



Annual General Meeting Online Agenda

June 21, 2023 at 7:00 PM

Click on link below to pre-register for Zoom Meeting

https://viu.zoom.us/meeting/register/u5wrdeqqpjwoE9DuxUGBamF_hCFjHvn_FKzk

- **Meeting call to order & introductions**
- **Approval agenda**
- **Bursary Recipients & Coach Academy Graduates**
- **Approval of the 2022 AGM minutes**
- **Chair / ED report**
- **Financial report – 2022-23 & budget 2023-24**
- **Staff reports**
- **Election of Directors**
 - Bryan Baxter (re-elect)
 - Sue Reid Schellinck (re-elect)
 - Tony Theriault (re-elect)
- **New business**
 - Amendment to the Policy and Procedures Manual
- **Adjournment**



Board 2022 - 2023

Name	Position	Address	City	Postal Code	Cell	Email
Sue Reid Schellinck	Chair	201 Canterbury Cres.	Nanaimo	V9T 4S4	250-816-2545	susan.painot@gmail.com
Doug English	Treasurer	6685B Harwood Dr	Nanaimo	V0R 2H0	250-634-4483	doug@dougenglish.ca
Jack Smith	Director	5328 Leslie St	Nanaimo	V9V 1R4	250-713-5773	jesevergreen@me.com
Bryan Baxter	Director	200 Tahoe Ave.	Nanaimo	V9R 6R9	778-269-1033	generatedchoice@shaw.ca
Tony Theriault	Director	8791 Faber Rd.	Port Alberni	V9Y 9B7	250-616-0509	tonytheriault@hotmail.com
Lauren Lan	Director	580 B Stickleback Rd	Comox	V9M 4H8	250-650-3835	lan_lauren@yahoo.ca
Georgina Knox	Director	146 Country Aire Drive	Campbell River	V9W 6X8	250-203-1523	georgina.knox@sd72.bc.ca



**2022 AGM Minutes
Via Zoom
Wednesday June 22, 2022**

Present:

Board Members: Susan Reid-Schellinck (Chair), Doug English (Treasurer), Jack Smith, Bryan Baxter, Tony Theriault

Regrets: Lauren Lan, Sarah Wright & Dave Boehm

PacificSport Staff: Catharine Edwards, Jeannie Isbister, Kevin Lindo, Geoff Hackett, Jade Richardson

Members: Jennifer Smith, Georgina Knox, Cameron Laturus & Laurel Laturus

Call to order: at 7:02pm by Sue Reid-Schellinck

1. Welcome & Introductions

- a. PSVI respectfully acknowledges that its headquarters is located on the unceded traditional lands of the Snuneymuxw First Nation. Across our vast region including Vancouver Island and the Sunshine Coast, our members train, play, live and grow on the unceded traditional lands of the Coast Salish, Nuu-Chah-Nulth, and Kwakwaka'wakw peoples.

2. Bursary Recipients

- a. Kevin presented information about our 2022 Bursary recipients.
- b. 4 - \$500 bursaries
- c. Arthur Millar (Nanaimo) – Lacrosse, Cameron Laturus (Nanaimo) – Swimming (presented in person), Emmy Lan (Comox Valley) – Enduro Mountain Bike (video presentation), Olivia Lundman (Nanaimo) – Race Walk, Track (video presentation)

3. Adoption of Agenda

- a. Addition to New Business – Policies and Procedures Manual amendments.

Motion to accept the agenda

Motion by: Jack Smith

Second by: Tony Theriault

All in Favour – one abstention - motion carried

4. Adoption of the 2021 AGM Minutes from Sep 29, 2021

Motion to accept the 2021 minutes

Motion by: Bryan Baxter

Second by: Jack Smith

All in Favour: Motion carried

5. Chair Report – Sue Reid-Schellinck

Sue continues to be impressed on how adaptive the staff at PacificSport in these still challenging times. Quality of programs, social media presence, new programs and webinars. The Board has also done a great job with the Strategic Plan that was a lot of extra work. Thank you to all for a job well done.

6. Executive Director's Report

See attached report.

Motion to accept the Executive Director's report

Motion by: Tony Theriault

Second by: Bryan Baxter

All in Favour: Motion carried

7. Financial Report

Presented by Jennifer Smith Big Rose Bookkeeping - PacificSport's financial statements.

Standard engaged review from MNP.

Statement of Financial Position – notice the difference in Cash from 2021 to 2022. This is the influx of cash from the government due to COVID which was not available in 2022. Also, large change in investments – significant investment made in 2021 and not in 2022. Jennifer mentioned that Jeannie did a great job of managing the cash flow in 2022 due to the smaller amount for this the operating cash.

Restricted cash in the investment – capital investment.

PSVI is in a good position.

P & L shows a loss in 2022 but it is really not a loss, it is just that we did not get CEWS as we did 2021

Bryan asked if these are audited statements. The Financial Statement is a draft until it is approved and signed. It is called a "Review Engagement".

We must stay in compliance with the CRA for non-profits and the BC Societies Act. The Review Engagement is the minimum that we are required to do to comply.

When we are in a position to purchase a building then CRA would require us to have audited financials.

To accept the financial report as presented.

Motion by: Jack Smith

Second by: Bryan Baxter

All in Favour: Motion carried

8. Budget 2022-2023 – Catharine Edwards

Current draft budget reviewed.

4500 - Misc. Revenue amount of \$1000 has been removed as Jennifer mentioned that we are not eligible this year.

4775 – Income from Programs – conservative budget. Expectation to realize more as we are revamping out XploreSportZ programs.

6020 – Advertising – new website will cost less this year than our current website.

6850 – Insurance – this is up due to viaSport no longer paying for our insurance.

7240 – Misc. Expenses – contract/agreement with Drew to cover his lost wages and his support for us when we need his expertise for two years after retirement.

7885 – Sub-contract – new row to support a new grant writer to hopefully write the important grant as Drew had been successful with at the CSP.

Motion to accept the 2022-2023 with the \$1000 adjustment.

Motion by: Bryan Baxter

Second by: Tony Theriault

All in Favour: Motion carried

9. Staff Reports – See attached reports

10. Strategic Plan

Catharine presented the Strategic Plan documents that will be up on our website. Thank you to Wendy Pattenden, CEO of CSI-P for leading the staff and Board through the process.

11. Election of the 2022-2023 Directors

Sarah Wright and Dave Boehm have resigned from the Board as of March 31, 2022.

Motion to elect/re-elect the following members to the 2022-2023 board

Title	First	Last	City	Accept Nomination	Carried
Treasurer	Doug	English	Nanaimo	Yes	Yes
Director	Jack	Smith	Nanaimo	Yes	Yes
Director	Georgina	Knox	Campbell River	Yes	Yes

12. New Business

a. Policies and Procedures Amendments:

- i. Policies and Procedures Amendment form was submitted to the Board and PSVI by Executive Director Catharine Edwards on May 6, 2022.
- ii. Motion: Bryan Baxter – We adopt the policy changes proposed on the form submitted to the Board. Second Jack Smith. Passed.
- iii. Discussion held.

- iv. Motion: Bryan Baxter to amend 4.3.3.1 to include 'following the successful completion of the probationary period'. Second Doug English. Passed.
- v. Vote on the original motion with amendments. Passed.

13. Meeting adjourned 9:12pm

Motion to adjourn.

Motion: Bryan Baxter

Financial Report 2022-2023 & Proposed 2023-2024 Budget

Will be presented at the AGM or request from jisbister@pacificsport.com

PSVI Staff Reports 2022-2023 AGM

Catharine Edwards, Executive Director

What an exciting year it has been! PSVI operating with new programs, new partners and moving forward with our updated vision.

Partnerships:

Maintained existing partnerships and developed new partnerships for a total of 19.

Existing Partners:

- **SD68** – ASSAI program is ever expanding delivering quality sport/physical activity and art programming in 15 elementary schools in SD68
- **Nanaimo Child Development Centre** – NCDC advertises our inclusive programs to their clients. The staff at NCDC also assist with the content of some of our programs.
- **Country Grocer** - Country Grocer provides snacks for our ASSAI program students
- **Canucks Autism Network** - We have training and support to deliver 'I Can Play Sport'
- **Let's Play** - Let's Play provides wheelchairs for the kids in our WheelKids program as well as additional wheelchairs for our other participants. With our new WheelKids program more information about wheelchair activities is getting out into the community. We hosted a Let's Play Jr. Sports Day – “Welcome Back Tour” in August with great participation in Wheelchair athletics, tennis and basketball.
- **Mid Island Wheelchair Sports Society** - Bert Abbott of Mid Island Wheelchair Sports has given us access to a trailer full of junior wheelchairs. We use in our after-school programs and multi-sport camps. In addition, we will assist Bert with any Wheelchair Sport activities. In addition we are in negotiations to assume the trailer of adult sport wheelchairs for our programs.
- **Adapt Island** - Adapt Island is promoting central Vancouver Island's accessibility for all to the outdoors, physical activity, and sports.
- **OneAbility** - Facilitating athletic and recreational opportunities for people across the age and disability spectrum. We meet in a forum each month and network, share ideas and create new opportunities.
- **SportAbility CP Sports of BC** – Working with Jade at SportAbility a committee was formed to bring Para Hockey to Vancouver Island north. Events were held in Comox Valley and Oceanside in May 2022. Additional partners for this venture are **Comox Valley RD, Nanaimo RD, City of Nanaimo, Nanaimo CDC, Adapt Island and Sledge Hockey Victoria.**
- **PLAY Cowichan** – I am the PacificSport rep for PLAY Cowichan. Some great work is going on in the Cowichan Valley regarding physical literacy.
- **Regional Alliance/viaSport/CSI**
 - ED quarterly call July 12th with CSI
 - Participating in multiple calls regarding the 2030 Olympic Bid.
 - Attended SportScape Sept. 23rd in Vancouver with Sue. Great day of networking and meetings/workshops with other RSA members, PSO's, viaSport and CSI

- Regional Sport Alliance Face to Face meetings in Whistler Oct. 3 & 4th. Moving forward with our strategic planning dashboard.
- Safe Sport Summit meetings held Nov. 1, 2, 3rd. Information gathering meetings with athletes, coaches and technical leads of LSO around what Safe Sport means to them. Great information shared. Our own Sue Schellinck chaired two of the three meetings
- **Sport for Life**
 - Renewed School Physical Activity-Physical Literacy programs in both SD71 & 72

Events:

- Attended the Nanaimo Airport for the BC Summer Games athlete/coach send off July 20th
- Applied for Same Game Challenge with Canadian Women and Sport. Program to help organizations to develop and maintain programs for girls and women. Did not get accepted for this first round but our application stays in the rotation for the next time.
- PSVI hosted the Nanaimo Chamber of Commerce Luncheon Nov. 13th. Great event! All staff and Sue presented extremely well. Lots of great questions from the floor and hopefully new partnerships on the way. The Friends of PacificSport who attended were - Catharine, Kevin, Geoff, Jade, Bryan, Sue, Robin (parent of one of our WheelKids) and Drew Cooper.
- Attended VIU MBA Student Showcase – networking with current MBA students looking for internships.

Grants/Sponsorships:

- **SD68/BC Provincial Gov't** – After School Sport & Art Initiative grant \$148,500
- **Island Savings** continues to support our programs. In 2022 Island Savings came through with sponsorship of \$10,000 to be distributed through a number of programs:
 - PSVI Coach Academy – support 2 coach participants - \$2,400
 - XploreSportZ Programs - \$7,500 (specifically to support families with financial barriers to participating in programs.
- Received a \$2,504 **JumpStart Grant** for our XploreSportZ Fall Series – covering staff wages and facility rental
- Received \$10,000 from the **Youth Innovation Fund – Enabling Accessibility Fund** for purchasing new sport wheelchairs for our new WheelKids Cowichan Valley.
- Received - Partnering with other RSA apply for **Rally Together Grant** for developing support for LSO's
- Received \$25,000 **Spotlight Grant** from Canadian Women & Sport. Leadership program for women/girls aged 16-25 who are newcomers to Canada to become Sport Leaders and potentially gain employment with our ASSAI program and other sport/physical activity program organizations in the area. Partnering with the Central Vancouver Island Multi-Cultural Society.
- Received \$10,792 from **BC Rehab Foundation** to purchase junior sport wheelchairs for PSVI WheelKids Cowichan program.

Workshops & Clinics:

- High Five PHCD
 - Two courses delivered in Port Alberni for their summer staff
- Delivered a Pro D Physical Literacy session for teachers at Port Alberni Elementary School Nov. 21st.

Programs:

ASSAI

- Elementary Program
 - Final Reports submitted July 15, 2022 for both Elementary and Secondary programs
 - New staff at SD68 this year as Jacquie Poulin has been promote to Assist. Superintendent Elementary.
 - Hired a new Coordinator for the Elementary Program – Bree Sinnott
- Secondary School Female+ Program

- Program progressing well with new activities in all secondary schools but one.
- Rowing, Dragon Boat, Boxing, Ultimate Frisbee, crafts, Dance Team etc.

Inclusion

- WheelKids participated in the SD68 District Track and Field meet June 16th
- 15 students participated in the 4 x 8m relay and seated throws
- Amazing results and participation
- New connections in Cowichan Valley for a WheelKids program to start in January at Maple Bay Elementary School. We have some left-over sponsorship \$\$ from Island Savings to use for this program.
- Wheelchair Sports School program requests from Ecole Cobble Hill Elementary School and Aspengrove School.
- Conducted wheelchairs sports days at Cobble Hill Elementary School, Maple Bay Elementary School, Tansor Elementary School and Aspengrove School.

Staff

- Hired new XploreSportZ Coordinator to shake up our community programs by increasing creative program delivery and numbers.
- Hired 3 summer staff focused in camps and community outreach

Jeannie Isbister, Operations Manager

Year -end Financial preparations went well allowing for an AGM at end of June.
 Successful grant applications again this year for Canada Summer Jobs and BC Gaming.
 Some minor changes to accounting operations for recording of income and expenses.
 Ongoing daily operations ran smoothly.

Kevin Lindo, Athlete and Coach Services Manager

Coaching Courses & Workshops

- September signalled beginning of Coaches Week where we launched year 2 of Coach Academy
- Courses included: NCCP courses were Making Ethical Decisions, Teaching & Learning and Basic Mental Skills
- Workshops – Reconciliation in Sport, Video Analysis & Mental Performance
- Re-launched in-person Elevate Symposiums in Nanaimo & Campbell River in collaboration with Team BC ahead of the BC Games. Over 100 coaches and athletes attending

Multi-Sport Programs

- North Island IGNITE: This Centre supplies a high-performance training hub for motivated athletes from Campbell River, the Comox Valley and surrounding areas. 24 participants total

Partnerships

Maintained several key partnerships such as VIU, Nanaimo, Ladysmith & Comox Valley Parks & Recreation.

- Added Erin Anderson Yoga out of Duncan
- Long Lake Physio, Nanaimo
- Advanced Health & Sports Clinic, Nanaimo

Additional Events

- Agreed to the implementation of Coach Academy in grade 11/12 at Queen Margaret Secondary School, Duncan
- Supported BC Games Winter athletes and staff at Elevate send off
- Awarded four athlete scholarships at \$500 each for outstanding achievements

Aisha Sousa, XploreSportZ & MarComm. Coordinator

July & August

During these months we focused on promoting at events throughout Vancouver Island. Events in the communities of Mesachie Lake, Youbou, Lake Cowichan, Ladysmith, Parksville, and Nanaimo. The summer events were lots of sun and a great opportunity to talk about the organization and summer camps taking place, as well as the potential to run programming in the communities.

September-October-November-December

September-December was spent settling into the new role as XploreSportZ Coordinator and working on planning and running my first program, our Fall Series. This consisted of 8 weeks of different sports and activities that the kids could try and see if they enjoyed. We tried many sports such as Curling, Biking, Skateboarding, Cheer/Tumbling and Taekwondo. The camp ran smoothly but did consist of fairly low numbers throughout the program. We were able to financially support almost half the children to participate during this program thanks to Island Savings and Canadian Tire Jumpstart. During these months the planning of Spring Break also started!

January- February-March

There was a lot of planning during January and February to get our Spring Break plan up and running and marketed. This is also when I took on the Marketing and Communications Role. The planning of spring break was intensive but successful. The implementation and organization of the event ran smoothly when it came to sport variation, location, and communication with parents. Behaviours and burnout were the struggle of spring break camp. The days were 8–9-hour days as coordinator and required a lot of behaviour management of children whose families that were there strictly for childcare. The camps filled up with 20-25 registered kids each day of camp. Thank you to Island Savings we were able to fund about 10 children's camp experience for Spring Break. Throughout Spring Break, I was able to create some great parental relationships and child experiences that parents and children have and plan to return to future camps.

Marcom Summary Jan-March

Routine newsletters and social media posts have been consistent for the organization during this time. Throughout these months there was a lot of learning of the behind the scenes of the website. I have been able to make some updated to pages to allow for easier finding of events, documents, and information. I spent some of my time going to different programs and taking some new pictures for social media posts, website, and promotional materials.

IMPACT REPORT 2022-2023

<https://pacificsportvi.com/about/>

Geoff Hackett, Sport Development Coordinator

This document provides a summary of the programs and initiatives I was involved with in the last fiscal year between April 1, 2022 and March 31, 2023. My role involved various responsibilities in the Performance and Physical Literacy mandates of the organization in a 0.5 FTE role, with additional contract work outside my staff employment at PSVI.

PSVI Coach Academy

My main involvement in the organization is in the delivery and development of the Coach Academy program. The program started in September 2022 and my role has been central to the delivery of the PSVI led content and engagement with participants over the course of the year. In addition to the online adult program, I have made started the process of creating Sport Coaching 11, a high school coach development course that will be offered to students at Queen Margaret School in Duncan BC, starting September 2023.

School Physical Activity and Physical Literacy program

I completed the delivery of the School Physical Activity and Physical Literacy program in School District 69. The program ran through to June 22, where I delivered the 8 week program to 4 out of 7 elementary schools over the course of this fiscal. I worked with 20 teachers and over 450 students in these schools. I would take over each class for 45 minutes (4 to

5 classes per day), and lead activities that gave teachers strategies on how to integrate movement in the classroom, outside, and in the gym (the remaining schools were completed outside this fiscal year).

PLAY Comox Valley

I continued my involvement with the Physical Literacy role in the PLAY Comox Valley group. I have engagement from recreation, health, education, and sport sectors, and we are involved in various projects that promote quality physical activities in our respective sectors. Over the year, we collaborated to deliver staff training and run sport programs between LSOs and recreation centers in the Comox Valley.

Mental Performance

I have provided MPC services to local athletes and teams this fiscal year, in addition to MPC services at VIU for the Mariners program.

Bree Sinnott, ASSAI Elementary Program Coordinator

Policies and Procedures Amendment Form

Notice of any proposed changes, additions to, repeal of or amendments to the Policies and Procedures Manual must be submitted in writing, sent to and be received by the PSVI office at least forty-five (45) days prior to the PSVI Annual General Meeting (AGM). PSVI will circulate the proposed changes at least thirty (30) days prior to the AGM.

A majority (50% +1) of the members present at the AGM will be required to pass any proposed changes, additions to, repeal of or amendments to these regulations.

Please ensure that you identify the policy number in addition to stating your proposed change, addition to, repeal of or amendment.

Policy #	Proposed change, addition to, repeal of or amendment
4.3.3.1	Change to - Part-time -employees who work 15 - 30 hours per week and maintain continuous employment following the successful completion on their probationary period are entitled to the employee benefit plan offered by PacificSport Vancouver Island on a pro-rated basis. Employees working less than 15 hours per week are not entitled to the PacificSport Vancouver Island employee benefits.
4.3.3.1	Add - Casual employees are not eligible for PacificSport Vancouver Island employee benefits.

Signature: 

Name: Please print - Catharine Edwards
 Date: 27-Apr-23
 Email: cedwards@pacificsport.com
 Phone: 250-714-2405