



BOWLS CANADA BOULINGRIN

ANNUAL GENERAL MEETING

August 18, 2013
Holiday Inn and Suites, Vancouver, British Columbia
9:00am PST – 1:00pm PST

Mission Statement

***To promote, foster and safeguard the sport of outdoor and indoor bowls
in all its forms in Canada through events and programs***

MINUTES

1. Attendance

Ian Tyzzer	BCB President/ Acting Treasurer
Terry O'Neil	BCB Vice President
David Mathie	BCB Director; International Competition
Tim Mason	BCB Director; Sport Promotion & Sustainability
Jim Aitkin	British Columbia Representative
Neil Douglas	Alberta Representative
Gary Laurence	Saskatchewan Representative
Betty Van Walleggem	Manitoba Representative
Alan Dean	Ontario Representative
Rich Peart	Ontario Representative
Karen Peart	Ontario Representative
Andy Wepruk	Quebec Representative
Anne MacDonald	Nova Scotia Representative
Pat Beggs	New Brunswick Representative
Anna Mees	Executive Director, BCB
Kevin Ferguson	Office Administrator, BCB

2. Call To Order

President Ian Tyzzer called the meeting to order and made introductions of those in attendance.

3. Period of Remembrance

A minute of silence was held to remember all the Lawn Bowlers who had passed away in 2012/13

4. Introduction of Guests

Guests attending this year's Annual General Meeting were Rosalie Parsons-Brown and Marilyn Baron

5. **Approval of Agenda**

<u>MOTION 1</u> That the agenda be accepted as circulated.	A. Dean/ G. Laurence
	Carried

- Alan Dean asked that Coaching, membership and Pan Am games be discussed in meeting
- Ian Tyzzer explained that BCB had a presentation for later in the meeting

6. **Declaration of Conflict of Interests**

Ian Tyzzer stated that he has a conflict of interest with the IT consultant for BCB, Supergeek Ltd. Our consultant is married to Ian's niece. However, Ian confirmed that he derived no financial or other benefit from the situation and that the relationship was completely professional.

7. **Approval of Minutes from 2011 Annual General Meeting**

<u>MOTION 2</u> That the minutes be accepted as circulated.	J. Aitken/A. Dean
	Carried

- Jim Aitken stated that there was no start or end time listed for the meeting
- Jim Aitken also mentioned that there was little to no detail of what transpired during the meeting.
- Ian Tyzzer asked what sort of minutes the table would like to see, and received no response

8. **President's Address and Report**

Ian Tyzzer, President of Bowls Canada, presented and answered questions regarding President's Report.
(Please see attached Annex 1)

<u>MOTION 3</u> That the President's Report be accepted as circulated.	T. O'Neil/G. Laurence
	Carried

Key Issues Discussed

- **Governance**
 - o New governance structure now in place with catalyst being Canada's new Not for Profit Act.
 - o The new governance structure is moving away from an operational board and towards a skills based policy board
 - o Gary Robinson and Shirley Lenarduzzi were recognized for their work on the new governance structure and revised by-laws.
 - o BCB board was under-staffed with the resignation of directors and Executive Director Marc Leger.
 - o BCB office was maintained by Kevin Ferguson (Office Administrator) and Ian Tyzzer (in a voluntary capacity) until the hiring of new Executive Director Anna Mees in June 2013

- **Major Events/Projects**

- There has been a full High Performance Program review. This was completed by Terry O'Neil, Don Caswell and Bob North.
- The 2012 World Championships were one of the most successful for Canada. Our three medals were the most outside of New Zealand and Australia. Announced that this event has put Kelly McKerihen on the World Bowling map
- Our HP funding for 2013/14 has been cut 100% as the BCB high performance program did not meet Sport Canada standards. Bowls is not the only sport to be in this position.
- Coaching is an area that needs to be looked at and worked on. Main information source is The Locker maintained by the Coaching Association of Canada. This information is now available to all of the provinces
- LTAD manual introduced, but there has been no follow-up since the departure of Kevin Penny due to a lack of capacity.

- **New Start**

- BCB has revealed a new logo. Thus far the feedback has been very positive
- Along with the logo, a new website was launched. Problems have arisen. Website is a work in progress, with several different individuals having played a major part in getting this off the ground
- BCB has recently signed a three year agreement with Kukri to be our official clothing provider
- Alan Dean mentioned that we should consider nominating Kukri at the Canada Sport Awards.

- **Domestic Championships**

- Big thank you to David Calam for all of the work at the 2013 Canadian Singles Championship in Regina. The competition was a success.
- Terry O'Neil has taken on the role of collecting feedback from the event to see where improvements could be made. BCB is asking that members contact Terry with any feedback.
- Junior Championship went well
- This year BCB has also changed the Under 25 event to a true Canadian Championship. As World Bowls did not host an Under 25 World Cup, BCB made the decision that If Canada receives an invitation to the Tiger Bowls event in 2014, the winners from 2012 and 2013 will be invited to join a Canadian Development team to attend the event.
- BCB is continuing to look into the feasibility of hosting an international event for young bowlers. A minimum of 18 months is required to source funding for an international event. Funding would be required from all levels of government.
- Membership will need to get behind this effort for it to be successful
- This year we have added a Triples event to the Canadian Championship. This will be reviewed after completion

- **Officiating**

- New umpire training program is being piloted
- Officials training manuals are being updated
- Will have a new structure in place that will raise the bar

- **The Future**

- We will be working towards the restoration of the HP Funding
- We need to re-establish coaching/athlete development
- BCB will work on establishing better communication with the provinces and its members
- BCB would like to host a Membership Summit whereby all the member associations could come together to collaboratively identify priorities for the BCB 2016-2020 strategic planning process. This suggestion was received positively and as such the BCB office staff and Board of Directors will work on making this happen as soon as possible.
- Gary Laurence asked why was the HP funding cut
 - Anna Mees responded that essentially BCB's High Performance program did not meet the Sport Canada definition of effective high performance programming. For example, Sport Canada is looking for an HP program that is run by consistent technical leadership using an annual plan that integrates sport science, periodizations, performance objectives, and baseline testing. The overall program annual plan should be individualized for each athlete. Reporting, monitoring, regular testing, and program evaluation measured against the annual plan are all expected by Sport Canada. This is the first time that sports have been measured against these standards and as such many sports are in a similar position as Bowls Canada.
- Alan Dean commented that it would be useful to have the reports circulated in advance for future meetings. It was acknowledged by the BCB office staff that every effort will be made to do so for next year.

9. **Executive Director's Address and Report**

Anna Mees, Executive Director of Bowls Canada presented and answered questions regarding Executive Director Report.
(Please see attached Annex 2)

MOTION 4	A. Dean/T. O'Neil
That the Executive Director's Report be accepted as circulated.	
	Carried

Four Main areas of concentration for 2013/2014

- **Membership Services**

- establish efficient communication pathways amongst the membership
- coordinate a consolidated sport promotion strategy
 - All major information needs to be translated and released simultaneously in both official languages going forward.
 - BCB Website is a great tool and we need to improve the navigation to make it as effective as possible.
 - As a not for profit organization, the members are both the owners and the clients. This means that the members ARE Bowls Canada and as such need to be accountable to each other.

- **Domestic Development**

- identify an implementation plan for long-term athlete/coach/officials development,
- confirm a sustainable national competition structure

- Coaching records maintained by Coaching Association of Canada have been transitioned to the new database: The Locker. The Locker is only as good as the records that were maintained. There are over 1.2 million records in the Locker stretching back to the early 1970's. The storage of data has evolved significantly over the decades and older records are not as complete as newer records. BCB now has the access to update their data in the Locker, but we do not have the CAPACITY to do so. Determining a strategy for updating the data is important and a strategy to get this done needs to be implemented.
- **High Performance**
 - Confirm commitment to and reinstate national funding for the high performance program. <<NOTE: Anna Mees met with Sport Canada in September of 2013 and it was discovered that if Bowls Canada does not meet Sport Canada's requirements for a High Performance Program by January 2015, then Bowls Canada will no longer be eligible for any federal funding from Sport Canada. This funding currently represents approximately 50% of BCB's annual budget. As such, at this point in time every effort is being made to ensure compliance with Sport Canada standards.>>
 - identify sustainable and meaningful junior/ "pre-High Performance squad" developmental opportunities
- **Governance/Operations**
 - finalize the last legalities required by the new Not-for-Profit Act; All of the work has been done and we are awaiting final approval
 - continue to support BCB via the Board on the transition to operationalize the new governance structure
 - There is a huge cultural change in place right now
- Alan Dean asked about a carding structure in lawn bowls. Anna Mees responded that it might be possible but that there are currently significant difficulties to overcome; therefore it is unlikely to make progress at this time. For example, BCB does not meet one of the very first eligibility requirements: we do not have a high performance program that meets Sport Canada standards and receives federal funding.

10. **Treasurers Report and Financial Statements**

Ian Tyzzer, Acting Treasurer of Bowls Canada, presented and answered questions regarding Treasurers Report.

(Please see attached Annex 3)

A) Auditors Report

- No observations by auditor
- BCB made a small surplus for the fiscal year 2012/2013

MOTION 5

That the auditing firm of Ouseley, Hanvey, Clipsham and Deep be retained as BCB auditors to complete the audit for 2013/2014.

T. O'Neil/D. Mathie

Carried

B) Budget Update

- For full details, please see the Notes Accompanying the Budget Update Dated 10th August 2013 in Annex 3.
- Still budgeting for a surplus but it is still comparatively early in the year.
- Sport Canada funding has gone up to \$203,000 for this year. This means that for the first time Sport Canada funding is higher than membership fees
- The \$20,500 listed under Sport Canada relates to the restricted funds that must be used for the programs indicated.
- The allocation to the Coaching program has been increased in anticipation of a major effort in this area.
- Entering a new era with the high performance program [including the national team], funding has been allocated for two camps this year inclusive of athlete assistance. Funding has also been allocated for a subsidy towards attendance at Tiger Bowls in 2014.
- \$6,000 has been allocated to the Junior program in an effort to raise the profile of this important program.

C) Investment & Endowment Fund

- For full details, please refer to the *BCB Endowment Fund Details, Letter Outlining the Position of the Fund, and Investment Report 2012-2013* in Annex 3
- The Endowment Fund totals \$180,835. It should be noted that this represents an original investment in Mutual Funds of \$153,000 and that, following a write-down of \$19,000 due to the economic downturn in 2008-2009 the funds have since rebounded strongly to more than recover their original value.
- Endowment fund investments can be considered conservative and, whilst not being amongst the higher earning funds, are considered to be safer in times of economic uncertainty
- BCB is still looking for a volunteer to help strengthen the management of the Endowment Fund.
- The Investment monies placed in mutual funds are divided between two separate accounts to give a balance between equities [stocks and shares] and fixed income [bonds etc.] investments.
- During the last fiscal year, the Canadian stock market – in which the bulk of the funds are invested – has performed modestly. Against this background it is pleasing that our investments have remained stable, and in fact have increased by 6.25% during the fiscal year.
- Jim Aitken asked if documents can be sent to everyone via email
 - o Kevin Ferguson to circulate with the AGM minutes
- There was a discussion about officiating and money that is available to them.
 - o Ian stated that there is money set aside. Rich Peart, Gary Laurence and Pat Beggs all said they had no idea it was available for the funding officials outside of the hosting grant
 - o There is money budgeted for officials expenses for each national championship.
 - o This needs to be more clearly communicated to the host organizing committees for future national championships

MOTION 6

That the Treasurer's Report be accepted as circulated.

D. Mathie/R. Peart

Carried

11. **Confirming Resolutions of the Board Action**

<u>MOTION 7</u>	J. Aitken/ T. O'Neil
To accept all actions of the BCB Executive and Directors during the fiscal year April 1, 2012 to March 31, 2013.	
	Carried

12. **Other Reports**

Tim Mason gave a report on Promotion & Sustainability

- Four Key Areas
 - o Brand Awareness
 - New Logo, revised Website, upcoming BCB Apparel will carry the same corporate brand
 - o Media & Communication
 - o Community Involvement
 - Getting the public Involved: local schools, Scouts Canada, local businesses looking for a corporate team building event.
 - o Marketing Materials need to be further developed so that the sport can be promoted on a national level

13. **Elections**

- **6 positions up for election**

- **3 nominees came forward**

- o Terry O'Neil (Vice President)
 - o Pat Vos (Secretary)
 - o Mary Wright (Domestic Competition)
- All members elected by acclamation.
 - It was noted that the Board will continue to recruit for the position of Treasurer.

14. **New Business**

- Jim Aitken brought up two issues:
 - o Limit number of non residents on the National Team to 20%
 - This issue was noted and will be brought forward to the High Performance Committee for their consideration
 - o The position of National Chief Umpire should be a standalone position and the person filling this post should not simultaneously be the Provincial Officiating Coordinator
 - It was noted that this is actually a provincial decision and provincial associations are free to determine policies regarding the role of the Provincial Officiating Coordinator

15. The meeting was adjourned.

<u>MOTION 10</u>	A. Wepruk/N. Douglas
To adjourn the BCB Annual General Meeting.	
	Carried