Board Members Present: Chair: Jim Mann, Past-Chair: Terry Vandale, Region 1: Mel Lungle, Region 2: Tom Mann, Region 3: Donna Stuike (Alternate): Region 5: Ron Phillips, Region 6: Gord Judzentsis, Region 6 Alternate: Debbie Judzentsis, Region 7: Jim Day, Region 8: Mike West, Region 11: Liz Goldenberg, Region 11: Marnie Jepsen, Region 11: Lynne Jambor</p> <p>Board Members Absent: Region 3: George Horner, Region 4: Dave Merklinger, Region 9: Ken Albrecht, Region 10: Mare Michell, Region 11: Chris Daw</p> <p>Staff Members Present: Scott Braley, Melissa Soligo, Penny Bartel, Elisabeth Walker-Young, Heather Beatty, Robbie Gallagher</p> <p>Other Guests/Observers: Vivian Smith , Dianne Barker</p> <p>A moment of silence was observed for the recent passing of individuals connected to the BC curling community.</p> <p>The Chair advised the Board that in Region 10, a switch in responsibilities had been completed with Mare Michell assuming the responsibilities of Governor and Tony Pisto as Alternate Governor for the remainder of the term and that Chris Daw from Region 11 was resigning from the Board. The Chair noted that a quorum was present.</p> <p>Motion: To approve the agenda and leave it open for additional items. Moved by: Lynne Jambor Seconded by: Gord Judzentsis CARRIED</p>			
2. Approval of June 10, 2011 Meeting Minutes (Motion)	BG	Draft BG-3	Chair
<p>Motion: To accept the Board minutes of June 10, 2011 Moved by: Donna Stuike Seconded by: Tom Mann CARRIED</p>			
2.1 Declaration of Conflicts	BG	BG-7	
<p>Governors were reminded of the Board's conflict of interest policy and were requested to identify any employee or Board member status with Curl BC's member facilities.</p> <p>Liz Goldenberg: Employee at North Shore Winter Club Lynne Jambor: In discussions with Golden Ears Winter Club</p>			

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Scott Braley: Board member of North Shore Winter Club

CURLING FOR LIFE ENDOWMENT FUND – [Enhanced Interaction and Enhanced Capacity Building]

3. Draft Five Year Business Plan Presentation (Vivian Smith)	Ops	Inform	Vivian Smith
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A consultant had been engaged to assist the Enhanced Interaction and Enhanced Capacity Building Committee with developing a business plan for the Curling for Life Endowment Fund. The consultant's report and proposed business plan was presented to the board. Vivian Smith, the consultant, presented a verbal summary of her report. Her recommendation was that Curl BC takes the endowment campaign through two stages: readiness and implementation. The first stage is comprised of putting in place:

1. A campaign committee
2. The Curl BC strategic plan be updated to the next four-year cycle
3. A reasonable, but visionary goal for the endowment fund
4. A case for support
5. A plan that seeks leadership gifts first
6. A recognition plan

From there, given Curl BC's resources and the nature of endowment campaigns, only three key fundraising activities should be implemented:

1. In-memoriam giving
2. Major gifts
3. Planned giving

The following will also be needed to successfully deliver this campaign:

1. A communications plan
2. Staff (paid & unpaid) with the right skill sets
3. Involvement of the Board of Governors
4. Fundraising volunteers
5. Appropriate policies

An open Q&A period followed Vivian's presentation. The Enhanced Interaction and Enhanced Capacity Building Committee will continue to take the leadership in determining the next steps.

FINANCE AND AUDIT COMMITTEE

4. Financial Report Update (5 month financials 2011/08/31)	Ops	Inform	CEO
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CEO Scott Braley presented the five month financials. The challenge to the Board during the fall is that the bulk of the money comes in at this time of year, but the bulk of expenses go out near the end of the year. This highlights the importance of monthly projections. Currently a small surplus is expected for the end of the year.

\$614,020 in revenue has been generated during the first 5 months of the fiscal year compared to \$459,770 last year. The significant increase is mainly due to the receipt of government grants earlier this year and some additional CCA funding and facility membership fees.

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5. Motion – Adoption of updated EL-5: Compensation and Benefits	EL	EL-5	Chair Jepsen
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Motion: Be it resolved that Curl BC update EL-5 to change paragraph 6 from:

“Provide a benefit package in excess of 50% matching between Curl BC and the full-time permanent employee.”

To

“Operate without a comprehensive benefit program available to all full time staff and all full time contract personnel with a minimum of a one year contract to begin following a three month probationary period that includes the following benefits:

- the Sport BC benefit package with plan premiums matched for eligible employees based on the following schedule:
 - a. three months after hire – premium costs 50% employer paid/50% employee paid;
 - b. after three years service – premium costs 75% employer paid/25% employee paid;
 - c. after five years service – premium costs 100% employer paid.
- an optional RSP contribution plan for eligible employees with contributions matched on the following schedule:
 - a. three months after hire – contributions may be made but no employer matching;
 - b. after three years service – employer will match contributions to a maximum of 3% of annual salary;
 - c. after five years service – employer will match contributions to a maximum of 5% of annual salary.
- an annual non-accumulating sick time benefit to eligible employees consisting of eight (8) sick days per fiscal year.
- an annual vacation benefit to eligible employees that meets or exceeds the BC Employment standards by providing:
 - a. at hire – three weeks annual vacation pro-rated for months of service;
 - b. after 5 years service – four weeks annual vacation pro-rated for months of service.
- equipment use, staff parking, travel expenses, memberships and training at the discretion of the CEO in compliance with fiscal policies and regulatory reporting and taxation requirements.
- the CEO’s vacation benefits and Sport BC benefit plan employer contribution levels shall be separately negotiated within the CEO employment contract but in no case shall be less than those defined for other staff.”

Moved by: Marnie Jepsen

Seconded by: Terry Vandale

Discussion: Curl BC first offered a benefit package to its employees about four years ago. Curl BC paid 50% of the premiums but did not offer an RSP component and sick time and vacation time benefits were not clearly defined. Sport BC has completed a salary and benefits survey of provincial sport organizations (PSOs) and Curl BC has fallen slightly behind the benefits package offered by responding equivalent sized PSOs (i.e., PSOs with greater than \$1 million and less than \$1.5 million in annual gross revenue). As Curl BC has achieved financial stability and growth over the past three years, the Finance and Audit Committee believes that we should recognize the accomplishments and dedication of our staff by ensuring that our benefits package is fully competitive with other PSOs and also provides incentives to stay with Curl BC through escalating benefits as service increases. The changes in the benefit plan would be effective October 1, 2011 and are consistent with the 2011/2012 budget. Flexibility must be

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maintained in the CEO's benefit package in order to provide the CEO Performance and Compensation Committee and future hiring committees the ability to successfully negotiate a CEO's contract.

CARRIED

6. Motion – Adoption of updated EL-2: Business and Financial Planning (re: capital acquisitions)	EL	EL-2	Chair Jepsen
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Motion: Be it resolved that Curl BC update EL-2 to insert a new paragraph 6 as follows:
 “Operate without a rolling five years capital acquisition plan and schedule to be presented to the Board along with the budget annually.”

and to renumber subsequent paragraphs accordingly.

Moved by: Marnie Jepsen

Seconded by: Mike West

Discussion: Curl BC is gradually increasing its capital assets (time clocks, computers, standings boards, radios, rock handles, etc) and these items have useful life cycles and need to be replaced over time. Opportunities also arise to acquire capital equipment to improve ice conditions for championships and improve the curler, volunteer and fan experience. Prudent financial planning requires that a schedule exists for capital equipment replacement so that it can be verified that the budget is in compliance with Curl BC policies and that timely decisions can be made. It was noted that the CEO was already working on a detailed capital acquisition schedule.

CARRIED

7. Committee Forward Activity Report	BG	Policy 2.2	Chair Jepsen
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Affiliation Fee Review Project – Information

The Chair reported that the Committee had initiated its work on the affiliation fee review project as committed to at the previous Board meeting. Reasonableness and simplicity were key principles in this initiative and the analysis is currently on a process that would be based on a simple “per active participant fee from the previous curling season”. The analysis will include an impact assessment on each individual member facility. The Committee intends to have a detailed report and recommendation ready for distribution to the Board prior to the January meeting for implementation in the 2012/2013 fiscal year. It was noted that an initial opportunity for further Board input was scheduled for later this meeting and that Governors would have ongoing opportunity for input to the Committee.

RECOGNITION AND AWARDS COMMITTEE

8. Report from the Chair	BG	Inform	Chair Jambor
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There is a new focus on ensuring that BC is well represented in national nominations. There are four CCA award nominations that the committee will focus on along with our internal awards. The Board is encouraged to visit the awards page on the Curl BC website on a regular basis to keep possible nominees in mind, instead of waiting until the end of the year. All awards and the eligibility criteria are also defined in BG-Appendix 8 of the Board Policy Registry.

A review was done on business recognition programs and compared to Curl BC. It was concluded that quality recognition engages individuals within particular communities, and that this should be kept in the forefront of the Governors' minds.

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On October 29, 2011 an official opening ceremony will take place at the Vancouver Curling Club. A Curl BC Lifetime Membership will be presented to Leo Hebert at this ceremony.

GOVERNANCE AND STRATEGIC PLANNING COMMITTEE

9. Motion – Adoption of EL-4: Treatment of Staff, Contractors and Volunteers	EL	EL-4	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed EL-4: Treatment of Staff, Contractors and Volunteers and repeal Appendix B: Volunteer Job Descriptions and Appendix D: CCA Volunteer Screening Policy (as Curl BC’s policy) from the old policy manual.

Moved by: Terry Vandale

Seconded by: Marnie Jepsen

Discussion: The draft EL-4: Treatment of Staff, Contractors and Volunteers includes human resource practices and values consistent with the values of Curl BC and is based on similar executive limitations at the CCA level. The maintenance of volunteer job descriptions (i.e., Learning Facilitator, Chief Umpire, etc.) and volunteer screening procedures are operational responsibilities that should not require Board review and approval and thus do not belong in the Policy Registry. This is part of the ongoing initiative to replace the old policy manual with a new policy registry based on governance principles.

CARRIED

10. Motion – Adoption of BG Appendix 9: Protection of Privacy Policy	BG	App 9	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed BG Appendix 9: Protection of Privacy Policy and repeal/remove Appendix D: CCA Privacy Policy from the old policy manual.

Moved by: Terry Vandale

Seconded by: Marnie Jepsen

Discussion: Prudent business practice and our funding partners (particularly the provincial government) require that Curl BC have an information privacy policy that satisfies provincial privacy legislation. The existing policy in the old policy manual is a copy of the CCA’s privacy policy. Provincial legislation is much more extensive than federal legislation in regards to protection of privacy and Curl BC requires a policy that satisfies provincial legislation and is equivalent to that of other provincial sport organizations. A review was conducted of some other PSO privacy policies and this proposed policy is modeled on what was seen as a comprehensive and practical policy from another PSO.

CARRIED

11. Motion – Adoption of BG Appendix 10: Appeals Policy	BG	App 10	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed BG Appendix 10: Appeals Policy and repeal/remove Appendix D: Curl BC Appeals Policy from the old policy manual.

Moved by: Terry Vandale

Seconded by: Mike West

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Discussion: This is strictly a transposition of the old Curl BC Appeals Policy from the old Policy Manual to the new Policy Registry with some minor typographical and wording correction changes. It is part of the ongoing initiative to replace the old policy manual with the new policy registry based on governance principles. An appeals policy is necessary to satisfy the requirements of our funding partners and to provide our members and stakeholders with an open and transparent process on decisions affecting them.

CARRIED

12. Motion – Adoption of BG Appendix 11: Harassment Policy	BG	APP 11	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed BG Appendix 11: Harassment Policy and repeal/remove Section 5.3 Harassment Policy and Appendix D: Curl BC Harassment Policy from the old policy manual renumbering other sections as appropriate.

Moved by: Terry Vandale

Seconded by: Mike West

Discussion: This is also a transposition of the old Curl BC Harassment Policy from the old Policy Manual to the new Policy Registry with some minor typographical and wording changes and clarifications – there are no substantive differences. It is part of the ongoing initiative to replace the old policy manual with the new policy registry based on governance principles. A Harassment Policy is necessary to satisfy the requirements of our funding partners and to provide our staff, our members and other stakeholders with harassment free working and competing environments.

CARRIED

13. Motion – Adoption of BG Appendix 12: Equity and Access Policy	BG	APP 12	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed BG Appendix 12: Equity and Access Policy.

Moved by: Terry Vandale

Seconded by: Marnie Jepsen

Discussion: It is a requirement of our funding partners that Curl BC have an Equity and Access Policy consistent with the equity and access principles and values stated by the provincial government. We did not previously have a policy in place although we did adhere to these principles and strive to be an open, fair and equitable organization. This draft policy was prepared by reviewing the Equity and Access Policies of other Provincial Sport Organizations and ensuring proper consistency and integration with our Harassment Policy and Appeals Policy.

CARRIED

14. Motion – Removal/repeal of various appendix sections from old policy manual	BG	Policy Manual	Past Chair Vandale
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Motion: Be it resolved that Curl BC remove/repeal the following sections from the old policy manual:

- Appendix A: Strategic Plan
- Appendix A: Organization Chart
- Appendix B: Confidential Contact List
- Appendix B: Affiliated Member Facilities

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- Appendix C: Draft Calendar of Events
- Appendix C: Competition Forms

Moved by: Terry Vandale

Seconded by: Mike West

Discussion: These items do not belong in the Board Policy Registry with changes being only at the discretion of the Board. Maintenance of this information is an operational responsibility and this information has been maintained elsewhere – these sections in the old policy manual are significantly out-of-date.

CARRIED

15. Motion – Adoption of Updates to Ends-Global End	ENDs	Global End	Past Chair Vandale
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Motion: Be it resolved that Curl BC adopt the proposed updates to the Global End policy by adding in a Vision Statement and our Core Values.

Moved by: Terry Vandale

Seconded by: Marnie Jepsen

Discussion: While the “Mission” statement in our bylaws has been adopted as our “Global End”, our funding partners and the contribution agreements we sign require that we also have a formal vision statement and core values. As one of the responsibilities of the Board is “developing four types of policies that reflect the organization’s values”, we do need to document these values to provide guidance on what Curl BC stands for and to assist in providing continuity over time as Board members change. The Vision statement and the Core Values drafted for inclusion in the Global Ends policy are provincial level adaptations of the Canadian Curling Association’s vision and core values and thus also provide for consistency with our national sport organization.

CARRIED

16. Committee Forward Activity Report	BG	Old Policy Bylaws	Chair Mann
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CCA Liaison

Cindy Maddock of Manitoba, recently elected to the CCA Board of Governors, has been appointed as the CCA Board Curl BC Liaison. We are delighted to have access to an individual with such extensive curling experience and interpersonal skills. It was noted that there is no longer an individual on the CCA Board that resides in British Columbia.

Governance Review Project – Information

An update was given on an in-process review of the Curl BC governance structure. This is the first review that has been performed since the amalgamation in 2004. The objective is to keep it simple and to provide clarity in the roles and responsibilities of Governors, Regional Representatives, and Club Reps and “regional operations activities”. The intent is to provide a report and recommendation to the Board for consideration at the January meeting. Any decision by the Board on changes would then need to be taken forward to the June AGM for a decision by the members as this is likely to result in required bylaw changes. The ultimate decision will be made by the voting members. It was noted that while many opportunities will exist for the Board to provide input, an agenda item was scheduled for later in the meeting for any initial comments or concerns.

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Second Level Ends Statements Project – Information

The Board has previously adopted a global END statement and first level ENDS statements as ENDS Policy in the policy registry. Different committees had been tasked with developing appropriate second level ends statements to be incorporated into the Policy Registry and to provide guidance to the CEO in developing the ongoing strategic and operational plans. Although the Enhanced Interaction and Enhanced Capacity Building Committee has made some progress, the other Committees have struggled and it has been determined that additional education and training materials on the development of ENDS statements is required and that progress would be more rapid if the Governance and Strategic Planning Committee took the lead. Based on previous input received, the strategic plan information and material from the old policy manual, this Committee will now work on some preliminary drafts to submit to the other pillar committees for review, feedback and further development. This should simplify the process and enable some second level ends statements to be presented at the next Board meeting.

OPERATIONS

17. Operations Update	Ops	Inform	CEO Braley
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An interim 2011/12 operational report was presented by staff. Some key focuses are:

Performance:

- Continued development work with coaches and athletes
- 5 development clinics are scheduled
- Officiating meeting scheduled for September
- Wheelchair clinics to increase teams at BC Wheelchair Curling Championship

Participation:

- Establish a “how-to” guide on how to establish a youth interclub leagues
- Partnering with golf and tennis to share activities and resources targeted in the east kootenays & north east.
- Rockslide summer curling camp was a success in late August. A total of 49 campers and 13 coach and staff. 100% of attendees said they would return
- Develop an ambassador program
- Develop the BC Curling Assistance Program

Capacity Building:

- Continued development of operations and procedures manual
- Establish revenue sources for proposed new BCCAP
- Formalize a written internal communications plan
- Develop municipal government strategy based on best practices
- 6 coaching & 4 officiating courses are scheduled for this season
- Business of Curling Symposium scheduled for April 27-29, 2012 in Vancouver

Interaction:

- Provide assistance to curling centres in re-establishing their Gaming grants
- Lobby new BC Sport Agency for review of Participation & Performance grants
- Develop a 5 year business plan to grow the Curling for Life Endowment Fund
- Re-establish sponsorship & advertising agreements
- Formalize a written external communications plan
- Development of CAN Curl & CAN Curl More programs

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ENHANCED INTERACTION AND ENHANCED CAPACITY BUILDING COMMITTEE			
18. Presentation to Community Gaming Grant Review (Lynne Jambor)	BG	Inform	Chair Goldenberg
<p>As Board members are aware, a Panel has been travelling around the province seeking input as part of a community gaming grant review process. It was noted that Governor Lungle from Region 1 and Governors Goldenberg and Jambor from Region 11 had attended some sessions and made presentations on behalf of curling (as well as members from the Chilliwack Curling Club and the President of the Nanaimo Curling Club). Lynne Jambor presented the PowerPoint slides that she gave at the session in Chilliwack. It focused on how curling is a sport for life, how it builds healthy families and communities, and why it should receive a more equitable portion of gaming grants. It is our understanding that curling is the only sport that appeared in front of the Panel.</p>			
19. Report from the Chair	BG	Inform	Chair Goldenberg
<p>The Committee has been working on a plan for the BC Curling Assistance Program (BC CAP) to provide additional potential sources of funding for our member facilities and presented the draft objectives, eligibility criteria and potential sources of revenue to fund the program. The draft criteria focused on building capacity at member facilities and/or increasing participation. The intent is to have a finalized plan with required policies ready for approval by the Board in January for implementation in the upcoming fiscal year (April 2012). It was noted that time had been reserved later in the meeting agenda for immediate input and that additional opportunities would exist for all Board members to participate in this very progressive and positive project.</p>			
ENHANCED PARTICIPATION			
20. Report from the Chair	BG	Inform	Chair Vandale
<p>Masters Subcommittee Status A meeting was held on Friday, September 23, 2011 with BC Interior Master Association and the Pacific Coast Masters Association. The positive contribution that these two associations make to the development of masters curling was noted and commended. Discussion centered around cooperative actions that could be taken to further improve the opportunities and experiences for all masters curlers (i.e., curlers age 60 and beyond) around the province. The general tone of the meeting was very positive and the committee is happy with the progress that is being made.</p> <p>BC Tour (extension of Region 11 Tour) Richard Brower has made efforts to expand the Tour concept outside of Region 11. There has been little success in this endeavor. The committee is looking into ways of how Curl BC can help expand this type of program around the province.</p> <p>A combined meeting with Participation & Performance Committees was held on Friday, September 23, 2011. At this meeting Drew Mitchell from 2010 Legacies Now presented on the Sport for Life model and how curling is involved.</p> <p>Concern was expressed that the Regions are having difficulty securing host sites for regional playdowns and the work is being transferred to the office. Greater clarity is required in the responsibility for obtaining sites for mixed, seniors, masters, juniors and juvenile regional playdowns. Men's and women's events are the responsibility of the office as a result of playdown restructuring.</p>			

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21. Motion – Motion to allow fifth player declaration for Provincial Mixed	BG	APP 6	Chair Vandale
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Motion: Be it resolved that Curl BC allow a fifth player at the Mixed Provincials starting in 2012 at no cost to Curl BC or the host committee.

Moved by: Terry Vandale

Seconded by: Mike West

Discussion: Even though you do not know if you will need a man or a women spare this would be for example the pregnant women or the man that just had knee surgery and in both cases not sure if they will be able to curl the whole time. We are almost 100% sure that it will never be allowed at the National but we allow this at other provincials that cannot bring a fifth to nationals. Further discussion noted that this request had initiated from an official's report from the last provincial mixed where the topic had been brought forward by some curlers.

Discussion identified the requirement to have high quality spare pools. A key focus of discussion was whether it made sense to only allow a fifth player when teams may require a spare of either gender.

DEFEATED

ENHANCED PERFORMANCE

22. Report from the Chair	BG	Inform	Chair West
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CTRS Women's Qualifier Options

There are no changes necessary for the CTRS Women's Qualifier deadline date, as there are no CTRS events after the first BC scheduled playdown which will influence the outcome for this season (i.e., the CTRS team will be identified prior to the first playdown date). Following current policy, if there is no team that satisfies the eligibility criteria for the CTRS spot, the provincial Scotties will be a 9 team round-robin.

The committee was advised that they should re-visit this item in advance of next season to ensure that there are no potential scheduling conflicts and to ensure a 10 team round robin at the provincials.

23. Motion – Removal/Repeal of Section 10 from the old Policy Manual	BG/Ops	Policy 10.x	Chair West
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Motion: Be it resolved that Curl BC repeal the following sections from the old Curl BC Policy Manual and instruct the CEO to incorporate equivalent comprehensive components into an Operations Manual:

- Section 10.1 – Provincial Coach
- Section 10.2 – Regional Coaches
- Section 10.3 – Team Leaders
- Section 10.4 – Provincial Wheelchair Coach
- Section 10.5 – Athlete Assistance Program
- Section 10.6 – Services to Provincial Champions
- Section 10.7 – High Performance Plan
- Section 10.8 – Out of Province Athletes
- Section 10.9 – Ranking System Guidelines

And to repeal Section 10.10 - Selection Process for Canada Winter Games (which is exclusive to the 2011 Winter Games and thus no longer applicable).

Moved by: Mike West

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Seconded by: Jim Day

Discussion: Section 10.1 through Section 10.9 inclusive are operational matters that fall under the jurisdiction and authority of the CEO. Board input on the existence of these positions and programs is governed through ENDS policies (i.e., what Curl BC wants to accomplish). These previous policy statements describe MEANS (i.e., how the ENDS are to be satisfied) and thus are clearly operational responsibilities. Within the Curl BC governance model established by the Board, it is no longer appropriate that these items remain in a policy manual but should be transferred to an operations manual. Section 10.10 was a policy that was adopted explicitly to deal with the selection process for the 2011 Canada Winter Games and thus is no longer applicable as the Games have concluded.

CARRIED

24. Motions on Bid Endorsement	BG	Policy App	Chair West
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It was noted that CCA policy and Curl BC policy both require that Curl BC “endorse” applications to host national and world events in British Columbia. In both cases under review, there were no conflicting bids from other BC centres.

Motion: To endorse a bid from Victoria to host the 2013 Ford World Men’s Championship.

Moved by: Mike West

Seconded by: Gord Judzentis

CARRIED

Motion: To endorse a bid from Penticton to host the 2013 World Financial Group Continental Cup.

Moved by: Mike West

Seconded by: Gord Judzentis

CARRIED

OPEN FORUM/DISCUSSION ITEMS

25. Preliminary Input Opportunity – Affiliation Fee Review	BG	BG	Chair Jepsen
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As a follow-up to agenda item #7, additional input was sought on the affiliation fee review project. The current fee system was intended to make the system fair and equitable for all curling centres. Some potential inequalities have resulted from growth in some centres and decreases in participation in others. In the current review, the analysis is now focusing on a flat fee per active participant from the previous season as opposed to using both a per sheet and per curler charge and using a three year rolling average of active participants. Importance was stressed on understanding the impact of any changes on a curling centre by curling centre basis and on the creation of a communications plan explaining how fees are spent and the benefits of affiliation. The pros and cons were discussed about including in the affiliation fees specific amounts to be dedicated to the Curling for Life Endowment Fund and BC CAP. The importance of keeping the system simple was emphasized.

26. Preliminary Input Opportunity – Governance Review	BG	BG	Chair Mann
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As a follow-up to agenda item #16, additional input was sought on the governance review project. Discussion focused on simplicity and ensuring greater clarity on the definition and practicality of the roles Governors, Regional Representatives and Club Reps given the diversity of the Regions around the province.

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27. Preliminary Input Opportunity – BC CAP	BG	BG	Chair Goldenberg
<p>As a follow-up to agenda item #19, additional input was sought on BC CAP principles and eligibility criteria. The importance of transparency was stressed on explaining where the money is received from and distributed to within the BC CAP. Some examples were identified on where the program criteria could be tightened up to ensure that every member facility that should be allowed to apply for funds could.</p>			
28. The Dominion Curling Club Championship - November	Inform	Inform	Chair Mann
<p>A reminder was given that The Dominion Curling Club Championship with men’s and women’s club championship teams from every provincial/territorial curling association in Canada (total of 28 teams) is being hosted in Richmond from Nov 21-26, 2011. Volunteers are still needed for the event and everyone is encouraged to take part in the event whether to volunteer or act as a spectator.</p>			
29. Other Issues/Concerns/Suggestions/Approaches	BG	BG	ALL
<p>The National Curling Centre Insurance Program The old policy with All Sport Insurance is expiring on October 8, 2011. The old policy will no longer be available so governors are encouraged to confirm with all centres that they are insured. The new program is an improvement from the old policy and is provided by The Dominion.</p> <p>Playdowns A discussion took place on the consistency in the structures across the different playdown categories. It was explained that although consistency is ideal, there are a variety of circumstances that prevent this from happening.</p>			
OTHER BUSINESS			
30. Additions to Agenda			Chair
<p>There have been no additions to the agenda.</p>			
31. January and June Meeting Schedule for 2011/2012	BG	Draft BG-3	Chair/CEO
<p>The next meetings are tentatively confirmed for:</p> <ul style="list-style-type: none"> • January 20-21, 2012 • June 7-9, 2012 <p>All Board members were reminded to ensure these dates are marked in the calendars and to notify their alternates, the office and the Board Chair if they will be unavailable amply in advance of the meeting.</p>			
32. Adjournment			Chair
<p>Motion: to adjourn the meeting Moved by: Donna Stuike</p> <p>The meeting was adjourned at 3:31 PM</p>			