



**RSC Board Meeting Agenda
December 1, 2019
8:00pm (ADT)
Meeting via Skype**

In Attendance: Erin Gillespie, Chair
Sam Ashley
Mary Kish
Jana Hamilton
Emily Whitman
Cameron Short
Sarah Dobrowolski

Regrets: Sarah Miles

Recorder: Jana Hamilton

1. Welcome and Call to Order

The Chair welcomed the Board to the meeting. The meeting was called to order at 8:02pm (AST).

2. Approval of October 6, 2019 Meeting Minutes

Add in as of December 31, 2020 for age category cut off.

Motion: To approve the October 6, 2019 Meeting Minutes as amended.

Moved by: Emily Whitman

Seconded by: Sam Ashley

Carried.

3. Approval of the November 3, 2019 Meeting Minutes

Motion: To approve the November 3, 2019 Meeting Minutes as presented.

Moved by: Sam Ashley

Seconded by: Emily Whitman

Carried.

Abstention: Sarah Dobrowolski

4. Approval of the Agenda

Motion: To approve the December 1, 2019 Meeting Agenda as presented.

Moved by: Sarah Dobrowolski

Seconded by: Sam Ashley

Carried.

5. 2019-2020 RSC Membership Registration Update

RSC has received memberships from clubs in British Columbia, Ontario, Nova Scotia and Alberta. The breakdown of clubs is as follows:

- British Columbia - 7 clubs

- Ontario - 11 clubs and 4 independents
- Nova Scotia - 1 club
- Alberta - 9 clubs

RSC has also received PSO/Club memberships from 11 clubs and 1 PSO. RSC has received 4 additional PSO/Club registrations since the payment of fees and as such an invoice for \$900 will be coming from the insurance company for the added fees.

6. Treasurers Report

The Board reviewed the RSC Financial Statement ending October 31, 2019.

6.1 Financial Changes Update

The Treasurer provided an update on the status of the proposed changes to the RSC Financial structure that were discussed at the November 3, 2019 Board meeting. It was noted that the information regarding changing to a digital accounting system and nationwide bank account were presented to the current RSC general manager who has indicated this would not be a favourable change for her. The Board agreed that all changes should be implemented at the same time at the beginning of the 2020 fiscal year, which would be August 1, 2020. It was agreed that RSC should have all items arranged and ready to implement to have smooth transition.

Mary Kish discussed the current RSC financial situation regarding the use of the Libro Credit Union. The current bank account provides no limit banking and no service fees. Monthly statements are available online and access can be provided to the Board by the general manager.

Jana Hamilton joined the call at 8:26pm (ADT).

The Board discussed current ways to make the financial process clearer until such a time that a transition occurs. The following items were discussed:

- Access to monthly bank statements or copies of monthly bank statements to be prepared and sent to the Treasurer on the 1st of each month and reviewed monthly at Board meetings.
- Clearly communicate Board meeting dates with the General Manager.
- Provide the treasurer with access to the online bank accounts to be able to review on a monthly basis.
- Communicate to the General Manager that no receipts are to be paid without proper approval from the Board of Directors and proper receipts/expense reports.
- Ask the General Manager for the contact information for the current credit union.

The question was raised if the current credit union is able to use e-transfers to process payments.

TASK: Erin to email the General Manager regarding items that are required on a monthly basis regarding financial reporting.

TASK: Erin to discuss with the General Manager the option of payments through e-transfer with 2 approving authorities.

6.1.1 RSC Policy and Procedure Manual Update

The Board reviewed the updates to the RSC Policy and Procedure manual. The main change, was the addition of the remuneration of \$300 to Board members attending the RSC AGM.

Motion: To approve the RSC Policy and Procedure Manual as presented.
Moved by: Sam Ashley
Seconded by: Jana Hamilton
Carried.

TASK: Erin to post the updated RSC Policy and Procedure Manual on the website.

6.1.2 Bank Account Change Options

The treasurer provided an overview of options related to changing the RSC bank account to a Nationwide Bank account. The following items were discussed:

- If RSC requires 2 signing authorities, both individuals will need to be located in the same location.
- Nationwide Bank accounts waive fees based on a minimum amount of funds in the bank account on a monthly basis.
- Nationwide Bank accounts tend to charge additional fees when transactions exceed the monthly allowance for the bank account.
- On average RSC is completing 15 - 30 transactions per month
 - o Higher in September and May
- Nationwide banks offer government filing services as part of their banking packages.

The Board agreed that RSC could be looking at investing some of the financial capital moving forward. It was agreed that the main purpose of investigating changes to the current RSC financial situation, is to ensure that the financial liability be moved to more than one individual within the organization.

6.1.3 Accounting Software Purchasing

RSC has the option to purchase the QuickBooks accounting software package through TechSoup for \$52 annually for one user licence and \$130 for three user licences. Once QuickBooks is purchased and the online information for the Credit union is obtained, the treasurer can begin linking the credit union bank account with the online QuickBooks software.

6.2 Tablet Purchasing

Communication was sent to all PSO's regarding the potential for RSC to lease tablets purchased by each provincial body for use at the RSC National Championships on an annual basis.

The following feedback was received by each province:

- RSA - indicated they would be open to the leasing option but would not confirm until a rental agreement was in place.
- Jump Rope BC - RSC to purchase a starter kit for the first year due to the financial burden of the initial purchase. Indicated that the cost of renting the tablets should be standardized based on the value of the tablets. RSC would provide the funds for the purchasing of the tablets up front for the 2020 National Championships to help Jump Rope BC support the initial cost of purchasing the tablets.
- ORSO - will provide feedback following December Board meeting.
- RSANS - rental fee with an additional replacement fee.

The replacement would be provided for any tablet that was damaged while being used at an RSC event. The contract should clearly outline what constitutes a replacement and for up to how much.

TASK: Erin to draft a contract for rental of tablets from PSO's for presentation to the Board of Directors.

7. 2020 National Championships

The National Tournament Committee has been meeting regularly to begin organizing the 2020 National Championships. The NTC has approached RSC with questions pertaining to the National Championships. The following questions were discussed:

- How does RSC plan to Judge Precision Group Routines
 - IJRU currently only has rules and judging criteria for Team Show
 - It was agreed that Precision Group Routines will be judged the same as previously years and in accordance with the RSC Judging Manual
- Will RSC be awarding "Grands" at the 2020 National Championships
 - The Board discussed the number of awards being given out at the National Championships which will increase in 2020 due to changes to the IJRU rule structure and the number of events that have awards
 - The Board agreed that due to the number of awards already being handed out that Grands should not be awarded at the 2020 National Championships
 - It is currently also unclear if the new results system will be able to accommodate the scoring of Grands

Motion: To approve the removal of Grands awards at the 2020 RSC National Championships.

Moved by: Sam Ashley

Seconded by: Mary Kish

Carried.

TASK: Erin to communicate the Precision Group Routine and Grands decisions to the NTC.

7.1 NTC Terms of Reference

The Board reviewed the RSC National Tournament Committee Terms of Reference. The following items were discussed:

TASK: Erin to send the updated NTC ToR to the Board for final review.

8. IJRU Update

8.1 Changes to RSC Rulebook

Sam continues to work on the RSC Rulebook.

8.2 RSC Judging Manual

Jodi Harrison continues to work on the RSC Judging Manual and has indicated she should have a draft version for the Board to review at the January 2020 Board meeting.

8.3 2020 World Championships Update

The Chair of the Board had a conference call with the IJRU organizing committee for the 2020 IJRU World Championships, Junior World Championships and the International Open. It has been confirmed that IJRU will be adding age categories to the International Open Competition which will result in additional qualification spots for each country. In addition, IJRU has indicated it is anticipated that additional qualification spots may be open for the World Championships and Junior World Championships. These additional qualification spots will be dependent on the number of athletes registered from each country. RSC will need to

be prepared to potentially update the RSC Worlds Qualification Policy to reflect these changes in the new year.

The IJRU Organizing committee has reached out to members of Capital Jumpers to assist with on the ground support of the event. It was confirmed that all members who have been contacted are members in good standing with RSC. The Chair of the Board has directed the IJRU organizing committee confirm with RSC members to be assigned roles prior to contacting those members, such that RSC can confirm the members are in good standing.

The IJRU Organizing Committee has indicated that they will be looking for support for the following main events pertaining to the competitions:

- Opening Ceremonies
- Athlete Social
- Farewell Gala

The Chair of the Board has requested full volunteer information and organizing guidelines for the specific event components that IJRU has requested help with. Once these guidelines are received RSC can discuss and determine the best ways to recruit volunteers to help with these events.

8.3.1 IJRU Open Competition

Information has been released in the latest version of the IJRU Competition Manual that has indicated that the IJRU Open Competition will allow additional age categories to compete. The Chair of the Board contacted IJRU to determine the number of qualification spots per country that will be awarded. At this time, IJRU has not confirmed the number of qualification spots that will be open to member countries. Once this information is released, RSC will need to update the RSC Worlds Qualification Policy to reflect the additional international qualification spots.

8.4 IJRU Results System

Members of the NTC will have a conference call to begin training on the IJRU results system on December 14, 2019. Following this, the Chair of the NTC will provide the RSC Board with an update on the progress of the training and the potential for using the system at RSC sanctioned competitions in early 2020.

9. RSC Provincial Promotion

This item was tabled until the January 2020 Board meeting.

10. Coast to Coast

British Columbia - no report

Alberta - Judges training come up in January. The Board is looking forward to their first RSA hosted competition in February.

Ontario - Clubs continuing with regular practices. Jump Rope for Heart potential demos in Hamilton area.

Nova Scotia - Fall review from Sport Nova Scotia to go through goals and pillars of development. Judge training and competition set up will be underway once confirmed with IJRU. Potential Judge's clinic in January.

**General Provincial note: Provincial reports for the AGM will be due March 1st.
4 director at large positions are due this year for re-election.**

11. New Business

12. Old Business

12.1 Tasks from Previous Board Meetings

November 3, 2019 Board Meeting

TASK: Erin to work on updating the RSC Policy and Procedure Manual to reflect changes to reimbursements, honorariums and financial information and present to the Board by January 2020 Board meeting. - **COMPLETED**

TASK: Emily to investigate the bank fees associated with transferring the RSC bank account to a Nationwide bank and report back to the Board. - **COMPLETED**

TASK: Emily to contact all PSO Boards to propose the concept of RSC renting or paying a leasing fee to the PSO hosting the National Championships on an annual basis. - **COMPLETED**

TASK: Erin to communicate Technical Congress Delegate to IJRU and communicate the right to replace delegates at RSC's discretion. Erin to also communicate with successful and unsuccessful applicants. - **COMPLETED**

TASK: To communicate support for the RSC representative on the IJRU Ethics Committee back to IJRU and communicate to successful applicant. - **COMPLETED**

October 6, 2019 Board Meeting

TASK: Emily to continue investigating above income spending options with priority placed on purchasing new tablets for the new results system. - **COMPLETED**

September 8, 2019 Board Meeting

TASK: Erin/Sam to update the RSC Rulebook with the approved changes. - **IN PROGRESS**

April 14, 2019 Board Meeting

TASK: Sarah Dobrowolski to send information to Erin regarding the WADA Code to communicate to IJRU

November 18, 2018 Board Meeting

TASK: Erin to create the RSC National Tournament Committee Terms of Reference. - **COMPLETED**

13. Next Meeting

January 12, 2020 @ 8:00pm (ADT).

14. Adjournment at 10:30pm(ADT)