

Bobsleigh CANADA Skeleton
Board of Directors Meeting 114, Minutes
February 5, 2014 18:00-20:00
AIC 3rd Floor Boardroom

Our Mission: Bobsleigh Canada Skeleton develops Olympic and World Champions.

Call to Order – 18:05

Present: Reid Morrison, Lee Genier, Sarah Storey (Conference Call), Bernie Asbell (Conference Call), Amy Gough, Bill France,
Staff: Don Wilson, Shivauna Brown, Jody Griffeth (CC)
Regrets: Cody Sorensen

1. Review and approval of agenda.

Motion 114.1: Genier/Gough
To approve the agenda as distributed.

CARRIED

2. Review and approval of Minutes.

Motion 114.2: Asbell/France
To approve the 1013 Minutes, October 13, 2013 as presented.

CARRIED

Motion 114.3: Storey/Genier
To approve the 1113 Minutes, November 27, 2013 as presented.

CARRIED

3. Business arising from minutes:

No Business arising from the Minutes

4. General Operations Update.

4.1 CEO Report: 114

1. General:
 - a. We have received verification from Sport Canada that Bobsleigh Luge Skeleton Canada has met all of the required compliance requirements and is eligible to apply for funding for the 2014-2018 funding cycle. The only note was for BCS was we should consider a more explicit annualized operational plan that contains associated financial information. **ACTION: For your information, and for consideration as we move towards the 2014-18 strategic plan review.**
 - b. The external appeal for selection to the ICC team to the SDRCC upheld the internal appeal panel decision that allowed Lanette Prediger to remain and compete on the ICC tour. However, the arbitrator criticized BCS in several areas:
 - i. The Selection Policy – The policy was drafted in such a way that it does not fulfill the drafter's intention. This led to a selection process that was flawed;

- ii. The Selection Decision – It was felt that the internal Appeals Panel decision of finding bias was incorrect.
 - iii. Non-Participation of the Affected Party – As the internal Appeals Panel’s decision did affect another party, that party should have been allowed to participate in the Appeal process.
 - iv. Appeal Panels Decision – It was felt that the written reason for the internal Appeal Panel’s decision was insufficient.
 - v. BCS was directed to pay the filing fee (\$250.00) and the full amount paid for legal costs. Only Ms. Leberge’s attorney brought forward charges in the amount of \$4800. Sarah, on behalf of BCS, draft an appeal of the decision to pay all fees and it was reduced to a maximum of \$2000 for fee paid.
ACTION: BCS will be reviewing all selection policies and procedures with legal assistance. We will also look at our Appeal Policy and either amend or add areas to better assist future panels on required procedures and expectations.
- c. Through an initiative brought forward by the CSI Calgary, a lawyer has approached us from Blake, Cassel and Graydon to assist us as required. The lawyer, who I met with Jennifer Newton, was a University and national team hockey player. I have asked her to consider assisting us with a review of our Athletes’ Agreement and Selection Criteria first and then other policies as time allows. **ACTION: For your information.**
 - d. Anne Merklinger, CEO of OTP approached me during our World Cup about doing an OTP assisted external audit. This would mean that OTP funds our review and Olympic debrief through the engagement of an external facilitator. Anne Merklinger and I have been working on finding a suitable Facilitator. We are anticipating that we will engage a full strategic review in the late March area in preparation and fulfillment of our 2014-2018 planning. **ACTION: For your information.**
 - e. For the 2014-2015 event calendar we have taken several initiatives:
 - i. Reid has spoken to Ivo about our desire to host 2 world cups in Calgary and Whistler;
 - ii. Through Roger Soane of Whistler Sport Legacies, FIBT representatives have been booked for the second week of March to come to Whistler to “resolve” any issues with the track so that Whistler may be considered for an advanced driving school, NAC and World Cup. BCS is attempting to secure 4man sled and pilots for the review people
 - iii. A request has been put forward to the BC government for their consideration of financial support of the Whistler World Cup.
 - f. I have transitioned from Reid to be the Friends and Family coordinator for the COC. There are a number of parents and friends attending, and while time consuming all seems to be moving forward. Lee Genier will be joining me in Sochi to assist with Friends and Family. Lee is covering his own costs.

4.2 Finance

Jody presented the financials of December 31, 2013.

Don spoke to the cash flow issues. Because of the fact that BCS finished last year with significant debt our lending instruments are constantly being maxed. As we near year end we are having difficulty covering our accounts payable in a timely fashion. We are waiting for the selling of the advertising provided by Globe and Mail, but the signing of the contract has been held up for minor wording reasons. Once signed Novus will start selling and it is anticipated they will sell our space for between \$250k - \$300K, but we may not realize this money for another two months.

I contacted the COC and was successful in getting them to release the 20% hold back on funds. The holdback was a significant amount this year (\$146K) versus last year (\$16K) because of the amount received from the COC. The actual amount from our funding agencies is determined internally and we have no say.

Finally, we are initiating a complete equipment inventory and determine accurate resell value and sell off some of the inventory. We can no longer hold on to the sleds that are not being used and BCS needs the funds to balance the cash flow needs.

BALANCE SHEET

1. Account 1000 – The large negative value in the bank was due to a cheque run that I did at the end of November. Total of uncleared transactions at November 30th was \$38,646.36
2. Account 1200 – Noteable accounts receivables are:
 - a. plus 90 day column and 61 to 90 day column:
 - i. COC's 20% holdback from the Bobsleigh and Skeleton Contribution Agreements.
 - b. 31-60 day column:
 - i. Calgary Hotel Association sponsorship for the World Cup/North American Cup
 - c. 1-30 day column:
 - i. Canadian Olympic Committee – logistics expenses reimbursable from Conceptum's bills.
 - d. Current column
 - i. Adjustments to athlete expenses due to team changes
3. Account 1300 – Prepaid expenses decreased from October due to the prepaid flights and accommodations.
4. Account 2000 – Accounts Payable over 90 days is an amount due and payable to Eurotech in 2014/15 fiscal year. I will be asking Eurotech to revise the billing for audit purposes, so we may budget for this amount in the 2014/15 fiscal year. Most of our accounts payable at the end of November were current or within 30 days. As of the date of this report, the September track usage of \$4k was not entered as well as some of the North American Cup and World Cup expenses, which are in my estimation about \$10K.

REVENUE

1. Account 4010 (7100) –Decembers actual \$ were received just after I sent the reports.
2. Account 4020 – Our entry fees for the World Cup and North America's cup came in over budget as well as our Sponsorship and event admissions, giving us cash not earmarked for programs.
3. Account 4040 – All skeleton Visors/helmets and tape
4. Account 4050 – Still under budget due to some billings that are to happen in January and February
5. Account 4060 – No payment from Sport Canada in December
6. Account 4070 – Adjustments account for the - \$1000
7. Account 4900 – majority of the funds this month were for Friends and Family – Sochi travel \$ collected on behalf of Incredible Journeys Travel.
8. Account 9000 – \$0

EXPENSES

Noteable amounts:

1. Administration: We are slightly higher in Administration YTD due to some extra costs from Marketing and Promotion.
2. Development Bobsleigh – under budget YTD as season is only half way through
3. Development Skeleton – under budget YTD as the season is only half way through
4. ICC Skeleton Team – over budget YTD, some of these costs will be offset in January, as there will be a billing to CSI Pacific for coaches' accommodations, and a billing adjustment to our telecommunications bill.
5. ICC Event – event is not until January 2014 so we are under budget YTD
6. IST Logistics – note this amount in the budget changed due to a portion I moved from 6100
7. National Team Bobsleigh – over budget YTD but still under our annual budget with one month left in the season.
8. Equipment – The Eurotech invoice received in June accounts for the over budgeted amount in this account for the following reasons: as mentioned above, this will decrease by \$45K, however of the CAD \$133,429, \$55K was budgeted to be spent in 2012/13, but we received the final bill well after the year end. We were hit hard by the increase of the Euro from the budgeted amounts at \$1.35 CAD to the \$1.50 CAD/EUR at time of payment.

4.3 Marketing/Development:

PARTNERSHIPS

Confirmed	Value (Cash/VIK)	Notes
<ul style="list-style-type: none">• Choice Hotels	\$25k	Sportsnet Package for 2014 World Cup. May increase in value as season approaches.
Ongoing		
<ul style="list-style-type: none">• KPMG	\$30k	AB Partner has approved, awaiting Mktg approval
<ul style="list-style-type: none">• Leavitt	\$50k	Elevating sponsorship from athlete support to sled
<ul style="list-style-type: none">• Samsung	\$50k	Working with AoR in Toronto
<ul style="list-style-type: none">• Bacardi	\$100k	Pitched Grey Goose, but also interest in NZ brand
<ul style="list-style-type: none">• Intel	\$100k	Having conversations with OR & CA offices
<ul style="list-style-type: none">• G&M Client	\$50k	Confidential client interested in a sled sponsorship
<ul style="list-style-type: none">• Heineken	\$50k	CDN office declined but still trying to introduce to EUR
<ul style="list-style-type: none">• Blackberry	\$50k	Asked to pitch for 2015
<ul style="list-style-type: none">• VitaminWater	\$20k	Pitching sponsoring Recruitment Program and Provincial Sections

- Beer Canada \$20k Sled sponsorship with trade association
- Royal CDN Air Force \$10k Partner on 90th anniversary (2014)

Declined

- Kellogg \$20k Change in Kellogg's mgmt. team forced AoR to delay
- AMEX \$100k No further response

MARKETING

- OWG Design Unveiled – CTV still to do a story on Ruth during Games
- OWG Whistler Activities
- OWG Calgary / COP Activities
- BCS Season End Gala
- OWG Capital Campaign Launch
- RCAF 90th Anniversary / 2014 World Cup Planning

5. Athletes' Business

- No Report

6. Officials Report

- No Report

7. New Business

8. Adjournment

- Meeting adjourned 19.50

**NEXT MEETING AIC 3rd Floor Boardroom - BCS Office
Wednesday March 12, 2014 6:00pm**

Bobsleigh Canada Skeleton
Balance Sheet
As of December 31, 2013

		Dec 31, 13
ASSETS		
Current Assets		
Chequing/Savings		
	1000 - RBC Operating Account-131	-27,994.87
	1120 - PayPal	38.22
	Total Chequing/Savings	-27,956.65
Accounts Receivable		
	1200 - Accounts receivable	242,883.05
	Total Accounts Receivable	242,883.05
Other Current Assets		
	1300 - Prepaid Expenses	118,275.03
	Total Other Current Assets	118,275.03
	Total Current Assets	333,201.43
Fixed Assets		
	1500 - Furniture and Equipment	2,152.00
	1510 - Computer Hardware	2,408.84
	1520 - Bobsleds	446,465.36
	1530 - Bobsled runners	30,954.46
	1540 - Skeleton Runners	36,898.46
	1550 - Video and Electronic Equipment	4,153.00
	1560 - Workshop Tools	2,143.00
	1570 - Skeleton Sleds	25,737.48
	1580 - Other Skeleton Equipment	17,367.68
	1590 - Moulds	0.00
	Total Fixed Assets	568,280.28
Other Assets		
	1400 - Bobsleigh Canada Trust Fund	448,670.89
	Total Other Assets	448,670.89
	TOTAL ASSETS	1,350,152.60
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
	2000 - Accounts Payable	798,749.66
	Total Accounts Payable	798,749.66
Credit Cards		
	2200 - American Express	30,881.27
	2220 - Don Wilson Visa	5,664.16
	2230 - J Griffith BCS Company Visa	76,806.19
	2240 - Scott McBride Visa	2,843.50
	2250 - Tom De-La-Hunty Visa	6,082.81
	Total Credit Cards	122,277.93
Other Current Liabilities		
	2100 - Accrued Liabilities	7,245.20
	2400 - RBC Line of Credit	250,000.00
	2500 - GST Payable/(Receivable)	-14,505.01
	2801 - Deferred revenue - current	23,080.00
	2900 - Eurotech Lease Liability	120,587.01
	Total Other Current Liabilities	386,407.20
	Total Current Liabilities	1,307,434.79
	Total Liabilities	1,307,434.79
Equity		
	3000 - Retained Earnings	-490,213.07
	3100 - Opening Balance Equity	632,901.81
	Net Income	-99,970.93
	Total Equity	42,717.81
	TOTAL LIABILITIES & EQUITY	1,350,152.60

**Bobsleigh Canada Skeleton
Profit & Loss Budget Performance
December 2013**

	Dec 13	Budget	Apr - Dec 13	YTD Budget	Annual Budget	YTD Actual \$ over Annual Budget	YTD Actual % of Annual Budget
Ordinary Income/Expense							
Income							
4000 · COC Revenue	0.00		781,750.00	48,750.00	48,750.00	733,000.00	1603.59%
4010 · Cdn Sport Centre Revenue	0.00	51,291.67	313,501.95	461,624.99	615,500.00	-301,998.05	50.94%
4020 · Event Revenue	11,300.00		308,914.01	219,500.00	234,500.00	74,414.01	131.73%
4030 · FIBT Revenue	0.00		0.00		60,000.00	-60,000.00	0.00%
4040 · Other Revenue	8,565.00		40,386.72		5,000.00	35,386.72	807.73%
4050 · Sponsorship Revenue	0.00	80,000.00	99,200.25	215,000.00	421,100.00	-321,899.75	23.56%
4060 · Sport Canada Revenue	0.00	211,786.00	1,264,696.00	1,900,074.00	2,534,432.00	-1,269,736.00	49.90%
4070 · Athlete Program Fees	-1,000.00		32,912.58	33,104.00	33,104.00	-191.42	99.42%
4900 · Uncategorized Income	9,563.28		39,208.74			39,208.74	100.00%
9000 · Realized foreign exchange	0.00		-1,254.22			-1,254.22	100.00%
Total Income	28,428.28	343,077.67	2,879,316.03	2,878,052.99	3,952,386.00	(1,073,069.97)	72.85%
Expense							
5000 · Administration	102,841.55	93,995.70	860,811.33	845,960.90	1,127,950.00	-267,138.67	76.32%
5100 · North American Cup Event	21,155.67	2,700.00	29,654.23	29,700.00	29,700.00	-45.77	99.85%
5200 · Canadian Championships Event	0.00		1,990.91	1,000.00	1,000.00	990.91	199.09%
5300 · Development Bobsleigh	0.00	5,000.00	5,226.54	12,000.00	20,000.00	-14,773.46	26.13%
5400 · Development Skeleton	11,527.60	5,375.00	18,280.89	32,250.00	43,000.00	-24,719.11	42.51%
5500 · ICC Skeleton Team	14,602.77	3,000.00	19,618.66	12,000.00	15,000.00	4,618.66	130.79%
5600 · IC Cup Skeleton Event	4,780.29		5,490.18	25,000.00	25,000.00	-19,509.82	21.96%
5700 · IST Logistics	0.00	500.00	1,385.74	1,500.00	1,500.00	-114.26	92.38%
5800 · National Team Skeleton	41,220.46	23,475.02	172,570.09	211,274.95	281,700.00	-109,129.91	61.26%
5900 · National Team Bobsleigh	108,791.60	65,850.03	608,383.52	584,149.91	787,100.00	-178,716.48	77.29%
6000 · Officials expenses	0.00	250.00	2,992.56	1,250.00	1,250.00	1,742.56	239.41%
6100 · Canadian Sport Centre Calgary	0.00	40,058.00	275,501.95	370,822.00	495,496.00	-219,994.05	55.60%
6200 · Recruiting	-1,305.99		8,277.15	10,000.00	10,000.00	-1,722.85	82.77%
6300 · Starts and Strength Training	97.52	1,150.00	3,025.15	3,050.00	3,500.00	-474.85	86.43%
6400 · Workshop	29.55	1,165.34	4,504.92	10,503.98	14,000.00	-9,495.08	32.18%
6500 · World Cup Calgary	78,261.17	1,200.00	121,683.26	150,200.00	150,200.00	-28,516.74	81.01%
6600 · World Cup Whistler	0.00		6,722.09			6,722.09	100.00%
6700 · Marketing and Promotion	989.61	2,554.18	45,152.82	22,987.46	30,650.00	14,502.82	147.32%
6800 · Official Languages	521.45	416.00	6,235.87	3,752.00	5,000.00	1,235.87	124.72%
6900 · Meetings/Representation	143.01	208.34	2,542.17	1,874.98	182,500.00	-179,957.83	1.39%
7100 · Equipment	194,198.81	157,500.00	545,869.09	315,150.00	393,900.00	151,969.09	138.58%
7200 · Performance Technology	0.00		1,304.46			1,304.46	100.00%
7300 · Research and Innovation	13,005.52	12,500.00	60,141.52	112,500.00	150,000.00	-89,858.48	40.09%
7400 · Debt Servicing Expense	0.00		5,238.02			5,238.02	100.00%
7600 · Special Projects	16,634.15	67,750.00	119,646.13	178,200.00	183,700.00	-64,053.87	65.13%
7700 · Athlete Expenses - Donations	0.00		47,037.71			47,037.71	100.00%
Total Expense	607,494.74	484,647.61	2,979,286.96	2,935,126.18	3,952,146.00	-972,859.04	23.22%
Net Ordinary Income	-579,066.46	-141,569.94	-99,970.93	-57,073.19	240.00	-100,210.93	
Net Income	-579,066.46	-141,569.94	-99,970.93	-57,073.19	240.00	-100,210.93	