

**2022 ANNUAL GENERAL MEETING  
Bobsleigh Canada Skeleton**

**Minutes**

Saturday, November 5th, 2022 - 5:30 pm Pacific Daylight Time – Hybrid (In-Person & Virtual)

<b>Bobsleigh Canada Skeleton</b>	
BCS Board of Directors	BCS Staff
Sarah Storey – Chairperson	Chris Le Bihan – High Performance Director
Dr. Stephen Norris– Vice chairperson	Esther Dalle – Recruitment & Sport Coordinator
Alicia Hatt - Treasurer	Lyndon Rush- Coach
Sheridan Baptiste – Director at Large	Justin Kripps- Coach
Cody Sorensen – Athlete Rep	Dianna Moulden- IST
John Worden – Athlete Rep	
Regrets	
Josh Leins - Finance Manager	
Zoe Todd - Administration	

**Guests:**

- Tara McNeil (Board nominee)
- Matt Stapley (Board nominee)

MINUTES of a meeting of the Members (the “members”) held on November 5<sup>th</sup>, 2022, starting at 5:30PST, of the Bobsleigh Canada Skeleton, doing business as Bobsleigh Canada Skeleton (BCS)

Agenda Items	Proceedings
<b>Opening</b>	<p><b>1. Call-to-order</b></p> <p>1.1 <b>Welcome</b> – BCS Chairperson, Sarah Storey welcomed Members and Guests to the 2022 AGM.</p> <p>1.2 <b>Call to Order</b> – the Chairperson called the meeting to order at (time not provided in audio recording).</p> <p>1.3 <b>Establishment of Quorum</b>- Ms. Storey confirmed that quorum is 20 members who are eligible to vote in person, virtually or by proxy. Quorum was met.</p>
<b>Business of the Members</b>	<b>2. Accept the Minutes of the 2021 Annual General Meeting of Bobsleigh Canada Skeleton</b>

**MOTION:**

To accept the Minutes of the 2021 Annual General Meeting as Presented.

Mover: Jaclyn Laberge

Secunder: Richard Crutchley

**CARRIED**

**3. Receive the Reports of the President and of BCS Operations Report**

**3.1 Presidents' Report** – BCS President reflected on the 2022 Olympic Quadrennial:

- Ensuring IBSF races continue to be held in North America
- Gender Equity & SafeSport
- BCS Governance (directors' fiduciary duties to the Organization v. members)

**3.2 BCS Operations Report-** BCS President thanked all staff, volunteers, consultants, service providers and board members for work over the last four years. Work that needs to be completed:

- Revise BCS Policies with UCCMS information
- Finalize BCS Athlete Agreement
- Host IBSF World Cup Event
- Complete BCS-wide Athlete Debriefs
- Organizational Review
- Gap Analysis and Strategic Plan to 2030

**3.3 Coaching Staff**

Staff Leaving BCS

- Morgan Alexander (High Performance Manager)
- Eric Bernotas (Skeleton Coach)
- Jamie McCartney (Lead S&C and Push Coach)
- Zoe Todd (Administration)

Staff Joining BCS

- Justin Kripps (NBP Driving Coach)
- Ryan Sommer (Administrative consultant)

**3.4 Questions**

Q: Jaclyn Laberge asked if recently filled roles for driving coach and administration consultant were posted publicly and what the hiring process looked like for mentioned roles

A: Ms. Storey confirmed that the jobs were not posted publicly, but the roles were filled by qualified individuals who plan to play a role in the success of the program

Q: Jaclyn Laberge followed up by asking if there are training plans in place for new coaches, so they can stay in the program?

A: Ms. Storey confirmed that these plans have been discussed but nothing has been finalized.

Q: Christopher Spring asked if a mentorship program for coaches has been offered to past and present coaches, and if there are plans to ensure that coaches in the future have coaching education.

A: Mr. Le Bihan explained that there are different avenues for coaches to go through including NCCP, PURSUIT, Advanced Coaching Program through CSI, and High Performance and Technical Leadership program (UBC)

Q: Neville Wright asked for clarity from Ms. Storey as she will not be running for president, does this include that she is also not running as acting CEO.

A: Ms. Storey confirmed that she will no longer be doing duties that would otherwise be done by a CEO, and she has never been an acting CEO.

#### Online Question

Q: Can BCS consider increasing the number of board members to spread out the workloads?

A: Ms. Storey confirmed that is an option with a change to the bylaws.

Q: Justin Wilkinson asked if a director makes a decision on the board, are the other board members informed on the decision and how is that done? Second, do the current board members believe they are staying informed with decisions?

A: Ms. Hatt confirmed that half of the board members were kept in the dark going into the last AGM due to re-election.

Q: Ms. Laberge asked if the board members were notified about the membership issues going into the last AGM and how the decision was made to leave certain board members in the dark.

A: Ms. Hatt described that the decision was made by the board with advice from counsel.

Q: Neville Wright asked if there was any follow-up (debrief, survey etc.) with the athletes after the culture sessions

A: Ms. Storey explained that third party experts were hired to conduct sessions, and that athletes provided suggestions for session discourse, and feedback was collected by the third-party organization.

Q: Mirela Rahneva asked if there has been any discussion about board members utilizing Queen's University board governance educational courses. A: Ms. Storey mentions that board governance opportunities are communicated to the board members when they become available.

Q: Justin Wilkinson asked Ms. Hatt about the audit process.

A: Ms. Hatt explained the different levels of audits and how the process works regarding reporting to funding partners.

Q: Orion Edwards asked what the relationship is like between CSI-Calgary and BCS.

A: Ms. Storey explained that there isn't a relationship issue, but rather financial issues and a decision of where to allocate resources.

#### **4. Receive the Budget for the 2022/23 Financial Year**

**4.1 Presentation-** BCS Treasurer Alicia Hatt provides overview of the budget for 2022/23 as well as historical overview.

#### **4.2 Questions**

Q: Jane Channell asks what the program plans to do with the expected increase in event revenue.

A: Ms. Hatt explains the process of event funding, and that any additional revenue always goes back into sport. Ms. Hatt also comments that the NSP budget is being managed by the HPMG.

Q: Alysia Rissling asked if there is going to be a push to get more sponsorship dollars outside of our sport partners?

A: Ms. Hatt confirms that there is currently no one in a marketing/sponsorship role and that the new board will need to decide what the new direction will be regarding that matter.

Q: Orion Edwards asks why NBP funding decreased this year.

A: Ms. Storey explains how National Sport Organizations apply for funding, and the decrease in funding is based on the assessment made by the Sport Partners. Other considerations included Justin Kripps not returning to compete, as well as Chris Spring who is taking the year off due to an injury.

Q: Cynthia Appiah asks for clarification surrounding allocation of funds between NextGen and development teams.

A: Ms. Storey explains that NextGen funding is being used to support development teams. Mr. Le Bihan confirms with Ms. Storey.

#### **Online Question**

Q: If we are losing so much money, why does staff get new kit every year and what was the decision to send the whole staff to the Olympic Games?

A: Mr. Le Bihan explains that the team apparel is all sponsored and there isn't a cost to the program for it. He continues to explain that the Canadian Olympic Committee pays for all accredited staff to the Olympic Games, and all BCS staff that was sent was covered by the COC.

#### **Online Question**

Q: Can you speak to the \$50k Athlete Program fee, is this solely made up by the athletes team fees?

A: Ms. Hatt confirmed that the Athlete Program fee is made up of Athlete Team fees, which is estimated to be ~\$18,000 for SBT and ~\$32,000 for DBT.

Online Question

Q: Is there a chance to be more creative with shared expenses with Skeleton like physio / massage services when they're already there for the bobsled team?

A: Mr. Le Bihan confirms that there are possibilities to make that happen with discussion between the programs.

Q: Chris Spring voices concern about lack of communication surrounding team fees and asks if potential program fees can be communicated with the athletes as soon as they become available for planning purposes.

A: Ms. Hatt addresses his concern and mentions that the program is waiting for confirmation about additional funding which would eliminate any athlete fees for the season

Q: Cynthia Appiah asked where the money for recruitment is being spent, where is the increased spending going?

A: Ms. Storey explains the money has gone towards prospect camps and the online platform to expand the reach for recruitment with fewer resources. She mentioned that the budget will also be adjusted as the year progresses.

Q: Ms. Appiah asked why the recruitment platform wasn't implemented sooner in the offseason.

A: Ms. Storey commented that it has to do with when the program receives money, which was delayed a month this year. Mr. Le Bihan followed up to discuss the platform and how it can be utilized year-round for recruitment.

Q: Dave Greszezyszyn asked how does the program decide staff salaries? It comes from Sport Canada but what part is it taken from? Maybe some staff salaries are generous for duty, who sets salaries and how can stakeholders be sure they're worth their pay for what they're doing?

A: Ms. Hatt described salaries, and how they are set by market rates and expectations depending on individuals' backgrounds. Ms. Storey followed up by saying that there is a Sport Canada limit on salaries and in no cases do BCS staff surpass the limit (\$120,000).

Online Question

Q: "Can you explain who holds the debt and what are the repayment terms?"

A: Ms. Hatt explained that BCS holds the debt through a line of credit that is between \$300,000-\$400,000 depending on the time of the season with varying interest rates. Equipment is funded through an equipment lease with a fixed term. Debt is the reason the line of credit is not fixed.

Q: Micaela Widmer asked for clarification about Mr. Greszezyszyn's question about employees being held accountable to stakeholders, and how often employee evaluations are being conducted for technical staff and administrative staff.

A: Mr. Le Bihan described the hiring process with involved parties. He continues to describe the process surrounding staff reviews, which are normally done annually, and a few years have been missed due to the pandemic. Agreed the program can be better regarding staff performance reviews.

Q: Ms. Widmer asked if year-end athlete surveys are completed for technical coaches and administrative staff.

A: Mr. Le Bihan explained that athletes aren't always informed about decisions made by administrative staff. Currently, BCS uses a third party to collect feedback from coaching and front facing staff, while administrative staff is not part of the year end surveys. Ms. Storey clarified that the program has two administrative roles (Mr. Liens: finance, Ms. Todd/Mr. Sommer: administration).

No further questions

## 5. Re-Appointment of Auditors

### **MOTION:**

To approve the recommendation of the board to re-appoint KPMG as the auditors for the 2022-23 fiscal year.

Mover: Jaclyn Laberge

Seconder: Micaela Widmer

**CARRIED**

## 6. Election of Directors

Ms. Storey described the BCS bylaws surrounding elections, and that Ms. Storey will conduct the election. There were no objections.

### 6.1 President

Jaclyn Laberge nominated Tara McNeil for the position of President (Seconder: Kristen Bujnowski). Both nominators and nominee were in good standing with BCS. Tara McNeil accepted the nomination.

### **MOTION:**

To close nominations for President

Mover: Justin Wilkinson

Seconder: Cynthia Appiah

**CARRIED**

### **MOTION:**

To elect Tara McNeil as the President

Mover: Jaclyn Laberge

Seconder: Kristen Bujnowski

**CARRIED**

	<p>Mr. Le Bihan confirmed there were no additional questions or objections online.</p> <p><b>6.2 Director at Large</b> Mirela Rahneva nominated Matt Stapley as Director at Large (Second: Diana De Man). Both nominators and nominee were in good standing with BCS. Matt Stapley accepted the nomination.</p> <div data-bbox="370 478 1443 720" style="border: 1px solid black; padding: 5px;"> <p><b>MOTION:</b> To close nominations for Director at Large</p> <p>Mover: Jaclyn Laberge                      Second: Neville Wright</p> <p style="text-align: right;"><b>CARRIED</b></p> </div> <div data-bbox="370 751 1443 993" style="border: 1px solid black; padding: 5px;"> <p><b>MOTION:</b> To elect Matt Stapley as the Director at Large</p> <p>Mover: Micaela Widmer                      Second: Jane Channell</p> <p style="text-align: right;"><b>CARRIED</b></p> </div>
Closing	<p><b>7. Honours</b> Ms. Storey honours all the athletes who have officially retired from the program.</p> <ul style="list-style-type: none"> <li>- Dave Greszezyszyn (Skeleton)</li> <li>- Elizabeth Maier (Skeleton)</li> <li>- Daniel Sunderland (Bobsleigh)</li> <li>- Justin Kripps (Bobsleigh)</li> <li>- Ryan Sommer (Bobsleigh)</li> <li>- Cam Stones (Bobsleigh)</li> </ul> <p><b>8. Adjournment</b> Having concluded the business of the AGM, Ms. Storey thanked the membership and asked for a motion to adjourn the meeting (time not provided in audio recording).</p> <div data-bbox="370 1512 1443 1753" style="border: 1px solid black; padding: 5px;"> <p><b>MOTION:</b> To adjourn the 2022 BCS AGM</p> <p>Mover: Cynthia Appiah                      Second: Leah Walkeden</p> <p style="text-align: right;"><b>CARRIED</b></p> </div>