



BOWLS CANADA BOULINGRIN

ANNUAL GENERAL MEETING

September 25, 2022
Virtual Meeting via zoom
5:00 pm EST – 6:37 pm EST

Bowls Canada Boulingrin is the governing body responsible for lawn bowls in Canada and our mission is to advance the sport of bowls in Canada.

DRAFT MINUTES

Bowls Canada Members' Representatives:

Harry Carruthers	Bowls British Columbia
Heather Mackie	Bowls Alberta, Director
Ernie Meid	Bowls Saskatchewan, Vice-President
Brian Kullman	Bowls Manitoba
Phillip Francis	Ontario Lawn Bowls Association, President
Bruce St. Louis	Quebec Lawn Bowling Federation, President
Cameron Lefresne	Lawn Bowls Nova Scotia, President

Bowls Canada Board:

Kathryn MacGregor	Chair
Anne Mathewson	Secretary
Dennis Verge	Treasurer
Cathy Selzler	Director
Jeff Harding	Regrets
Laura Seed	Director
Chris Stadnyk	Director

Guest Observers:

Kathleen Reynolds	Bowls Saskatchewan – Office Manager
Pat Vos	Bowls AB – ED
Rob Galipeau	OLBA -- ED
Ralph Ellis	OLBA – Vice-President
John Fantin	OLBA -- Treasurer
Derek McKie	Director Candidate

Regrets:

Foch McNally	Prince Edward Island Lawn Bowls Association, President
Gloria McLaughlin	Bowls New Brunswick Boulingrin, President

Bowls Canada Staff:

Anna Mees, CEO | Jake Schuknecht, Bowls Development Manager |

Introduction

The meeting was opened with the following acknowledgement:

We begin today by acknowledging the Indigenous Peoples of all the lands that we are on today. While we meet today on a virtual platform, I would like to take a moment to acknowledge the importance of the lands, which we each call home. We do this to reaffirm our commitment and responsibility in improving relationships between nations and to improving our own understanding of local Indigenous peoples and their cultures. From coast to coast to coast, we acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people that call this land home. We also acknowledge that the land on which our national office resides is the traditional unceded territory of the Algonquin Anishnaabe People.

1. Roll Call of Members and Credentials Committee

- After Anna Mees took care of ensuring all attendees understood how to operate the features of the virtual meeting including how to vote during meetings, Chair Kathryn MacGregor called the meeting to order at 5:02 p.m. A roll-call of delegates was completed. Kathryn MacGregor introduced the board members present.

2. Period of Remembrance

- A minute of silence was held to remember all those from our Lawn Bowls community who had passed away since the last AGM.

3. Establishment of Quorum and Appointment of Scrutineers

- Quorum was established with sufficient representatives from the membership. The scrutineer was appointed.

<u>MOTION 1</u>	Harry Carruthers/Phillip Francis
That Jake Schuknecht be appointed to serve as scrutineer.	
	Result: Carried Unanimously

4. Introduction of Guests and Board Members

- Kathryn MacGregor introduced the following guests:

Pat Vos	Bowls AB – ED
Kathleen Reynolds	Bowls Saskatchewan – Office Manager
Rob Galipeau	OLBA -- ED
Ralph Ellis	OLBA – Vice-President
John Fantin	OLBA -- Treasurer
Derek McKie	Director Candidate

5. Approval of Agenda

The request was made to move the Treasurer's Report forward to accommodate Dennis Verge's concurrent duty as Senior Triples Championship scorer.

MOTION 2	Phillip Francis/Harry Carruthers
That the agenda be accepted as modified.	
Result: Carried Unanimously	

6. Declaration of any Conflicts of Interest for Voting Delegates

- List any identified conflicts: e.g. It was recognized that each delegate holds a leadership position within their respective Provincial Association. Cameron Lefresne declared an additional conflict, as a member of the Canadian national team.

7. Approval of Minutes from 2021 Annual General Meeting

- The Chair called for discussion regarding the 2021 AGM minutes.

MOTION 3	Brian Kullman/Cameron Lefresne
That the minutes of the 2021 Annual General Meeting be accepted as circulated.	
Result: Carried Unanimously	

8. Treasurers Report and Financial Statements

- The following financial documents were circulated prior to the meeting:
 - BCB Final Statements 2022
 - Notes for Audited Statements 2022
 - BCB Investment Funds Report 2022
 - 2022-23 Budget Approved
\$830,000 budget has been developed. We did not receive the amount of government funding that was anticipating. Return to competition is the primary focus for this year, after which BCB will complete the many development projects were started in 2021-2022. Bookkeeping processes have been changed as BCB has moved into the digital age where payments are processed in real time and cheques are not shipped back and forth across the country.
 - 2022-23 Approved Plan
- Bowls Canada Treasurer Dennis Verge shared that he had reviewed the financial statements in collaboration with the Finance and Audit Committee in his role as chair of the committee. The Committee agreed the statements are an accurate financial representation of Bowls Canada Boulingrin for the fiscal year ending March 31, 2022 and as such the statements were accepted by the Board. Other notes included:
 - BCB has managed to maintain its good financial position in spite of continued challenges of the pandemic. (Assets increase by 4k)
 - BCB continues to live within its means, showing a small net revenue, while investing in many new initiatives (Safe Sport, Para Bowls, gender equity among others). (Net revenue 11k)

- Changes in BCB financial policy will allow management to use up to 10% of the Endowment Fund (renamed the Gift Fund) for operational purposes to meet growing demands of the organization in servicing its Members.
- Dennis also noted in the Annual Investment Report the following:
 - Prudent investing has enabled BCB to grow its assets during a volatile investment climate. (Investments increased by 22k)
 - Equities did well in 2022 and resulted in gains in the portfolio. (increase of over 21k) while rising interest rates meant bond funds did poorly. (loss of 4K)
 - The goal for long term investments is to maintain a ratio of 70% equity and 30% fixed income as recommended by the BCB financial advisors and supported by the BCB Board.
 - For short term investments, GIC's rates continue to rise as a result of rising interest rates. Most of BCB GICs are coming due next year and BCB should be able to take advantage of rates in excess of 4% when they come due.

Delegates were given an opportunity to ask further questions and make comments:

- Question was asked about: Member fees shown on the budget represent the 50% billing that has already been invoiced, with the balance invoiced in October.

MOTION 4	Harry Carruthers/Bruce St. Louis
That the financial reports, including the Auditors' Report be accepted as presented.	
Result: Carried Unanimously	

9. Auditors Report and Appointment of Auditors

- Dennis Verge confirmed that our Auditors, Ouseley Hanvey Clipsham Deep, have presented an unqualified opinion that the Financial Statements are an accurate representation of the events for the period ending March 31, 2022. On behalf of the Board, he recommended the appointment of Ouseley, Hanvey, Clipsham, Deep LLP as BCB auditors for fiscal year ending 2022-2023.

MOTION 5	Phillip Francis/Heather Mackie
That the auditing firm of Ouseley, Hanvey, Clipsham Deep LLP be retained as Bowls Canada auditors to complete the audit for the 2022-2023 fiscal year.	
Result: Carried Unanimously	

10. Chair's Address and Report

- Kathryn MacGregor shared the Chair's Message 2022:
 - A new way of doing things will be required to succeed in the post-pandemic world. In 2021 Bowls Canada reviewed its membership structure.
 - As of December, 2021 overall club membership was down 18.5% from 2019. The ongoing impact of Covid-19 on clubs and the varying restrictions and safety protocols across the country influenced many participants being somewhat hesitant to return to bowls. Bowls Canada's

decision to cancel competitive Championship events in 2021 also factored into certain segments of our membership's choices to participate in bowls.

- For the 2021-2022 fiscal year, the Board of Directors and Bowls Canada staff identified three key primary themes to support bowls in Canada:
 - Volunteer Empowerment,
 - Safety in Sport, and
 - Inclusion
- The Board directed the staff to identify new best practices and resources to assist volunteers at all levels and development on resources such as online learning modules and policy templates was initiated.
- The Safe Sport 101 online platform launched this year and over 70 clubs were supported with these resources was a critical milestone.
- Thanks to the assistance of a federal *Innovation Initiative* grant, the new *Just Roll With It* para program was implemented at two pilot sites. The resulting resources and best practices will serve as solid foundation to encourage increased inclusion in bowls activities across Canada in the years to come. As a director for visually impaired bowlers, Kathryn was personally thrilled with the success of this project and expressed gratitude to the volunteers of the Nepean Lawn Bowling Club and the Commonwealth Lawn Bowling Club who hosted the two pilots.
- The Board appointed a new Strategic Planning Committee this year. This Committee was directed to initiate the required research and engagement to allow for the development of a comprehensive strategic plan to take Bowls Canada into the future beyond 2022.
- Kathryn also expressed sincere, gratitude to the many people and associations who contribute to Bowls Canada including the Government of Canada, sponsors and the many donors who helped support the organization over the last year. She also recognized the dedication and passion of the BCB Directors and staff who continue to devote their passion to advancing the sport and organization.
- Two Directors are stepping down this year. Cathy Selzler and Jeff Harding have both exemplified outstanding service over their years on the board. In addition to their regular duties as directors, both served on the membership engagement task force in 2020. Additionally, Cathy has chaired the Governance Committee over the last two years which has worked on a comprehensive review of the by-laws and overseen an ongoing updating of BCB policies to ensure that they meet the needs of our membership. In addition to serving on the Finance and Audit Committee for the last year, Jeff has also served as the Chair of the Strategic Planning Committee. On behalf of the Board and the association, sincere gratitude was extended to these two individuals.
- As the organization builds a new Board this upcoming year, its primary challenge will be to ready BCB to rise again in this new reality.

Delegates were given an opportunity to ask questions:

- No questions were asked

MOTION 6

Cameron Lefresne/Brian Kullman

That the Chair's Report be accepted as presented.

Result: Carried Unanimously

11. CEO's Address and Report

- Anna Mees identified that the year was very challenging, but also presented an opportunity for the bowls community to work together to overcome the challenges we all faced with the global pandemic.
- Noting that Kathryn had already identified the key highlights of the year, Anna clarified that her report was outlined as the Annual Report which was distributed to members and will be available on the BCB website in both official languages as the 2021-2022 Annual Report. The previous Strategic Plan will wrap up at the end of this calendar year.
- She concluded by thanking the Directors of Bowls Canada who rose to the leadership challenge of the pandemic and all the representatives of the membership who continued to meet in the spirit of collaboration and overcoming challenges to better the sport as a whole.

Delegates were given an opportunity to ask further questions:

- No questions were raised.

MOTION 7	Phillip Francis/Bruce St. Louis
That the CEO's Report be accepted as presented.	Result: Carried Unanimously

12. Other Reports

- Provincial Reports were circulated in the AGM Meeting Package.
- Comments: OLBA's report is forthcoming.

Delegates were given an opportunity to ask further questions: No questions were asked

MOTION 8	Harry Carruthers/Phillip Francis
To accept all provincial reports as submitted.	Result: Carried Unanimously

13. Amendments to the Bylaws

In 2021, the by-laws underwent an extensive review. At the time of approval, Phillip Francis of the OLBA requested that further consideration be given to sections 2.9 and 2.10 d) with respect to termination of membership. BCB commissioned review of these sections by their legal counsel who advised to leave the bylaws as is, but to clarify the process by which the Board identifies prescribed dates for monies owed and the process by which the association collects outstanding debts from members through financial operational policy.

As a result of this review, the Board recommended that the by-laws not be amended at this time, but that the financial policy of the organization be updated to reflect both a clear definition of "deadline dates prescribed" and a due process for the collection of membership fees and other debts owed by members.

Discussion ensued: Phillip Francis was asked directly if OLBA would approve the recommendation. Implementation of a dispute resolution process was concerning. The CEO clarified that the Board would implement the process but not to the detriment of the organization. The Financial Policy would be

amended to clearly outline what happens when a member does not pay on time, as operational policies are easier to change than changing the By-laws. Phillip was in agreement.

Harry Carruthers asked if the member would cease to no longer be affiliated. The date prescribed is not the date of the invoice, but is the date the Board stipulates after a number of mechanisms have been employed to make arrangements for payment.

MOTION 9

Phillip Francis/Harry Carruthers

Be it resolved that the by-laws not be amended at this time, but that the financial policy of the organization be updated to reflect both a clear definition of “deadline dates prescribed” and a due process for the collection of membership fees and other debts owed by members.

Result: Carried Unanimously

14. Elections to the Board of Directors

- The nominations report was made available in advance of the meeting.
- As outlined in the by-laws, the Board is composed of a minimum of 7 and a maximum of 9 Directors. Based on the transition plan to the new term of three year and the resignation of Directors over the last year, the following vacancies were available to join Dennis Verge and Laura Seed as Directors:
 - Up to three 3-year terms
 - Up to two 2-year terms
 - Up to two 1-year terms
- The following candidates stood for election:
 - Incumbents Kathryn MacGregor, Anne Mathewson and Chris Stadnyk
 - New applicant: Derek McKie

MOTION 10

Harry Carruthers/Cameron Lefresne

To elect Anne Mathewson, Chris Stadnyk and Derek McKie to a three-year term and Kathryn MacGregor to a one-year term.

Result: Carried Unanimously

- Congratulations to all incoming Directors.
- It was noted that Jeff Harding had agreed to stay on the board in his existing term until a prospective candidate could be identified. As per By-law 4.15, the Board has the ability to appoint qualified individuals to fill vacancies for the remainder of the unexpired term. The Nominating Committee received indications of interest after the deadline date had closed and would be following up with these candidates for consideration by the Board.

15. New Business

- The new Strategic Plan for 2023-2026 was presented to the membership.
- The draft plan and a report outlining the process by which the plan came together was circulated to the membership.
- Questions: no questions were asked

- Comments: Bruce St. Louis and Anne Mathewson commented that the team that developed the plan was a cohesive group that worked well together and did not hesitate to challenge each other.
- Discussion: Phillip Francis commented that the initiatives that come out of the plan need to be communicated in the short term as the members are working on their 2023 budgets and business plans for next season.

Motion 11

Bruce St. Louis/Cameron Lefresne

To endorse the 2023-2026 Strategic Plan.

Result: Carried Unanimously

Phillip and Cameron extended thanks to Anna Mees and the BCB team for their leadership in implementing this year's nationals. The CEO thanked the host organizing committees in Windsor, Burlington, Port Credit and Victoria. A review of the existing protocols will take place to make future events more sustainable.

Adjournment

With no other business to be conducted, the meeting was adjourned at 6:37 pm Eastern