

**2022 ANNUAL GENERAL MEETING
Bobsleigh Canada Skeleton**

Minutes

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

Bobsleigh Canada Skeleton	
BCS Board of Directors	Staff
Tara McNeil – Chairperson	Alicia Wight - Interim ED
Dr. Stephen Norris– Vice chairperson	Chris LaBihan
Matt Stapley	Justin Kripps
Cynthia Appiah	Ryan Sommers
Mirela Rahneva	Chris Dornan
Guests	
James Gordon	
Jamie Coatsworth	
James Seidner	

MINUTES of a meeting of the Members (the “members”) held on December 21, 2023, starting at 3:00P.M MST, of the Bobsleigh Canada Skeleton, doing business as Bobsleigh Canada Skeleton (BCS)

Agenda Items	Proceedings
Opening	<p>1. Call-to-order</p> <p>1.1 Welcome – BCS Chairperson, Tara McNeil welcomed Members and Guests to the 2023 AGM.</p> <p>1.2 Call to Order – the Chairperson called the meeting to order at (time not provided in audio recording).</p> <p>1.3 Establishment of Quorum- Ms. McNeil confirmed that quorum is 20 members represented in attendance or by proxy.. Quorum was met.</p> <p>1.4 Land Acknowledgement - Ms.McNeil acknowledges the land we live and play on is the ancestral home of the Treaty 7 Signatories which include the Siksika Nation, Piikani Nation, Kainai Nation, the îethka Stoney Nakoda Nation, consisting of the Chiniki, Bearspaw and Good Stoney bands, and the people of the Tsuut’ina Nation. Also recognizing the Metis People of Alberta Region 3 who call Treaty 7 their home.</p>

	<p>1.5 Voting Platform Information: Ms. McNeil reviews the voting process to be handled through the Election Buddy platform.</p>
<p>Business of the Members</p>	<p>2.1 Approve the Agenda for the 2023 Annual General Meeting of Bobsleigh Canada Skeleton</p> <div data-bbox="370 583 1442 856" style="border: 1px solid black; padding: 5px;"> <p>MOTION: Be it resolved that the agenda for the December 21st, 2023 annual general meeting be accepted as presented.</p> <p>Mover: Mirela Rahneva Seconder: Alysia Olsen</p> <p style="text-align: right;">CARRIED</p> </div> <p>2.2. Honors: L.Lamont Gordon Spirit Award</p> <ul style="list-style-type: none"> ● Alicia Wight introduces James Gordon ● Mr. Gordon awards the L.Lamont Gordo Spirit Award to Leah Walkeden <p>2.3 Approve the AGM minutes for the 2022 Annual General Meeting of Bobsleigh Canada Skeleton</p> <div data-bbox="370 1241 1442 1514" style="border: 1px solid black; padding: 5px;"> <p>MOTION: Be it resolved that the minutes for the 2022 Annual General Meeting for Bobsleigh Canada Skeleton be adopted as presented.</p> <p>Mover: Cynthia Appiah Seconder: Jane Channell</p> <p style="text-align: right;">CARRIED</p> </div> <p>2.4 Presidents' Report - BCS President delivers the presidents reporting highlighting several key areas:</p> <ul style="list-style-type: none"> ● Importance of Safe Sport within the organization and the commitment to participant wellness, physical and psychological safety and creating a supportive, welcoming high-performance space. ● Commitment to the tradition of excellence that was created nearly 6 decades ago; continuing to honor that legacy and aspiring to build on it. ● Recognize that it has been an incredible year, with many challenges along the way.

- Rebuild and renew relationships with our sport partners.
- Board is dedicated to implementing good governance practices, becoming focused on governance over operations and becoming compliant with Sport Governance Code. Which includes rewriting all bylaws
- Ms. McNeil acknowledges and thanks retiring athletes:
 - Jaclyn LaBerge
 - Christopher Spring
 - Catherine Medeiros

2.5 BCS Operations Report- Presented by Alicia Wight the Interim Executive Director:

- As a new hire the focus has been listening and observing.
- Path forward is focused on people, creating a sustainable organization that excels on the world stage.
- ED role is interim until May 1, and will be filled by someone with the intention of them staying until at least the end of the Quad.
- A focus on well being and Safe Sport without taking away from excellence.
- Values to work through the next six months:
 - Pursuit of excellence
 - Adaptability
 - Respect
 - Accountability
 - Courage
 - Communication
 - Teamwork
- Focus on creating a foundation to build a sustainable organization that ensures wellness for all participants well into the future. Prioritizing People, Sustainability and Performance

2.6 Financial Statements and Budget - Jamie Coatsworth (AFC member) and James Seidner (Auditor) is introduced and they explain roles of Audit and Finance Committee and Auditors. Ms. Wight walks through the financial statement and budget.

- Financial statements presented

Q: Jane Channell asked if BCS has plans to pursue corporate sponsors in order to improve our finances?

A: Ms. Wight confirmed that the sponsorship is needed and the team is putting together a full sponsorship pack.

- 2023-2024 Budget is presented

Q: Jeremiah Huo - What is the insurance for?

A: Ryan Sommers - there is personal insurance and a group annual plan for international based on how many days athletes are out of country.

Q: Jeremiah Huo - Is there an organizational structure that shows who is part of the admin team who is being paid and how disbursement go overall?

A: Alicia Wight - Yes, there is an ORG chart that is what you'd see in most organizations. We have peoples admin function or finance function, management

function and communications and media relations all fall in there. There's privacy around that so it's shown as a pool of money in this bucket.

Q: Jeremiah Huo: Depreciation of capital assets, how is that calculated each year?

A: Jamie Coatsworth: There is a history based on the useful, competitive life which is something like 4-5 years. So it would need to be written off after that and would likely need to be replaced.

Q: Mike Evelyn (from chat, read by Mirela) - \$100,000 sponsorship figure was a goal / target is that tracking for end of Fiscal?

A: Alicia Wight - The goal is the end of this fiscal year. We think it's a compelling story and we hope to get some sponsors for this season and get them committed for future seasons.

Q: From Chat - Wondering why the budget for the national Bobsleigh program budget is 1.1 Million, is so similar to the year prior if we're fielding our smallest team?

A: Alicia Wight - I can take this away and come back with an answer. Some roles and expenses don't vary regardless of team size, but we'll follow up in more detail tomorrow.

2.7 Reappointment of Auditors

MOTION:

Be it resolved that the auditors Buchanaon Barry LLP be reappoint this year.

Mover: Cynthia Appiah

Seconder: Mirela Rahneva

CARRIED

2.8 Election of Board Members - Ms. McNeil introduces candidates Todd Burton (Treasurer) and Mary Lay (Director at Large).

MOTION:

Be it resolved that Todd Burton be elected as Treasurer for Bobsleigh Canada Skeleton.

Mover: Mirela Rahneva

Seconder: Cynthia Appiah

CARRIED

	<p>MOTION: Be it resolved that Mary Lay be elected as Director at Large for Bobsleigh Canada Skeleton.</p> <p>Mover: Mirela Rahneva Seconded: Mark Lynch</p> <p style="text-align: right;">CARRIED</p> <p>2.9 Motions from the floor - Ms. McNeil gives the opportunity for any motions from the floor. No motions were put forward.</p> <p>Q: Cynthia Appiah - As we move towards the '26 games how does sled technology fit into sponsorship? A: Alicia Wight - It is something we need to think about moving forward and is something to contemplate moving forward when we're in a better financial position.</p>
Closing	<p>3. Adjournment Having concluded the business of the AGM, Tara McNeil declares the meeting adjourned.</p>