



# **BOWLS CANADA BOULINGRIN**

## **ANNUAL GENERAL MEETING**

September 24, 2017  
Conference Call Webinar  
5:00 pm EST – 6:32 pm EDT

***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**

#### **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 webinar, President David Calam called the meeting to order at 5:03 EST. He made introductions of those in attendance:

##### **Bowls Canada Members' Representatives:**

<b>Wayne Hatt</b>	Bowls British Columbia President
<b>Grady Long</b>	Lawn Bowls Association of Alberta President
<b>Melanie Shura</b>	Bowls Manitoba President
<b>Ken Simpson</b>	Ontario Lawn Bowls Association President
<b>Ann Dittmar</b>	Quebec Lawn Bowling Federation President
<b>Dale Kidd</b>	Lawn Bowls Nova Scotia President
<b>Gloria McLaughlin</b>	Bowls New Brunswick Boulingrin President
<b>Robert Hill</b>	Prince Edward Island Lawn Bowls Association President
<i>Absent: Duncan Holness</i>	<i>Bowls Saskatchewan President</i>

##### **Guests:**

<b>Richard Gallant</b>	Treasurer of PEI Lawn Bowling Association
<b>Bonnie FitzGerald</b>	Vice-President of PEI Lawn Bowling Association
<b>Tim Lane</b>	Vice-President of Bowls Manitoba
<b>Tina Chernoff</b>	Executive Director Bowls Saskatchewan

##### **Bowls Canada Board in attendance:**

<b>David Calam</b>	President
<b>Murray Pituley</b>	Treasurer
<b>Mary Wright</b>	Director
<b>Alan Dean</b>	Director
<b>Ian Howard</b>	Director
<i>Regrets:</i>	<i>Terry O'Neil, Pat Vos, Alex Scott, Jennifer MacDonald</i>

##### **Bowls Canada Staff:**

<b>Anna Mees</b>	Executive Director
<b>Jake Schuknecht</b>	Technical Coordinator

**2. Period of Remembrance**

A minute of silence was held to remember all those from our Lawn Bowls community who had passed away in 2016/17.

**3. Establishment of Quorum and Appointment of Scrutineers**

Quorum was established with sufficient representatives from provinces.  
Scrutineers were appointed: Jake Schuknecht and Anna Mees

**4. Introduction of Guests**

The following guests were present at this year's Annual General Meeting:  
Richard Gallant, Treasurer of PEI Lawn Bowling Association  
Bonnie FitzGerald, Vice-President and incoming President of PEI Lawn Bowling Association  
Tim Lane, Vice-President and incoming President of Bowls Manitoba  
Tina Chernoff, Executive Director of Bowls Saskatchewan

**5. Approval of Agenda**

<b>MOTION 1</b>	<b>QC Ann Dittmar / NS Dale Kidd</b>
That the agenda be accepted as presented.	
<b>Unanimously Carried</b>	

**6. Declaration of any Conflicts of Interest**

No conflicts of interest were indicated.

**7. Approval of Minutes from 2015 Annual General Meeting**

<b>MOTION 2</b>	<b>NB Gloria McLaughlin / AB Grady Long</b>
That the minutes of the 2016 Annual General Meeting be accepted as distributed.	
<b>Carried – ON abstained, all others voted in favour</b>	

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

David Calam presented the BCB Annual Report as the combined President's and Executive Director's Report. This was shared with all delegates prior to the meeting.

- David highlighted the organizational challenges that Bowls Canada Boulingrin continues to face on an ongoing basis:
  - Funding – the organization continues to look for ways to diversify revenues
  - Membership Growth – steady at the moment
  - Capacity – few individuals volunteering for operational committees and board positions. There are still spaces available for all operational committees and delegates' recommendations are greatly appreciated. Additionally, BCB is still recruiting for the position of Treasurer. Recommendations from the provinces are greatly appreciated.
- David also added that the BCB Board had recently met and agreed to adjust the wording in the Competition Review Report that mandated that every National Championship round robin schedule must have three games a day. The re-wording would reflect that while this may be desirable, individual host limitations and each national championship purpose would be considered when setting the schedule going forward.

- David confirmed his commitment to the Presidents' Council as a mechanism to ensure open communication between the provinces and BCB and that the rotational schedule for hosting the Championships beyond 2018 would be discussed at the next meeting. There was general agreement to move the next meeting of this Council a little later than the scheduled date of September 27<sup>th</sup> to Tuesday October 17<sup>th</sup> at 11:30 am EDT.

**MOTION 3**

**BC Wayne Hatt / PEI Robert Hill**

That the President's Report be accepted as circulated.

**Unanimously Carried**

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

Anna Mees gave an overview of how the 2016-17 Annual Plan is aligned with the Strategic Plan and the annual budget. Anna also shared that she will be contacting all of the PSOs to see about the possibility of scheduling a visit this fall to discuss the impacts of the Competition Review decisions, gather feedback about the Senior Triples issue, and also to get a better feel for the challenges and issues faced by each province.

**Delegates were given an opportunity to ask questions:**

- Ann Dittmar (QC) asked if BCB could consider putting together a media "cheat sheet" for distribution to host organizing committees and clubs – essentially tips on how to speak to the media and present bowls in a positive light during championships and other events.

**MOTION 4**

**ON Ken Simpson / MB Melanie Shura**

That the Executive Director's Report be accepted as circulated in the format of the BCB Annual Report.

**Unanimously Carried**

**10. Treasurer' Report and Financial Statements**

The following financial documents were circulated prior to the meeting: 2016-2017 Final Audited Statements, Treasurer's Notes on Audited Statements; BCB Investment Report March 31 2017, and the 2017-18 Approved Budget.

**a. Comments by the Treasurer, Murray Pituley, regarding the reports:**

- There is a significant difference in Cash from 2016 to 2017. The increased amount in 2017 is reflective of the process of rebalancing the non-endowment fund investment to comply with the updated investment policy. As of March 31, 2017, the mutual funds in the non-endowment fund had been sold with the funds being held in cash pending being invested in laddered GICs which occurred in April 2017. Correspondingly, the investments at March 31, 2017 are much lower than the previous year. The investments are now all rebalanced to align with the new investment policy.
- There is also a significant difference in the amount of the prepaid expenses from 2016 to 2017. Prepaid expenses are expenses that relate to a future year that have been paid in advance. Because we had the Multi-Nations Tournament happening early in the 2018 fiscal year, the majority of the expenses (e.g. flights and accommodation) were incurred and paid for in the 2017 fiscal year. There was nothing comparable at the previous year end.
- There is a significant difference in the government remittances from 2016 to 2017. In 2016, the government remittances reflected the amount owing to CRA at year end. In 2017 we moved to an automated payroll service. As a result, government remittances for all salaried

staff were paid directly by the payroll service through an electronic funds transfer and were not owing at year end.

- The increased Sport Canada funds reflect the one-time hosting grant that we received for the 2016 North American Challenge.
- The large increase in donations reflects the one-time \$20,000 contribution from the two Alberta clubs (Edmonton Indoor LBC and Royal LBC) to produce videos as well as the one-time \$5,000 donation from Ian Tyzzer.
- The increase in international competitions reflects the support of two international initiatives: World Bowls Championships and the hosting of the North American Challenge. Note this line includes non-competition components as well such as running camps and scouting players.
- Membership development is significantly higher as it reflects the production of the promotional videos which were made available free to everyone via social media in the 2017 season.
- The increase in staff salaries is directly reflective of adding the full-time position of Communications Manager for the 2017 fiscal year. For the 2018 fiscal year we have a revised staffing model that reflects a half-time Communications Coordinator.
- In the end, there was no deficit, largely due to the fact that our investments performed very well, the staff did a great job of keeping expenditures down, and we were unable to complete a couple of major projects (e.g. the national membership database).
- Our investment mix will be rebalanced according to the new investment policy.

**b. Delegates were given an opportunity to ask questions and make comments:**

- BC – Wayne Hatt asked what SEI stood for in the Investment report and it was clarified that this is the name of one of the funds in which BCB has invested based on the recommendations of our advisor (BMO Nesbitt Burns).

<b>MOTION 5</b>	<b>BC Wayne Hatt / NS Dale Kidd</b>
That the Treasurer's report be accepted as circulated.	
<b>Unanimously Carried</b>	

**11. Auditors' Report and Appointment of Auditors**

Anna indicated that Commonwealth Games Canada recently performed a Request for Proposal for auditing their accounts and found that Ouseley, Hanvey, Clipsham Deep LLP provided extremely competitive rates and excellent service. Murray Pituley confirmed that he has been very pleased with the quality of the services performed to date by this firm.

<b>MOTION 6</b>	<b>PEI Robert Hill / QC Ann Dittmar</b>
That the auditing firm of Ouseley, Hanvey, Clipsham Deep LLP be retained as Bowls Canada auditors to complete the audit for the 2017/2018 fiscal year.	
<b>Unanimously Carried</b>	

**12. Confirming Resolution of Board Actions**

<b>MOTION 7</b>	<b>BC Wayne Hatt / PEI Robert Hill</b>
To accept all actions of the BCB Board of Directors during the fiscal year 2016-17 and since the last annual general meeting.	

Unanimously Carried

**13. Reports**

a. Provincial Reports were circulated in the AGM Meeting Package. Anna thanked everyone and the President echoed the sentiment that the provincial reports were very informative this year. Quebec apologized for not providing a report.

**MOTION 8**

MB Melanie Shura / BC Wayne Hatt

To accept all provincial reports as submitted.

Unanimously Carried

b. Bowls Canada Operational Committee Reports were presented as circulated in the AGM Meeting package. Ann Dittmar thanked Jake Schuknecht and Sarah Moss for all of their support over the 2017 championships season.

**MOTION 9**

AB Grady Long / QC Ann Dittmar

To accept all BCB operational committee reports as submitted.

Unanimously Carried

**14. Amendments to the Bylaws**

- In addition to the housekeeping items, the BCB Board recommended that the terms for the Secretary and Treasurer be switched so that the President and Secretary terms align and the Vice-President and Treasurer terms align. This specifically impacts Section 4.10 in the bylaws. Currently the President and Treasurer have aligned terms. As these two positions currently have the most direct links to the operations of the organization, it protects corporate knowledge to have their terms offset and minimizing the chance that both positions would be leaving at the same time.
- This proposed change would mean that the current Treasurer position would be up this year and elected for a two-year term and that the Secretary position would up for this year for a one-year term.
- It was recognized that an affirmative vote of not less than 75% of the voting members present would allow for the 45 day advance circulation requirement to be waived.

**MOTION 10**

QC Ann Dittmar / NS Dale Kidd

To accept all the proposed bylaw amendments

Unanimously Carried

**15. Elections to the Board of Directors**

A nominating committee composed of Ian Tyzzer (Chair), Mary Wright and David Llewellyn worked to recruit individuals with specific skill sets to apply to the Board. All nominations put before the AGM membership have been endorsed by the nominating committee.

**a) Officer Positions to Acclaim**

**Vice-President**

- Nomination received for Ian Howard
- No other nominations were received.

**Secretary**

- Nomination received for Jennifer MacDonald
- No other nominations were received.

<b>MOTION 11</b>	<b>PEI Robert Hill / NB Gloria McLaughlin</b>
To accept received nomination of Ian Howard for Vice-President and Jennifer MacDonald for Secretary by acclamation.	
<b>Unanimously Carried</b>	

Congratulations to Ian Howard and Jennifer MacDonald.

- b) As both Ian and Jennifer held an existing Director position on the Board, their acclamation to these new positions opened up a total of five Director positions for election.
- c) **Directors** – five positions now open
  - Nominations were received for Lorane Martin (BC), Jeff Harding (ON), Ivo Van Bastelaere (BC), Kathryn MacGregor (AB), and John Little (BC)
  - Each candidate has submitted a comprehensive application package which was distributed in advance to all members.

<b>MOTION 11</b>	<b>QC Ann Dittmar / MB Melanie Shura</b>
To acclaim the five nominations of Lorane Martin (BC), Jeff Harding (ON), Ivo Van Bastelaere (BC), Kathryn MacGregor (AB), and John Little (BC) for the available director positions.	
<b>Carried Unanimously</b>	

- Congratulations to Lorane Martin (BC), Jeff Harding (ON), Ivo Van Bastelaere (BC), Kathryn MacGregor (AB), and John Little (BC) on being elected as directors.
- On behalf of the entire organization, David Calam thanked retiring board members Murray Pituley, Terry O’Neil, Pat Vos, Mary Wright and Alex Scott for all of their hard work and dedication during their respective terms on the Board.

**16. Adjournment**

With no other business to be conducted, the meeting was adjourned at 6:32 pm EDT.