



SYNCHRO CANADA ANNUAL MEETING
Meeting Minutes

Date: September 16, 2017

Time (From – To): 13:00 to 14:30 EDT

Location: GoToWebinar

Chairperson: Henry Scheil, President, Synchro Canada

Voting Members:

Michael Andersen Jones, President, Synchro Newfoundland & Labrador
Pam Kidney, Executive Director, Synchro Nova Scotia
Nathalie Cyr, President, Synchro New Brunswick
Julie Vézina, Executive Director, Synchro Quebec
Jill Nelson, President, Synchro Swim Ontario
Desiree Vanderwel, President, Synchro Swim Manitoba
Kathleen Reynolds, Executive Director, Synchro Saskatchewan
Helen Kelley, President, Synchro Alberta
RaeAnne Rose, President, Synchro BC

Observers:

Joel Sanders, Board of Directors Member, Synchro Canada
Judi Enns Bradette, Board of Directors Member, Synchro Canada
Gail Donohue, Board of Directors Member, Synchro Canada
Margie Schuett, Board of Directors Member, Synchro Canada
Shelby Harding, Athletes Council Chair, Synchro Canada
Jackie Buckingham, Chief Executive Officer, Synchro Canada
Cheryl McEvoy, Finance & Administration Manager, Synchro Canada
Stéphane Côté, Communications & Events Director, Synchro Canada
Jennifer Keith, Executive Director, Synchro BC
Jennifer Luzia, Executive Director, Synchro Alberta
Tanya Pohl, President, Synchro Saskatchewan
Mary Dwyer, Executive Director, Synchro Swim Ontario
Maurice Hurley, President, Synchro Nova Scotia
Louise Kennedy, International Official, Synchro Canada
Ruth Belcher, Board of Directors Secretary, Synchro Swim Ontario
Chris Hampshire, Official, Synchro Canada
Alicia Renaud, McGill University Synchro Club
Amy Bush, Coach, Olympium Synchro
Cassandra Crowder, GO Capital Synchro
Erika Lindner, Official, Synchro Canada
Helen Mokas, Coach, Performance Synchro
Isabelle McCann, Projects & Events Director, Synchro Quebec
Lianna Sottile, International Official, Synchro Canada
Lisa Balcombe, International Official, Synchro Canada
Nathalie Lagrange, Coach, Montreal Synchro

Sandy Holmquist, Official, Synchro Canada
 Theresa McGuire, Excel Synchro Club
 Lindsay Duncan, Synchro Canada Board of Directors Nominee
 Rebecca Khoury, Synchro Canada Board of Directors Nominee
 Gayle McClelland, Synchro Canada Board of Directors Nominee

Recording Secretary: Lisa Pagliarello, Executive Coordinator, Synchro Canada

Item No.	Topic and purpose																		
1.	<p>Call to Order</p> <p>H. Scheil called the meeting to order at 13:20 EDT.</p> <p>Presentation of credentials</p> <table data-bbox="261 737 876 1083"> <tr><td>Alberta</td><td>1 vote</td></tr> <tr><td>British Columbia</td><td>1 vote</td></tr> <tr><td>Manitoba</td><td>1 vote</td></tr> <tr><td>New Brunswick</td><td>1 vote</td></tr> <tr><td>Newfoundland and Labrador</td><td>1 vote</td></tr> <tr><td>Nova Scotia</td><td>1 vote</td></tr> <tr><td>Ontario</td><td>1 vote</td></tr> <tr><td>Quebec</td><td>1 vote</td></tr> <tr><td>Saskatchewan</td><td>1 vote</td></tr> </table> <p>Total 9 votes Quorum is reached</p>	Alberta	1 vote	British Columbia	1 vote	Manitoba	1 vote	New Brunswick	1 vote	Newfoundland and Labrador	1 vote	Nova Scotia	1 vote	Ontario	1 vote	Quebec	1 vote	Saskatchewan	1 vote
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2.	<p>As Board members have a voice in this meeting but no vote, H. Scheil entertained a motion to allow Synchro Canada staff and observers a voice but not a vote in the proceedings of this meeting:</p> <p>MOTION: THAT staff and observers be granted a voice at this meeting</p> <p>Moved by: J. Nelson, Synchro Swim Ontario Seconded by: K. Reynolds, Synchro Saskatchewan</p> <p style="text-align: right;">Carried unanimously</p>																		
3.	<p>Approval of Agenda</p> <p>MOTION: THAT the agenda be approved as presented</p> <p>Moved by: D. Vanderwel, Synchro Swim Manitoba Seconded by: H. Kelley, Synchro Alberta</p> <p style="text-align: right;">Carried unanimously</p>																		

4.	<p>Approval of 2016 Annual Meeting Minutes – September 17, 2016</p> <p>MOTION: THAT the minutes of the 2016 Annual Meeting be approved as presented (and amended if applicable)</p> <p>Moved by: N. Cyr, Synchro New Brunswick Seconded by: D. Vanderwel, Synchro Swim Manitoba</p> <p style="text-align: right;">Carried unanimously</p>
5.	<p>President & CEO Report</p> <p>H. Scheil gave thanks to G. Côté for his time and work on the Board the past two years. H. Scheil commented that our values (i.e. athlete focus-coach driven, excellence, collaboration, and ethics/respect) will bring Synchro Canada and the PSOs together. He has enjoyed listening to PSOs' successes and challenges and appreciated the contributions made.</p> <p>For the President Report, H. Scheil presented an update since the Leadership Session in June. H. Scheil discussed the five elements of a governance Board (i.e. legitimacy and voice, direction, performance, accountability and fairness) and presented examples of what the Synchro Canada Board has done in the past few months.</p> <p>H. Scheil thanked everyone on the call, the PSO Boards and Executive Directors, volunteers, officials, COC, OTP, Sport Canada, coaches, and athletes for their dedication.</p> <p>For the CEO Report, J. Buckingham revisited the 2014 Synchro Canada Path to Excellence which was presented during an Annual Meeting Workshop in 2014 to demonstrate the progress that has been made in the past three years.</p> <p>Please find attached the President and CEO PowerPoint Presentations.</p> <p>The next step for the Strategic Plan is to confirm the metrics to measure our success. The Synchro Canada Board has reviewed the document and it will be sent to the Strategic Planning Steering Committee in a week or two to review. The metrics will then be shared with the members.</p> <p>P. Kidney requested that all staff and committee reports respect the same deadline as the P/TSO reports.</p> <p>MOTION: THAT the President and CEO Report be received as presented</p> <p>Moved by: K. Reynolds, Synchro Saskatchewan Seconded by: D. Vanderwel, Synchro Swim Manitoba</p> <p style="text-align: right;">Carried unanimously</p>

6.	<p>Approval of Audited Financial Statement – year ending March 31, 2017</p> <p>As there was already a Finance Workshop, H. Scheil asked if there were any final questions or statements.</p> <p>MOTION: THAT the March 31, 2017 audited Financial Statements be approved as presented</p> <p>Moved by: K. Reynolds, Synchro Saskatchewan Seconded by: D. Vanderwel, Synchro Swim Manitoba</p> <p style="text-align: right;">Carried unanimously</p>
7.	<p>Appointment of Auditors</p> <p>H. Scheil proposed that Synchro Canada hire the same firm, KPMG Auditors, for the 2017-2018 fiscal year. Their fees have not increased a lot over the years and they have done a good job.</p> <p>MOTION: THAT the auditing firm of KPMG be retained for the fiscal year 2017-2018</p> <p>Moved by: H. Kelley, Synchro Alberta Seconded by: J. Nelson, Synchro Swim Ontario</p> <p style="text-align: right;">Carried unanimously</p>
8.	<p>Receiving of Standing Committee Reports</p> <p>MOTION: THAT the reports of the Standing Committees be received</p> <p>Moved by: D. Vanderwel, Synchro Swim Manitoba Seconded by: P. Kidney, Synchro Nova Scotia</p> <p style="text-align: right;">Carried unanimously</p>
9.	<p>Receiving of Provincial Presidents’ Reports</p> <p>Synchro Canada used a new report format to align with the roles and responsibilities.</p> <p>MOTION: THAT the Provincial/Territorial reports be received as circulated</p> <p>Moved by: K. Reynolds, Synchro Saskatchewan Seconded by: D. Vanderwel, Synchro Swim Manitoba</p> <p style="text-align: right;">Carried unanimously</p>
10.	<p>Notices of Motion</p>

	No bylaw change proposals were submitted.
11.	<p>Ratification of Prior Acts Done by Directors and Officers</p> <p>MOTION: THAT the acts done by the Directors and Officers of Synchro Canada in 2016-2017 be ratified</p> <p>Moved by: D. Vanderwel, Synchro Swim Manitoba Seconded by: J. Nelson, Synchro Swim Ontario</p> <p style="text-align: right;">Carried unanimously</p>
12.	<p>Election of Board of Directors</p> <p>H. Scheil, Chair of the Nominating/Governance Committee, reviewed the election process and advised the assembly that there are three (3) possible positions to fill.</p> <p>The assembly is to elect up to 3 directors for a two-year term.</p> <p>Scrutineers introduced: Shelby Harding – named by the Nominating/Governance Committee Jennifer Luzia – named by the members Cheryl McEvoy – named by the CEO</p> <p>Congratulations to all members who were elected and/or re-elected on the Board of Directors for 2017 – 2019 in no specific order: Julie Johnston – newly elected for a two-year term Judi Enns Bradette – re-elected for a two-year term Lindsay Duncan – newly elected for a two-year term</p> <p>MOTION: THAT the 2017 election ballots be destroyed (including electronic files)</p> <p>Moved by: J. Nelson, Synchro Swim Ontario Seconded by: N. Cyr, Synchro New Brunswick</p> <p style="text-align: right;">Carried unanimously</p>
13.	<p>Other Business</p> <p>No other business was brought forth.</p>
14.	<p>Adjournment</p> <p>MOTION: THAT the meeting be adjourned at 15:18 EDT.</p> <p>Moved by: H. Kelley, Synchro Alberta</p>