

**Bobsleigh CANADA Skeleton**  
Board of Directors Meeting 513, Minutes  
May 21, 2013 18:00-20:00  
AIC 3<sup>rd</sup> Floor Boardroom

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

Call to Order – 18:02

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

**1. Review and approval of agenda.**

Motion 513 1: Genier/France  
To approve the agenda as distributed.

CARRIED

**2. Review and approval of April 16, 2013 413 Minutes.**

Motion 513 2: France/Genier  
To approve the 413 BCS BOD Minutes as presented.

CARRIED

**3. Business arising from minutes:**

3.1 413. 5.1 Athlete Fee Proposal

Attached is a comparison of the Athlete Program fees from the present procedure to the suggested change from the Athlete's Council. A the comparison with the previous model, Athletes' Council Proposed and a third variation "Equal". The Board discussed the options with Sarah R and Cody. The skeleton fees will continue as per the last two years. The concept of a flat fee for World Cup bobsleigh members was supported and Cody was going to take back and do some more work to refine the proposal.

PENDING

**4. General Operations Update.**

**4.1 CEO Report: 513**

1. General:

- a. A majority of time has been preparing for the annual Sport Canada contribution agreement funding application. We had our Program Officer, Michelle Killins come out for a day to discuss several key topics: Contribution Agreement, Cash Flow reporting for Sport Canada, and the Sport Funding and Accounting Framework V document. The most significant issue for BCS is the assessment based upon the SFAF V, which will take place in the fall, based upon the acceptance that we are an eligible sport. This assessment will determine the amount of our Core Funding from Sport Canada for the next 4 years. Presently BCS gets about \$438,000 per year. A sport can gain or lose no more than 15% in their core funding based upon the SFAF

- Funding. ACTION: review the SFAF Accountability Performance Measures for the Sport Support Program (attached) for the June 17<sup>th</sup> meeting.
- b. Jody and staff are fine-tuning the March 31, 2012 financials. We are still identifying some required adjustments based upon previous accounting. The financials will be going to the auditors at the end of the month. (Attached)
  - c. In discussion with several not for profits and a review of the compliance documents from Canada Review Agency and our RCAA designation, there is sensitivity to our Adopt a Slider program as presently operating. Our donation brochure and website clearly states that any donation is given free and clear of obligation on behalf of the Federation to direct the funds towards a person, but they may ask our consideration. We are also diligent in ensuring that no funds are given to an athlete. BCS directs funds from donations for expenses on behalf of our athletes and we do not give money directly to an athlete, in general, but have reimbursed on the odd occasion where verifiable receipts have been turned in clearly showing training or living expense has been paid. ACTION: BCS needs to review our donation procedures to ensure compliance with CRA regulation and develop policy accordingly. *It was agreed that Reid would contact BDO to determine if they could provide an opinion, pro bono. PENDING*
  - d. BCS participated in an NSF Enhancement Evaluation conducted by Deloitte on behalf of the COC. The initiative was to assist the leadership of NSF's to review their leadership and administrative functions in relation to themselves and other NSF's. While we have received no results as of yet, an area of concern that I feel needs to be focused upon is the area of NSF Risk Management. This area is critical as we move forward with the Sport Canada SFAF V, but is also prudent for the Federation. I have attached two links that may provide a genesis for further discussion. ACTION: review the attached links for June 17<sup>th</sup> meeting NSF Risk Management Guide.
  - e. BCS has submitted a letter of intent to be considered to host the 2017 World Championships in Whistler. While I had checked with Park City and they were not bidding and I have surmised that Lake Placid had just held the Worlds, I didn't take into consideration that the actual event would leave 7 years between World Championships in Lake Placid. Lake Placid has asked our consideration of withdrawing our bid so that the two North American bids do not compete with each other. The other bidding entities are: Sochi and Altenberg. ACTION: Confirm or withdraw the BCS bid for the 2017 World Championship in Whistler. *It was decided that BCS would not withdraw the bid for the 2017 World Championships.*
  - f. Attached is a comparison of the Athlete Program fees from the present procedure to the suggested change from the Athlete's Council. I have done the comparison with the previous model, Athletes' Council Proposed and a third variation "Equal" ACTION: Review Athlete Program Fee procedure (attached). *The Board discussed the options with Sarah R and Cody. The skeleton fees will continue as per the last two years. The concept of a flat fee for World Cup bobsleigh members was supported and Cody was going to take back and do some more work to refine the proposal. PENDING*
  - g. BCS has been assigned two ICC competitions: Calgary and Whistler and one North American Cup in Calgary. These events are direct costs to the Federation. The estimate budget for the 2 ICC is \$90K and the NAC is \$48K. We have sought out some cost saving with the NAC through facility and a Calgary Hotel Association sponsorship that would reduce the cost by half. We are not able to significantly reduce the cost of the ICC events. RECOMMENDATION: To decline hosting of the ICC events for this year. *It was agreed that we would send correspondence to FIBT that we decline the invitation to host these two events. However, we will engage Whistler track to see if there is interest in hosting the event with all costs covered by Whistler. PENDING*

## 4.2 Finance

Don presented the financial with Jody:

- The auditors are now reviewing the books and making adjustments.
- One of our final adjustments was a payment to Eurotech for \$105K was entered as a capitalization and it may be required to record as an expense which will increase our negative balance.
- The auditors are reviewing the issue of sled capitalization as we have expensing the costs to Eurotech but at the end of the contract, March 2014, all the sleds will be the property of BCS, which will be realized as an asset and need to be amortized.
- The Audit Committee met and reviewed the management letters from the auditors from the previous year. The Board received the minutes of the Audit Committee 513. Attached

## 4.3 Marketing/Development:

Shivauna provided the Board with the April 2013 Prospects listing that she developed which shows all present and prospective sponsors as well as those that have declined.

### **PARTNERSHIPS**

#### 1) 2013 Partnership Report

##### Ongoing

- Globe & Mail
- BMW
- Constellation Brands (Inniskillin)

##### New

- Great Clips
- Dairy Farmers of Canada
- Visions Electronics
- Stantec
- ATB Financial
- Bet 365
- Safeway
- Starwood
- Suncor
- White Spot Restaurants
- Rogers
- Telus
- Travel Alberta
- Tourism Calgary
- Calgary Hotel Association

##### Declined

- Scotiabank
- Chevron
- Canadian Tire
- Teck
- TransCanada
- Goldcorp

## **5. Athletes' Business**

- Discussion around the fees was noted above, No new business

## **6. Officials Report**

- No Report

## **7. New Business**

### 513.7.1 BCS Bylaws

Reid and Don met with Sarah in Ottawa in April and discussed the bylaw change requirements for the BCS and BLSC bylaws in order to meet the requirements of the new Not For Profit act, which we must be in compliance with by October 2014. Sarah has reviewed the bylaws and consulted with a fellow attorney who been working with the Act for other NFPs. Sarah presented the first draft of both set of bylaws. Don will review the changes and provide feedback to Sarah. It is the intent to accept the amended bylaws in time to present to the floor of the BCS AGM in July.

PENDING

### 513.7.2 Review of Policies

It has been noted through preparation for the SFAF V that BCS does not have an official policy whereby the Board reviews major policies of the Federation

#### Motion 513.7.2 France/Genier

That the BCS Board of Directors will review and update as required all key policies of the Federation in the year after each Olympic cycle: 2014-2015, 2018-2019 etc., unless otherwise stipulated. The key Federation policies are noted as, but not limited to: Code of Conduct – all, Discrimination and Harassment Policy, Dispute Policy, Appeals Policy

CARRIED

CLOSED

## **8. Adjournment**

- Meeting adjourned 20.30

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**NEXT MEETING AIC – 3<sup>rd</sup> Floor Boardroom  
Monday June 25, 2013**