



BTSC Board Meeting Agenda

Date:	20 May 2021
Time:	730 pm
Location:	Virtual - Google Meets
Chair:	Kelly McCrae, Club President
Secretary:	Cathie Gillespie
Attendees:	Aimee Lococo-Sarabura, Mike Barbour
Regrets:	Nil
Purpose:	Monthly BOARD Meeting as scheduled
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Proposed Agenda Items

1. Approve Agenda and declaration of Conflicts
2. Approval of minutes from April 22, 2021
3. Employee Policy
4. Staff vacation and sick day tracker
5. Staff Planning beyond June - this may move into in camera discussion ?
6. Summer schedule
7. 2021/2022 Budgeting Process
8. Motion to adjourn

Agenda, Results and Minutes

1. Approve Agenda and Declaration of Conflicts (All)

Motion:	Be it resolved that the agenda be accepted and conflicts be declared
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Moved by:	Kelly McCrae
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Seconded by:	Cathie Gillespie
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Carried:	all in favour
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Minutes/notes:	
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2. Approval of Minutes from April 22, 2021

Motion:	Motion to approve the minutes as written for April 22, 2021
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Moved by:	Cathie Gillespie
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Seconded by:	AimeeLococo-Sarabura
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Carried:	all in favour
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Minutes/notes:	
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3. Employee Policy

Motion:

Moved by:

Seconded by:

Carried:

Minutes/notes: Kelly to send a copy of policy to all employees and request any feedback. A meeting will be set up the first week of June - June 3 @ 7:30pm for further discussion with all staff members.

4. Staff vacation and sick day tracker

Motion:

Moved by:

Seconded
by:

Carried:

Minutes/Notes: Report submitted by Sue to BOD earlier this week.

Sue will continue to use this format to capture all time off, sick and vacation for all staff members as per the Employee Policy. See note above re: Employee Policy

Outstanding vacation time will be taken during the lockdown, coverage will be provided by other staff to ensure continuity and sustainability in the dryland programs and administrative duties.

5. Staff Planning beyond June

Motion:

Continue to pay staff salaries through to the end of June 30, 2021.

Moved by:

Kelly McCrae

Seconded
by:

Mike Barbour

Carried:	All in favour
Minutes/Notes: To be reevaluated mid June. CEWS ends June 5, 2021. Aimee will continue to monitor and keep BOD apprised.	

6. Summer Schedule	
Motion:	
Moved by:	
Seconded by:	
Carried:	
Minutes/notes: No update at this time..	

7. 2021/2022 Budgeting process	
Motion:	
Moved by:	
Seconded by:	
Carried:	
Minutes/notes: increase in lane rental coming from COB. Aimee is working on the framework on how to capture all fees for the upcoming season. Potential for no competition income next year.	

7 Motion to adjourn

Motion:	Motion to adjourn at 8:21pm
Moved by:	Cathie Gillespie
Seconded by:	Kelly McCrae
Carried:	All in favour
Minutes/notes:	