



Annual General Meeting Online Agenda

September 29, 2021 at 7:00 PM

Click on link below to pre-register for Zoom Meeting

https://viu.zoom.us/meeting/register/u5Mvf-6qqTwuHdwbKtNG_NtMCvUvXPxG60OH

- **Meeting call to order & introductions**
- **Approval agenda and previous meeting minutes**
- **Chair / ED report**
- **Financial report – 2020-21 & budget 2021-22**
- **Staff reports**
- **Election of Directors**
- **New business**
- **Adjournment**



Board 2020 - 2021

Title	First	Last	Address	City	BC	Postal Code	Phone - H	Phone - W	Cell	Email
Chair	Susan	Schellinck	201 Canterbury Cres.	Nanaimo	BC	V9T 4S4			250-816-2545	susan.painot@gmail.com
Treasurer	Doug	English	6685B Harwood Dr	Nanaimo	BC	V0R 2H0	390-4030		250-713-4464	doug@dougenglish.ca
Director	Jack	Smith	5328 Leslie St	Nanaimo	BC	V9V 1R4	758-2183	246-4736x114	250-713-5773	jesevergreen@me.com
Director	Jim	Mitchell	1438 Madrona Dr	Parksville	BC	V9P 9C9	821-0846		250-619-3007	Mitchjim13@gmail.com
Director	Sarah	Wright	3342 Wisconsin Way	Campbell River	BC	V9H 0A9		778-420-0111	250-203-7832	sarah@heartstrongfitness.com
Director	Dave	Boehm	6477 Thornwood Pl	Nanaimo	BC	V9V 1V9		250 729-2953	250-618-3301	david.boehm@cccu.ca



**2020 AGM Minutes
Via Zoom
Wednesday September 23, 2020**

Present:

Board Members: Jack Smith, Jacque Poulin, Doug English (Treasurer), Susan Schellinck (Chair), Jim Mitchell, Dave Boehm, Sarah Wright

PacificSport Staff: Drew Cooper, Catharine Edwards, Jeannie Isbister, Kevin Lindo, Geoff Hackett, Amanda Gould

Members: Jennifer Smith, Bryan Baxter

Call to order: at 7:04pm by Sue Schellinck

- 1. Welcome & Introductions**
- 2. Adoption of the 2019 AGM Minutes from October 2, 2019**

Motion to accept the 2019 minutes.

Motion by: Jack Second by: Jim

All in Favour. Motion carried.

3. Chair Report – Sue Schellinck

This is my cheerleading time. Huge thank you to the staff of PacificSport VI. This has been a difficult year in many aspects. When you have a program with so many balls in the air and have COVID hit and our group really pulled together and to shine through this. I am very impressed each year with the staff performance. We have done well prior to this year and we have set ourselves up well this year.

(Unfortunately, Sue's connect on Zoom was disconnected)

4. Financial Report – Drew Cooper

Drew presented PacificSport's financial statements.

The organization is financially sound and operating in a fiscally responsible way. Drew mentioned that it may be time to start looking for a permanent home for PSVI. We are looking into potential partnerships to move this forward.

We may be eligible for the new emergency funding in the future.

To accept the financial report as presented.

Motion by: Doug

Second by: Jim

All in Favour. Motion carried.

5. Budget 2020-2021 (included in the AGM package) – Drew Cooper

To accept the 2020-2021 budget as presented.

Motion by: Jim

Second by: Jack

All in Favour. Motion carried.

6. Staff Reports – included in AGM package

Catharine Edwards, General Manager

Prior to COVID we had some amazing programs going on in our Region. WheelKids expansion into 3 new communities – Parksville/Qualicum, Comox Valley and Campbell River. In terms of numbers you could not say it was a giant success but in terms of the impact to the individuals who participated it has been huge. I am really looking forward to continuing this program and keeping this program going and convincing to others around the program how important it is to the families and children involved.

The After School Sport & Art Initiative went well again this past year. Our partnership with the Community Schools to deliver Bike Camps over the summer months was a great partnership. The camps were focused on helping kids to become confident bikers so that eventually they can ride from home to school safely.

Kevin Lindo, High Performance Athlete & Coach Program Coordinator

NCCP courses – many courses delivered. Bryan Baxter, Geoff Hackett facilitating along with other sports experts.

Elevate Symposium - was scheduled for Port Alberni and Campbell River, unfortunately they were not held due to COVID. Changed to an online speaker series format which was very successful. Forty five people attended the first one.

Multi-Sport Programs –

- Nanaimo Minor Hockey & United Jr + - Focused on developing FMS for youth hockey and soccer respectively
- Lead Summer Camps – Leadership and fitness program for pre-teens/teenagers L2T/T2T stage of development. Led by Geoff Hackett
- North Island IGNITE – For the first time we have had a waiting list for this program.

Partnerships – Kevin travelled to Tofino to develop a network of partnerships there in support of the sport of Surfing which is having its first entry into the Olympics.

Question for Kevin – How is the relationship with Surf Canada is developing?

Kevin responded – It is positive but it could be closer. They need to get their ducks in a row on their side in order for their athletes to register for PacificSport services.

As soon as Surf Canada gets that together we will be registering their athletes.

Geoff Hackett, Special Events Coordinator / Mental Performance Coordinator shared an update regarding our annual Active for Life Expo was expecting to be a great event was unfortunately rained out. It still happened but challenging. The event was fun and great to connect the community again. Move to Learn is going well with schools and teachers to get kids moving in the classroom. Great feedback from Geoff's work with teachers in SD68 on their PD days.

Multi-Sport events with local sport organizations has been great and working on developing more.

From a Mental Performance perspective it was a good year. Work with many teams and athletes and VIU Mariners has been a lot of fun to work with them.

Question – Jim asked if we are getting any return from VIU for the services that we provide. Geoff answered that they provide IT support, use of gym equipment, connection with students and athletes. Drew also mentioned that VIU gives us \$9700.00 yearly to support our programs.

Communication and Marketing - This year the Marketing and Communications department continued their goal of increasing reach to community members. Sharing consistent, branded messaging with our followers to ensure engagement and interest in our programs, events, and the results of PacificSport VI Registered or Local athletes remained a priority for the department. As a result of the COVID-19 pandemic the department assisted with developing two newsletters to connect with the PSVI network as well as implementing delivery of online presentations via various platforms.

Social Media Update:

Since September 30, 2019 the PacificSport VI Facebook and Instagram pages have gained a collective 302 followers. Engagement has remained consistent with last year's success.

As part of the PSVI Facebook page the department created a private group within the page for Registered Athletes and Coaches to connect with each other. The page is currently being overseen by a social media student intern who posts engaging information to the members. Members can also post things of interest to each other.

Website Update:

The PacificSport VI website is continuing to be updated and improved. The department has added a section on the front page that is linked to Facebook. Provincial COVID-19 updates related to sport have been consistently posted in the news section.

Miscellaneous Updates:

- The Communications and Marketing Lead went on Maternity Leave in December 2019 and will return to work following her leave. In the meantime various employees have been assisting with operations in the department.

Drew Cooper, Executive Director provided an overview of his current projects.

- Management of the Cowichan Sportsplex. We are moving forward with the building of the field house. Unfortunately Rowing Canada has bowed out. We have seen a growth in the user groups at the Sportsplex. Which speaks to the success.
- PLAY Projects in 4 communities – Oceanside, Comox Valley, Campbell River and Cowichan. Geoff is now involved in the PLAY project in Oceanside and Sarah sits on the steering committee in Campbell River. We are just trying to sustain the activities in these communities and look at revenue sources that are coming out of these. In total from these and Sport for Life it is looking like \$110 - 120,000 for this coming year. I think it is worthwhile for financial reasons as well.
- With me being in Cowichan 4 days per week much of the business side now falls on the shoulders of Catharine and Jeannie and they are doing a great job. I really appreciate Catharine's leadership and Jeannie's ability to look after things in my absence. Geoff stepped up in a leadership role in the Oceanside & Sport for Life projects as well as searching out funding such as the Pacific Blue Cross grant (\$45K). Kevin has really run with the online delivery switching gears seamlessly from face to face to online. Amanda has been taking on the role in the after school program for the past year and now she is providing some supports on the new after school project in Cowichan as well. It's great to see Jade is still keeping her hand in the mix even though she is on maternity leave. We are looking forward to having her back.
- I like where we are at moving forward. And thank of course to the board for your continued support, providing us with great feedback helping us set the course.

Doug commented that he thanks Drew and Catharine and their team for the great work and he feels privileged to be on a board that seems to run very smoothly.

To accept the staff report as presented.

Motion – Jack

Second – Jacquie

All in favour. Motion carried.

7. Election of the 2020-2021 Directors

Motion to renew the existing Board by acclamation.

Title	First	Last	City
Chair	Susan	Schellinck	Nanaimo
Treasurer	Doug	English	Nanaimo
Director	Jack	Smith	Nanaimo
Director	Jim	Mitchell	Parksville
Director	Jacquie	Poulin	Nanaimo
Director	Sarah	Wright	Campbell River
Director	Dave	Boehm	Nanaimo

Motion – Bryan Baxter

Second – Jennifer Smith

All in favour. Motion carried.

We are inviting interest from the community to add 2 – 3 new members to our Board. Details are posted on our website <http://pacificsportvi.com/news/pacificsport-vancouver-island-seeks-new-board-members>

8. New Business

No new business.

9. Meeting adjourned 8:06 pm

Motion to adjourn.

Motion – Jack

Financial Report 2020-2021 & Proposed 2021-2022 Budget

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

Staff Reports 2020-2021

Drew Cooper, Executive Director

The Sportsplex site was closed due to COVID from mid-March through to mid-June. Focus during this time was sourcing means to replace lost revenues normally received through field bookings. CERB funding allowed the operation to stay afloat as we re-engaged the various user groups and resumed modified activity throughout the complex.

During spring and summer months the site preparation for the new building was started. Geotech drilling, assessments and permits were secured. An architect was selected and the process of fine tuning the original plans was to continue through the spring. Additional funding support was raised through a \$75K grant from Island Co-op.

One of the original goals was to initiate some Sportsplex led programming on site. In October an after-school program started up that was well received by the 20 families that participated. Additional funding was secured to offer Winter and Spring sessions. Ongoing (permanent) funding to sustain the program to be applied for through BC Gaming.

The Sportsplex board was informed in January of my intentions to retire before the summer. It was agreed that the new Executive Director would solely focus on the operations of the Sportsplex and that a new relationship would evolve with PacificSport to ensure continuity of the programs and activities that were in place. A successful candidate was selected to start at the beginning of the Sportsplex fiscal year; May 1st with a 4-week transition.

Physical Literacy for Communities (PL4C) Projects

Funding ceased for the Oceanside project however, Geoff Hackett maintained communication with SD69 to pave the way for some eventual school-based programming support we were to access through Sport for Life. The 3 other projects (Cowichan, Comox Valley and Campbell River) were on hiatus through much of the year due to Covid. We managed to reconvene the respective steering committees in each community and develop transition plans for other PS staff to take over.

Catharine Edwards, General Manager

Partnerships & Grants/Sponsorships:

Maintained existing partnerships and developed new partnerships for a total of 9.

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'

- Recess Guardians - Recess Guardians is a student leadership recess program where kids lead kids at recess time. The program began in Saskatchewan and we are now building it on Vancouver Island with the support of the Executive Director Mike MacDonald. We have continued access to support and program information for a student leadership program
- 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.
- Mid Island Wheelchair Sports Society - Bert Abbott of Mid Island Wheelchair Sports has given us access to a trailer full of junior wheelchairs. We will use in our after-school programs and multi-sport camps. In addition, we will assist Bert with any Wheelchair Sport activities. We have launched our new WheelKids program. It is a physical literacy program for kids who use wheelchairs and their siblings.

New Partners:

- 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.

Grants/Sponsorships:

- We secured a new sponsorship from the Foundation of Community Services of BC in the amount of \$10,000. This sponsorship will cover the cost of the facilitators delivering coaching certification programs at the PSVI Coach Academy 2021-2022.

Workshops & Clinics:

Throughout the past year I had 6 in-person workshops scheduled. Due to COVID all were cancelled except for 1.

- Run, Jump Throw Wheel scheduled for Nanaimo cancelled
- Staff Training scheduled for Nanaimo cancelled
- Coaching and Leading Effectively – NCCP Comp. Dev. Hosted in Comox 5 participants
- Fundamental Movement Skills Workshop scheduled for Campbell River and Port Alberni – both cancelled
- High Five PHCD scheduled for Port Alberni cancelled

Programs:

WheelKids

- Due to COVID all WheelKids programs were cancelled

ASSAI

- The Spring Session of 2020 was cancelled due to COVID
- The Fall and Winter sessions of 2020-2021 were held outside for both the art and sport programs. Although we had fewer programs we did reach just over 200 elementary and secondary students.

XploreSportZ Summer Camps

- Summer camps in 2020 were limited to August and outside only. We decided to operate bike camps only during this time as it was the safest option for all. We hosted 4 beginner bike camps and 2 mountain bike camps with a total of 32 participants

XploreSportZ Fall Series Camps

- New offering during the Fall 2020.
- These camps took place on Saturday mornings over 5 weeks ½ days in the morning.
- Each Saturday offered a different sport/activity: Biking, Hiking, Golf, Skateboard/scooter and Road Hockey
- 49 participants in total over the 5 weeks

XploreSportZ Spring Break Camp

- Spring Break Camp was also held all outdoors at various locations.
- Over the 2 weeks we reached 91 participants with this fun and varied sport/physical activity program.

Kevin Lindo, Athlete and Coach Services Coordinator

Coaching Courses & Workshops

- All our education and workshops moved online to the Elevate Speaker Series
- 13 online events with professionals, athletes, coaches and experts

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 added

FoodStuff - Go Nourish & Juicee

GymWorks – Slammers, Port Alberni

SportHealth - Alison Quinlan (Dietician), Fresh Tracks Physiotherapy, Adapt Physiotherapy

Additional Events

- Attended/presented Return to Play Viasport funding meeting with Local Sport Organization

Goals for the coming year include:

- Continue Elevate Speaker Series
- Launch Coach Academy: supporting junior and grassroots coaches along their pathway
- Explore further IGNITE satellite centres and athlete sponsorship

Kayla Liddle, PlayClub Coordinator, Cowichan Sportsplex

3 Successes:

- During the first half of my position (June 2020 – October 2020) I worked with Drew Cooper on projects with PLAY Cowichan. Projects included: Research on a sport council in the Cowichan Area, creating a list of contacts for local sport organizations in the area, and identifying grant opportunities that would benefit Pacific Sport.
- In October 2020 we created the program, PLAYclub at the Cowichan Sportsplex. The program is free to children aged 6 – 12 and focuses on the development of their physical literacy. The program has run consistently twice a week since October. It has been entirely funded through large grants from the Canadian Red Cross and Canadian Tire Jumpstart, and smaller grants through the Hamber Foundation and Telus.
- Developed a plan for the expansion of programming at the Cowichan Sportsplex. Our most immediate item we looked at implementing was a multi-sport program. I have done extensive research on multi-sport programs and developed a plan of what the potential could be at the Cowichan Sportsplex.

3 Challenges:

- COVID was the largest challenge we faced especially when it came to PLAYclub. We managed to continue throughout because the program was held outside, but we faced constant policy changes and waves of enrollment.
- Funding was plentiful during COVID with response funding but grant opportunities have not been as lucrative now that the initial wave has passed.
- Connecting with organizations outside of our own when researching the sports council and connecting with LSO's was difficult because of the COVID situation.

3 Goals:

- Continuation of offering PLAYclub at the Cowichan Sportsplex.
- Secure regular on-going funding for the program.
- Expansion of programming offered in the Cowichan Region through PacificSport VI.

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, 2020 and March 31, 2021.

PSVI Coach Academy

This time period saw the development of a new coach education program at PSVI. The PSVI Coach Academy is a flagship program providing education, NCCP courses and mentorship for committed coaches in the Vancouver Island area that PSVI serves. The goal of the program is to provide aspiring coaches with an opportunity to complete NCCP courses, build relationships with coaching mentors, and develop their coaching skills through educational workshops delivered by PSVI.

PSVI Online Mental Training Course

I developed an online mental training course for athletes. This is a self-paced course that athletes complete through Google Classroom. The program provides education on important mental skills. Athletes complete exercises that involve them applying the information to their sport context. Athletes learn information and complete activities that test their understanding of developing motivation, building confidence, managing intensity and emotions, and effective strategies to manage stress.

School Physical Activity and Physical Literacy program

Covid provided some big challenges with my work in School District 69 as I was not able to be as involved in person with teachers through the SPAPL initiative. I was able to adjust my work and delivered lots of online workshops for school districts across Vancouver Island, and was able to re-engage with SD69 to set up in person support for the following school year.

PLAY Oceanside

My role at the PLAY Oceanside table also had to adjust with Covid. Work with the RDN was put on hold and I spent more time supporting the Oceanside Youth Network and Island Health in the First 2000 Days initiative that aims to bring education and programming to support healthy child development in the Oceanside area.

Jade Richardson, Marketing and Communications.

This year the Marketing and Communications department had the goal of increasing reach to community members through social media and sharing consistent, branded messaging with our followers to ensure engagement and interest in our programs, events, and the results of PacificSport VI Registered or Local athletes. The department also had the goal of increasing website fluidity and functionality.

Website Update:

The website has been updated, condensed, and streamlined over the past year and the images housed within the website have been culled to remove all images that were not owned by PacificSport VI or provided to the organization for utilization. Dead links and redundant information have been removed or reorganized to provide a more streamlined access to pages on the website.

The Marketing and Communications Coordinator has been in contact with other regional centres regarding the possibility of an alliance-wide website upgrade with the possibility of integrating a registration system into the new website to avoid having to use a third party (Eventbrite) for registration.

Facebook Update:

The PacificSport VI Facebook page had reached 1,219 Likes and 1,399 Followers. Engagement has been consistent to previous years, and our page is listed within the application's Insights as number 4 on their Pages to Watch for the region and pages of similar scope.

We have noted that Facebook posts featuring links to news articles about the success of PacificSport VI Registered or Local athletes receive on average five-times more engagement than generic posts. Additionally, Facebook posts featuring photo galleries taken at our events receive on average three-times more engagement than generic posts.

Our post reaching the largest number of viewers was an announcement for the PLAYCare program ran in conjunction with the Cowichan Sportsplex (2.9K views), followed by a gallery of photos from our Fishing Spring Break Camp (2.3K views), and the announcement regarding the new PSVI Coach Academy (1.8K).

Instagram Update:

The PacificSport VI Instagram is in its second year of existence and has doubled its followers in the past year. The follower count was at 442, with over 1,200 unique accounts being reached between January 2021 – March 2021.

Covid-19 Update:

Updates regarding Return to Play have been uploaded as available to the PacificSport VI website and social media. The organization's Covid-19 Safety Plan is featured prominently in the website footer for easy access.

Donor Update

Renaming of PacificSport VI's BC Amateur Sport Fund page to the PacificSport Vancouver Island Sport, Community, and Inclusion fund occurred this year. Donors can make an official donation to support our programming through the BC Amateur Sport Fund. By renaming the fund it allows for a broad scope of programs that funding can be allocated to.