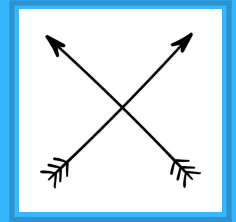


BC ARCHERY



ANNUAL REPORT
FOR 2020





AGENDA

1. Call to Order
2. Confirmation of Quorum and Voting Rules
3. Adoption of Agenda
4. Approval of Minutes of 2019 AGM
5. Reports from Board and Chairs
 - 5.1 Treasurer's report and Financial Statements
 - 5.2 Appointment of Auditor for 2021
 - 5.3 All other VPs and Chairs/Coordinators
6. Notices of Resolution
 - 6.1 Requires $\frac{2}{3}$ majority of the votes cast to pass
 - 6.1.1 #1: Allow Meetings by Electronic Means and update all references to meetings
 - 6.1.2 #2: Clarify who Chairs a meeting
 - 6.1.3 #3: Update definition/reference to M/F to include non-binary
7. Elections
 - 7.1 Appointment of scrutineers
 - 7.2 Elections
 - 7.2.1 President
 - 7.2.2 VP-3D & Bowhunting
 - 7.2.3 VP-Athlete Development
 - 7.2.4 Director-at-Large
 - 7.2.5 Athlete Representative (1-year term)
 - 7.3 Destruction of Ballots
8. New Business / Good of the Society / Announcements
9. Next Meeting – September 3, 2021 (location to be determined)
10. Adjourn

**AGENDA
ITEM #4**



**2019
MINUTES OF
ANNUAL
GENERAL
MEETING**



AGENDA

1. Call to Order, 7:00pm
2. Confirmation of Quorum and Voting Rules
 - Quorum is minimum 3
 - Attendance: 27 persons eligible to vote plus 1 under 16
3. Adoption of Agenda
 - Motion:* to adopt agenda as presented
 - Moved:* Al Campsall
 - Second:* David Sandquist
 - Vote:* none opposed
 - Passed.*
4. Approval of Minutes of 2018 AGM
 - Motion:* to approve the minutes from the 2018 AGM
 - Moved:* Garry Hornsberger
 - Second:* Mary Ostermeier
 - Vote:* none opposed
 - Passed.*
5. Reports from Board and Chairs
 - 5.1 Treasurer's report and Financial Statements
 - Financial Statements were presented, and no questions were asked. The Financial Statements will be filed as submitted.
 - 5.2 Appointment of Auditor for 2020
 - Motion:* to appoint KH Craig as auditor for 2020
 - Moved:* Raeleen Campsall
 - Second:* Garry Hornsberger
 - Vote:* none opposed
 - Passed.*
 - 5.3 All other VPs and Chairs
 - Reports were circulated in the AGM package. No further questions were asked.
6. Notices of Resolution
 - 6.1 Requires $\frac{2}{3}$ majority of the votes cast to pass
 - Each resolution was briefly explained prior to the vote. Each resolution was voted on separately. Each resolution moved by Ron Ostermeier and Seconded by Sonia Schina.
 - 6.1.1 #1: Update voting thresholds to comply with new Societies Act
 - 25 in favour, none opposed (2 withheld). *Passed*

- 6.1.2 #2: Correct references to Director(s) names/positions
 - 24 in favour, none opposed (3 withheld). *Passed*
- 6.1.3 #3: Clarify when a Director's term starts and what happens if a position is not filled at the AGM
 - 25 in favour, none opposed (2 withheld). *Passed*
- 6.1.4 #4: Modify & update positions & duties of Officers of the Society, recognizing the position of the Executive Director
 - 24 in favour, none opposed (3 withheld). *Passed*
7. Elections
 - 7.1 Appointment of scrutineers
 - Al Campsall and Mary Ostermeier volunteered and appointed as scrutineers
 - 7.2 Elections
 - 7.2.1 VP-Finance: Raeleen Campsall by acclamation
 - 7.2.2 VP-Administration: David Sandquist by acclamation
 - 7.2.3 VP-Technical: Stu Murray by acclamation
 - 7.2.4 Athlete Representative (1-year term): Mariessa Pinto by acclamation
 - 7.3 Destruction of Ballots: no ballots were cast
8. New Business / Good of the Society / Announcements
 - Mary Ostermeier would like to thank Sonia for the work she does
 - Rick Scammell reminding everyone that it appears our partners, like the BC Winter Games, 55+ Games, etc, are looking to PSOs to supply more financial support for events, leading us to believe they are offloading costs and responsibilities to the PSOs, which puts a strain on our limited budget.
 - Al Campsall says that BC is getting National attention on the work we are doing with our youth and athletes, and it was especially apparent in the 3D Championships over the last few years.
 - Linda Price was presented with the Archery Canada Coach of the Year award (which was awarded at Nationals)
9. Next Meeting – September 4, 2020 (location to be determined)
10. Adjourn, 7:28pm

Attendance list: Name	Club affiliation:
Sonia Schina	BC Archery
Bob O'Brien	Arrowsmith Archers
Mariessa Pinto	Starr Archery
Garrett Johnson	Starr Archery
John Pinto	Starr Archery
Garry Hornsberger	Silvertip Archers
Mary Ostermeier	SOSA Archers
Dan Henniger	Hardcore Archery
Katharine Bick	Silvertip Archers
Ray Bick	Silvertip Archers
Elissa Foley	Starr Archery

Angela Foley	Starr Archery
Cathy Schaefer	Quesnel River Archers
Andy Fochuk	New Totem Archery
Al Campsall	Cariboo Archers
Raeleen Campsall	VP – Finance (BC Archery)
Rick Scammell	SOSA Archers
David Sandquist	HD Stafford Archery Club
Linda Price	BC Archery
Lora-Lee Murray	Quesnel River Archers
Stuart Murray	Quesnel River Archers
Spencer Gamache	Quesnel River Archers
Jayden Harders	Silvertip Archers
Dawn Procter	Silvertip Archers
Amy Louie	Royal City Archers
Phil Louie	Royal City Archers
Ron Ostermeier	SOSA Archers
Jack Fochuk (under 16)	New Totem Archery

Total of 28 in attendance

*Minutes approved:*_____ *TBD*_____

**AGENDA
ITEM #5.1**



**2020
FINANCIAL
STATEMENTS**

BRITISH COLUMBIA ARCHERY ASSOCIATION

**FINANCIAL STATEMENTS
(Unaudited)**

MARCH 31, 2020

BRITISH COLUMBIA ARCHERY ASSOCIATION

FINANCIAL STATEMENTS (Unaudited)

MARCH 31, 2020

INDEX

REVIEW ENGAGEMENT REPORT

STATEMENT A - Statement of Operations and Changes in Net Assets

STATEMENT B - Statement of Financial Position

STATEMENT C - Statement of Cash Flow

NOTES TO FINANCIAL STATEMENTS

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors
British Columbia Archery Association

We have reviewed the accompanying financial statements of British Columbia Archery Association that comprise the statement of financial position as at March 31, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention causing us to believe that the financial statements do not present fairly, in all material respects, the financial position of British Columbia Archery Association as at March 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Osoyoos, BC
June 29, 2020

KH Craig Inc.
CHARTERED PROFESSIONAL ACCOUNTANT

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2020
(Unaudited)

STATEMENT A

	2020	2019	2018
STATEMENT OF OPERATIONS			
RECEIPTS			
Government grants	\$ 69,116	\$ 77,925	\$ 78,620
Memberships	94,947	84,488	88,823
Tournament and program	30,814	23,721	24,490
Clinic fees	14,092	11,521	18,654
Interest and other	5,370	2,536	709
	<u>214,339</u>	<u>200,191</u>	<u>211,296</u>
EXPENDITURE			
Advertising and promotion	1,101	1,903	2,393
Amortization	5,828	7,050	8,632
Awards	26,956	23,778	38,648
Clothing	2,450	4,650	2,337
Consulting services	-	-	3,161
Federation of Canadian Archers' fees	42,391	32,943	37,664
Fees and dues	13,146	5,081	21,514
Honorariums	9,292	11,961	9,121
Interest and bank charges	2,009	1,670	1,180
Office and sundry	7,994	11,394	11,912
Professional fees	2,729	3,501	3,509
Rental	2,292	1,952	1,813
Telecommunications	2,558	1,736	3,257
Tournament host	19,411	19,522	16,002
Travel, food, and accommodation	41,311	36,696	44,154
Wages and benefits	53,766	53,794	53,858
	<u>233,234</u>	<u>217,631</u>	<u>259,155</u>
EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURE	\$ (18,895)	\$ (17,440)	\$ (47,859)

UNRESTRICTED

Beginning balance	\$ 158,393	\$ 175,833	\$ 223,692
Excess (deficiency) of receipts over expenditure	<u>(18,895)</u>	<u>(17,440)</u>	<u>(47,859)</u>
Ending balance	<u>\$ 139,498</u>	<u>\$ 158,393</u>	<u>\$ 175,833</u>

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2020
(Unaudited)

STATEMENT B

	2020	2019	2018
ASSETS			
CURRENT ASSETS			
Cash	\$ 136,057	\$ 122,399	\$ 142,530
Accounts receivable and prepaids - Note 3	<u>10,579</u>	<u>11,740</u>	<u>3,527</u>
	146,636	134,139	146,057
CAPITAL ASSETS - Notes 1 & 4	<u>20,927</u>	<u>26,754</u>	<u>32,276</u>
	<u>\$ 167,563</u>	<u>\$ 160,893</u>	<u>\$ 178,333</u>

LIABILITIES

CURRENT LIABILITIES

Accounts payable	\$ 28,065	\$ 2,500	\$ 2,500
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NET ASSETS

UNRESTRICTED - Statement A	139,498	158,393	175,833
	<u>\$ 167,563</u>	<u>\$ 160,893</u>	<u>\$ 178,333</u>

APPROVED ON BEHALF OF ASSOCIATION

R Campsall, Director

Ron Osterman, Director

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED MARCH 31, 2020
(Unaudited)

STATEMENT C

	2020	2019	2018
OPERATIONS			
Receipts from various sources	\$ 178,155	\$ 173,934	\$ 186,096
Receipts from other income	36,184	27,411	24,045
Payments to suppliers for goods and services	(147,026)	(166,136)	(189,700)
Payments to and on behalf of employees	(53,766)	(53,794)	(55,028)
Changes in sales taxes	111	(19)	666
CASH PROVIDED (USED)	13,658	(18,604)	(33,921)
INVESTMENTS			
Acquisition of capital assets	-	(1,527)	(1,179)
INCREASE (DECREASE) IN CASH	13,658	(20,131)	(35,100)
CASH BALANCE, BEGINNING OF YEAR	122,399	142,530	177,630
CASH BALANCE, END OF YEAR	\$ 136,057	\$ 122,399	\$ 142,530

See accompanying notes to financial statements

KH Craig Inc.

BRITISH COLUMBIA ARCHERY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020
(Unaudited)

PURPOSE OF THE ORGANIZATION

The British Columbia Archery Association was formed to perpetuate, foster, and manage the practice of archery and without limiting the generality of the foregoing; to adopt, interpret, and enforce rules for the practice of archery in all its forms; to hold annual tournaments for the purpose of determining the Champions for the British Columbia Archery Association; and to act in general as the supreme governing body in all matters that pertain to archery in the Province of British Columbia, Canada. The Association is registered under the Society Act of British Columbia and is not subject to income tax. The Association is not a registered charity under the Income Tax Act and therefore cannot issue charitable donation receipts.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Presentation

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

b) Use of estimates

When preparing financial statements according to ASNPO, estimates and assumptions are made relating to reported amounts of revenue and expenditure, assets and liabilities and disclosure of contingent assets and liabilities. Assumptions are based on a number of factors, including historical experience, current events, actions that the Association may undertake in the future, and other assumptions that are believed to be reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

c) Capital assets

The capital assets are recorded at cost. Amortization is provided annually at rates and methods over the estimated useful lives as follows, prorated for the number of months of ownership. The estimates of the useful lives of the assets are reviewed every year and adjusted on a prospective basis, if needed.

Equipment	20 %	Declining balance method
Computer equipment	30 %	Declining balance method
Computer software	100 %	Declining balance method

Impairment of capital assets is reviewed whenever events or changes in the circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognized for the excess of the carrying value over the fair value of the asset, during the year the impairment occurred.

Note 2 FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is the opinion of management that the Association is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

BRITISH COLUMBIA ARCHERY ASSOCIATION

Notes continued

MARCH 31, 2020

(Unaudited)

Note 3 ACCOUNTS RECEIVABLE AND PREPAIDS

	2020	2019	2018
Accounts receivable	\$ -	\$ -	\$ 1,154
Goods and Services Tax receivable	1,160	1,271	1,253
Prepaid expenses	<u>9,419</u>	<u>10,469</u>	<u>1,120</u>
	\$ 10,579	\$ 11,740	\$ 3,527

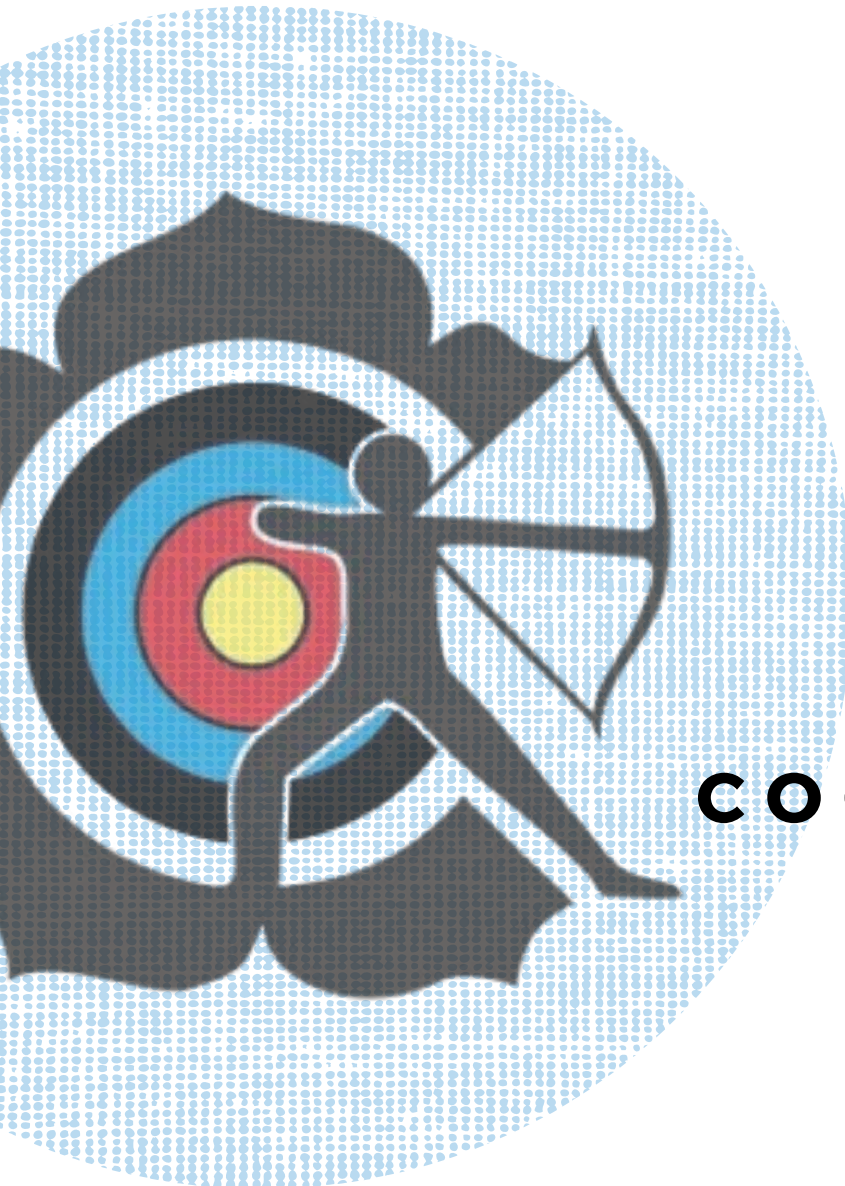
Note 4 CAPITAL ASSETS

	Cost	Accumulated Amortization	2020	Net Book Value 2019	2018
Equipment	\$ 71,505	\$ 53,919	\$ 17,586	\$ 21,982	\$ 27,477
Computer equipment	21,532	18,191	3,341	4,772	4,799
Computer software	<u>1,012</u>	<u>1,012</u>	<u>-</u>	<u>-</u>	<u>-</u>
	\$ 94,049	\$ 73,122	\$ 20,927	\$ 26,754	\$ 32,276

Note 5 RELATED PARTY TRANSACTIONS

The Association paid the directors \$16,292 for services rendered (\$18,191 in 2019, \$13,740 in 2018). These amounts are included in honorariums and awards.

**AGENDA
ITEM #5.3**



**REPORTS OF
THE
DIRECTORS
AND
COORDINATORS**

Report of the Executive Director

Each year that I have held the position of Executive Director has had a word that best describes the year. This year's word was CLARITY.

As you may know, approximately 40% of our funding is obtained from the government, distributed through criteria set by viaSport. Each triennial, viaSport analyses the performance of each Provincial Sport Organization that receives funding and determines their areas of success and the areas in need of improvement. Early in 2019, BC Archery received their report card, and although we had made improvements for our own organization, when compared to the improvements made by other sports, we were still lacking. Don't misinterpret this--we excelled in areas pertaining to coaching and officiating training, and high-performance programming and opportunities. However, there were some administrative aspects that needed tweaking. This is where clarity was required. In order to maintain our funding status (and not face a reduction), we were tasked with making changes to provide clarity.

After receiving suggestions from a viaSport consultant, BC Archery set forth to make the necessary improvements. More notes have been added to the Board meeting minutes so that if there is a need to look back (especially when new people join the Board) it is easy to determine what was discussed, the process of the discussion, and the outcomes. All the available AGM packages and minutes have been posted to the website so that members (and the public) can readily review current and historical information. [Policies](#) have been updated to conform with current standards and any missing or deficient policies have been created/updated and have been posted to the website for anyone to review (and use/modify for their own purposes). This is just one part of attaining clarity.

The 2020 membership year was the first year to require more from our affiliated clubs. By asking for confirmation of Safety Officers who recognize their responsibilities, and a coach with recognized Coaching Association of Canada certification, BC Archery is striving to provide safe and equitable venues for our member-participants, setting a minimum-standard so that members know we care about them and their families. The club affiliation requirements are posted on our website so that any member of the public can see the standards that need to be met to be BC Archery-affiliated. This provides clarity.

COVID-19 hit early in 2020, and BC Archery did not sit around waiting to see what might happen—we immediately asked for volunteers to join a committee to develop our Return to Sport Plan. When approval was given by the government for sports to reopen—once they had an approved plan in place—BC Archery was one of the first sports to publish and circulate our plan, and provided a workbook to our clubs to aid the development of their own reopening plans. The committee has since created a Return to Competition Plan, and we are awaiting permission from the government and viaSport to restart competition and tournaments so that our members can return to some sort of “normal”. I believe that we will once again be one of the first sports in the province to publish our document and return to organized competition. It is advancements like these that get recognized and help to build our reputation with our funders. As well, these documents are openly shared with other sports (and provinces) to use as a reference with their own planning, providing information and examples that hopefully lighten their list of responsibilities. We are happy to provide clarity through this sharing of information.

COVID-19 has shut-down many aspects of archery participation, but for me, it has also provided many areas for growth. No longer do I need to travel to attend seminars and meetings in person—every organization is now providing virtual opportunities for collaboration. Even our AGM will, for the first

time ever, be held in a virtual format (via Zoom platform). Where a member used to have to attend the AGM in-person to exercise their right as a member, it is now possible to attend from the comfort, and safety, of home. Partner meetings that once required hours of travel to and from the meeting now only require a few steps and mouse-clicks to be face-to-face (virtually) with other attendees. BC Archery Board meetings are held virtually, so we can gather together while keeping apart, making for a more meaningful and, in my opinion, more productive experience.

Although the 55+ Games for 2020 has been cancelled, the 2019 was held in September 2019 and was a well attended, well run event. (See the [report of the 55+ Games Coordinator](#)) Over the last few years, our relationship with the BC Seniors Games Society has strengthened. As long as we maintain open communication and respect for each of our priorities, Archery should continue to be a selected-sport for the 55+ Games.

In February 2020, Fort St John hosted the BC Winter Games—the last large (archery) event in BC prior to all the COVID-cancellations. As the Provincial Advisor for Archery at the Games, I had been involved in the organization of the 2020 event since the end of 2018. The location of the event had its own planning issues, yet the Games and the Host Society pulled off an amazing multi-sport experience. If you had the chance to attend, or know someone that did, you may understand the immensity of what goes in to organizing a multi-sport Games of this size, especially when dealing with a youth demographic. Every single person that was involved at every level was essential in ensuring that the participants had the experience of a lifetime. It was truly a rewarding occasion for me. And even though I expended more time, sweat and tears that I would like to admit, I would do it again in a heartbeat. And thanks to the professional-level event that was displayed (from the set-up of the venue, to the dedication of the volunteers, coaches, and officials, and the good-sportsmanship displayed by the participants) Archery has ensured its selection as a Core Sport for these Games. This was helped along with a lot of communication, and clarity, between everyone involved.

The coming year will have a new set of challenges and will usher in a “new normal”. As we navigate the changes, please have patience with anyone you deal with—athletes, organizers, coaches, volunteers. We all have to learn new things, new processes. For my part, I will try to ensure that the message and information you receive from BC Archery remains consistent and transparent, and that we continue to act with clarity.

I would like to thank all our volunteers this year—whether at an event, on a committee, or the returning and/or parting Directors and Coordinators. Volunteers are the lifeblood of this organization. A few hours of work and dedication to the Association helps to provide programming that benefits the membership. Please volunteer—at your club, at an event, with BC Archery—to ensure the continued existence of the sport of archery in British Columbia.

Respectfully submitted,

Sonia Schina
Executive Director

Membership statistics, as of August 8, 2020:

Membership has dropped slightly due to COVID closures and cancellations. On average, 47% of the membership each year is “new” (53% are renewing members).

New: 478, Renew: 775 (“new” includes those that have not been members in 3+ years)

Zone	1		2		3		4		5		6		7		8		Total		Grand Total
Clubs	4		5		6		3		4		3		2		4		31		
Gender	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Master	13	3	30	6	33	10	17	6	24	7	80	12	17	8	43	13	257	65	322
Senior	16	17	13	7	23	18	21	14	24	14	43	18	31	20	43	33	214	141	355
Junior	2	2	1	1	1	2	4	9	4	2	2	1	2	3	13	8	29	28	57
<=Cadet	15	13	16	9	37	37	47	34	36	22	12	10	18	18	100	95	281	238	519
	46	35	60	23	94	67	89	63	88	45	137	41	68	49	199	149	781	472	
	81		83		161		152		133		178		117		348		1253		
Certified Judges	0	2	3	2	3	2	1	2	2	1	6	2	0	0	13	5	28	16	44
Judge Candidates	0	1	1	0	0	0	2	0	2	1	2	0	2	0	4	2	13	4	17
Certified Coaches	2	2	7	5	4	4	5	4	9	3	9	3	3	2	12	4	51	27	78
Coaches in Training or Expired	5	4	10	0	5	4	4	3	9	7	14	1	8	6	19	7	74	32	106

Report of the President

This year 2020 we have faced extra challenges with the Covid -19 restrictions and it has required that we make many changes in how we operate; it has seen the cancelations of all our championships and all our hands on coaching clinics. We did manage to run the BC Winter games and it was very successful, and our association got a great review on how we did things. Our team of Judges headed up by Richard Scammell and the judges that came from other areas of our province plus the locals who worked to get experience did a great job.

Our Executive Director "Sonia" did the job as the Provincial Advisor and was awesome.

I attended as a head coach for my zone and got to sleep in the school like everyone else; I have been working the BC Winter Games in one capacity or another since we switched to them, so for many years. I was also honored to hand out some of the medals at the games as the president of BC Archery.

This past year saw us lose our Director at Large due to other commitments so this position is still vacant and needs to be filled. This year the president position and others are up for election/re election and I would like the chance to do the presidents position again. I am stepping down from the Coaching Chair Position so that we can get a new person involved doing the job. FYI Chair positions are appointed, not elected, so if you want to get involved in the board that is a great way to start.

I would like to say that our board has had time on its hands but that is not the case; it has been more challenging not doing our sport and trying to figure out ways to make it safer from the Covid-19 threat, then doing it with all the travel required. This job will be more challenging as we try to move indoors and run our programs: for this challenge there has been a committee formed and they are meeting to help us solve the issues. So when the recommendations come out for clubs we all have to follow them and do our best to make this hidden danger manageable for both the shooters and the coaches. It might be interesting shooting with a mask on if necessary; I am looking forward to getting back to some version of normal in 2021.

Respectfully submitted

Ron Ostermeier

Report of the VP-Administration

It has been another unique year as VP- Administration for BC Archery. We began the year in a semblance of normalcy, with my primary focus on supporting the directors in accomplishing their action items in our strategic plan for the final quarter of 2019 and the first quarter of 2020. I also began work on my own action items for 2020 (promotion and publicity). I opened discussions with a representative from Corus Media to arrange promotion of our championship events and certain select athletes of note. Then Coronavirus struck, and with it came the economic shut down and a grinding to a halt of all sport in BC with the cancellation of all our major championships and local events. While promotion and publicity was put on the back burner, this new challenge gave rise to new responsibilities as I agreed to chair an ad hoc committee to develop our Return to Play Plan, in following ViaSport's Guidelines. Our committee was struck, and we met a number of times and familiarized ourselves with the details of ViaSport's Return to Play Guidelines. We drew up draft ideas for our enhanced cleaning protocols for clubs, as well as suggestions for preregistration and information gathering to assist in contact tracing. We developed guidelines and suggestions for facilitating physical distancing on both a target shooting line, as well as on a Field/3D course. Thanks to the hard work and dedication of our committee members, we soon produced our Phase 1 Plan, which was published at the beginning of June, opening the door to the

gradual reopening of our member clubs and return to play of our athletes. However, we were not done there and soon began working on our Return to Competition Plan, for when we were given the green light to Progressively Loosen our restrictions in our Phase 1 plan. During all this, I continue my work, as best I could, on my own goals of the strategic plan, but soon took on a new responsibility as Chair of our Risk Management Committee. I had to teach myself about Risk Management in the context of a not-for-profit organization and research the basics of Risk Management. I then reviewed the preliminary work done by our Judging Chair Rick Scammel, which included a breakdown of our Risk management policy and process. I want to thank and acknowledge Rick's help getting this process started. I then selected a number of individuals with varying degrees of experience and knowledge of our organization and invited them to sit on this committee, and we will be working with a hired consultant to help us in the important work of building our Risk Registry for BC Archery. This important work will ensure our organization is well positioned to address and manage the organizational and financial risks inherent in our operations and help us to continue to provide our stakeholders with the confidence in our program planning and delivery. Even as I write this report and send it in, I realize that it will be presented in our first ever online AGM, yet another sign of our new "normal." If nothing else, this year has been memorable, and I am sure 2021 will be just as challenging.

Respectfully submitted,
David Sandquist (6 Aug 2020)

Report of the VP-Athlete Development

Stay safe out there!

As we weave our way through the struggles in this year of COVID, let's remember that we all face different challenges. We all come from different experiences which provide different points of view. We need to support each other, be patient and caring and please just take a breath. In the face of adversity, we have seen some amazing acts of kindness and we need to continue together as a strong Province. Let us use this new environment to see what opportunities lay ahead.

Long Term Athlete Development (LTAD) and High Performance

It is important that we move our athletes through a developmental program that will lead to better and more skilful archers and contribute to a thriving sport supported by quality coaches, officials and volunteers at all levels in BC. We support our recreational archers and our High Performance archers equally.

The participation in programs such as the Targeted Athlete Program and the development of the benchmarks for Targeted athletes through Athlete Funding and BC Team selections is part of this ongoing development. Archery Canada's lanceo tournament system allows for easier monitoring of athlete scores from registered tournaments for tracking and monitoring our athletes

The LTAD includes a clear pathway of how [BC competitions](#) and other developmental clinics are offered and how that ties into [Archery Canada's LTAD](#) and Canada's Sport for Life (CS4L).

Competitions are just one part of the LTAD that move our athletes through the High Performance Pathway. This 2020 year the BC Winter Games were held in Fort St John and once again Archery successfully partnered with The BC Games Society to run an excellent event to develop athletes, coaches and judges. This multisport event is the stepping stone for many Olympians across various sports. It

takes a lot of volunteers to make these events happen. The next BC Winter Games is scheduled for 2022 in Vernon.

The next Canada Winter Games will be held in PEI in 2023.

Archery Canada's Target Objective Performance (TOP) and Development ID (DEVID) Program

A TOP/DEVID clinic for athletes and coaches was hosted in the Lower Mainland October of 2019. 14 Athletes and 10 coaches with guests from Calgary and the Yukon attended. Shawn Riggs and Joan McDonald from the Archery Canada Coaching team also presented a session for coaches with Professional Development points. BC continues to work closely with Archery Canada to be aware of the opportunities that are available to athletes and their coaches who want to be successful on a higher level. No news on the next clinic due to COVID.

Targeted Athlete Program (TAP) - Canadian Sport Institute/Pacific Sport

[Refer to the Report submitted by Targeted Athlete Coordinator: Emma Hughes](#)

The [list of athletes and their coaches](#) is posted on the BC Archery website and includes our 3 National Sport Organization (NSO) carded athletes. Benchmarks and combined eligibility introduced with the 2018 nomination cycle will be reviewed annually and modified as applicable. Sports are assessed for their eligibility to receive ViaSport Excellence funding based on uptake of programs like these and the conversion rates of athletes moving through the developmental levels. It is important for athletes to take advantage of the programs available to them and for coaches to be aware of those opportunities.

As part of the TAP, Pacific Sport/CSI offers Medical resources, grants and bursaries, Sport Performance Speaker Series, and other athlete resources to develop our athletes mentally, nutritionally and provide access to resources to assist with promoting and fundraising. Additionally, the TAP Program offers a community partnership between local restaurants/grocery stores that can provide affordable options for healthy eating (Discounted products/services). Pacific Sport also offers the IGNITE Athlete Development program for a high-performance training environment

Team Selection Coordinator, BC Performance Program (Nationals)

[As submitted by BC Performance Program Coordinator: Garrett Johnson:](#)

In 2019, there were 11 applicants to the BC Performance Program. Six of which attended Nationals and received funding to support them. For 2020, I was in the process of looking into a new provider for the team BC uniforms, as well as looking into other pieces of equipment or apparel the athletes could be given. This conversation was put on hold due to the cancellation of events but will be picked back up when it is viable to do so.

High Performance Funding

[As submitted by High Performance Funding Coordinator: Garrett Johnson:](#)

A total of 11 archers and 3 coaches were awarded funding this year as part of the High Performance funding program. Upon observing the use of the Google Form I had put in place in an attempt to further automate the process, I decided to withdraw its use as it ended up being fairly inefficient in gathering accurate data. We are currently investigating the possibilities for funding for 2020.

High Performance Funding for the upcoming cycle of 2020 is under review.

Para-Athlete Coordinator

As submitted by Para-Athlete Coordinator: Kevin Evans:

Very little has changed since the last AGM. Currently, only Rhys Leidal and I are Para athletes in BC. I have been trying to recruit more participants, but there is much competition with other sports to recruit new individuals, and it the struggle is finding someone that fits the requirements that will lead them into the National Para program. I have had discussions with one person from the Island, one in the Interior, and one in the Kootenays. However, COVID is impeding any progress in this area. Rhys & I attended the Canada Cup in May 2019, followed by the World Archery Para-World Championships in Netherlands in June, and the Canadian Nationals in Saskatchewan in August. As Worlds was held early in 2019, no events of value were attended during the remainder of the year. In February 2020, we attended a training camp in Florida along with the able-bodied Canadian Archery Team. Looking forward to getting back to it once it is safe to do so.

Junior Olympian Program Coordinator

[Refer to Report submitted by JOP Coordinator: Mary Ostermeier](#)

Respectfully submitted

Linda Price, ChPC

BC Archery Athlete Development VP and TOP Agent for BC

Report of the VP-3D and Bowhunting

3D archers continue to do very well in Canadian Championships and there are many communities/clubs hosting indoor and outdoor fun 3D shoots across the province attracting thousands of participants. Unfortunately, parts of our yearly competitions were cancelled due to the Covid 19 pandemic.

This year, Semiahmoo Archers were to host the 2020 Canadian Indoor 3D Championships in Chilliwack. Up to 200 archers were expected to attend. It was cancelled due to Covid 19. The similarly cancelled 2020 BC 3D Championships were to be hosted by Cranbrook. At these BC Championships, the eight-person BC Team and four alternates would have been chosen using a handicapping system. These archers would have shared in the \$12,000.00 team funding from the BC Archery. Half of the money would have gone to the BC Team to defray travel costs and the other half would have been split among those team members and alternates who reached the podium in Prince Edward Island. Cranbrook has agreed to host the BC 3D Championships for 2021. Cranbrook is also slated to host the Canadian 3D Championships in 2022.

In 2019, 12 of 12 BC Team members made the podium in Saskatchewan. Of the 35 archers from BC, 21 (60%) made it to the podium. That is the best result we have ever had for the team and possibly for BC archers as a whole! We expect a similar percentage result for 2021 in PEI.

Our 24 member Canadian 3D Team featuring seven BC archers (nearly 30% of the team) competed in Lac La Biche, Alberta in the 2019 World 3D Championships! Here are the team results for BC archers as part of the best showing ever by a Canadian team!

- 1) Miranda Sparkes – 5th overall and a Silver medalist in the team event
- 2) Fred Streleoff – 6th overall
- 3) Marc Britton – 7th overall
- 4) Katie Britton – 12th overall
- 5) Jessie Mobbs – 19th overall
- 6) Dan Mobbs – 23rd overall
- 7) Brock Paton – 34th overall

The choosing of the BC Team continues to evolve. With the majority of the team reaching the podium at each of the last five Canadian Championships, our selection system is working well. However, I am still working to make it as fair as possible. Through education of the host clubs, instituting team alternates and the fact that the alternates have an equal chance to share in 50% of the money through their performance, the inevitable course inequities are felt less harshly. I continue to monitor and strive to improve the process.

No International Bowhunter Education Program (IBEP) courses were held this past year.

Respectfully Submitted,
Al Campsall

Report of the VP Technical

Well a full year has passed since being elected to the position of VP Technical. It has been quite the year with many changes taking place due to COVID 19.

Since September 2019 I have attended all the Board Meetings, both by phone and virtually. The portfolios of the [Coaching Chair](#) and the [Judge/Officials Chair](#) both fall under my responsibility. Please see their reports below.

I sit on two committees:

1. Judging Committee, which is tasked with
 - Develop and implement plans for BC Archery Officiating Program development consistent with Association's strategic plan.
 - Build administrative components of program.
 - Develop programs and projects which will encourage greater participation and retention of officials.
 - Implement officiating education and mentoring programs, resources, workshops etc.
 - Identify need and priorities for development of resource material related to officiating.
 - The Committee will be responsible for overseeing selection and evaluation of Provincial Judges
2. Coaching Committee
 - Develop and implement plans for coaching development consistent with the Association's strategic plan and the policies and programs of Archery Canada's Coaching Program.

- Develop, implement and monitor programs and projects which will encourage greater participation and retention of coaching at all levels. Implement coaching education programs, resources, workshops etc.
- Identify the needs and priorities for development of resource materials related to coaching.
- Develop, implement and monitor a coach mentoring program.
- Liaise with the Provincial archery clubs on all issues relating to coach education and development.
- Provide input as requested to the Board of Directors on policies for coaching development.
- Identify need for new or revised organizational policy for the Board of Directors.
- Develop annual priorities.
- Submit all program and budgetary requirements for annual budget
- Monitor work plans to ensure agreed tasks are completed.
- Liaise with committees on issues of mutual concern.
- The Committee will be responsible for overseeing selection and evaluation of Provincial team coaches. In conjunction with VP Athlete Development, plan team training and training camps in order to facilitate the training of Coaches.
- Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.

I have attended 1 Judge Committee meeting and 4 Coach Committee meetings. A decision has been made by the Coach Committee that there will be pre-scheduled beginner level coaches training so that we as an association can better plan for training sessions.

I have completed the Commit to Kids online training also, which is a requirement of viaSport for all PSO Board members.

I had the opportunity to be selected as a Judge for the BC Winter Games in Fort St. John. It was a fantastic opportunity and I enjoyed the opportunity immensely.

I am presently working with the Executive Director to determine the inventory of equipment that our Coaches have on hand. If you have not received a request but you have equipment please let me know so that we can inventory the equipment for purposes related to taxation as well as greening project.

I have received a resignation letter from the Coaching Chair and am in the process of finding and appointing a new Coach Chair. An announcement will be made at the Annual General Meeting.

Thank you for the opportunity to serve on the Board of Directors and I look forward to continuing for the next year.

Respectfully submitted,
Stuart Murray

Report of the Athlete Representative

In the past year, I conducted a survey with the goal to obtain JOP participants' opinions on the current award system and their suggestions for changes. 54 responses were given, and over 92% of athletes were happy with the current award system. Much of this year has been unprecedented, and I am keeping in contact with the BC Archery Board and staying involved in our conversations. As things start to slowly open back up, I am ensuring that athletes' thoughts, concerns and suggestions to keep their sporting environments a safe place for them to practice and compete are heard by the BC Archery Board

Take care,
Mariessa Pinto
Athlete Representative

Report of the JOP Chair

From October through February everything went as normal with lots of new participants and achievements earned. We had the JOP mailmatch from October through February and that saw 124 shooters from 12 clubs.

At the beginning of February we had the JOP regional tournament which was hosted at each JOP club during their regular shooting time. This tournament saw 152 participants from 9 clubs.

Then of course just as we were gearing up to host the JOP Indoor Championships, Covid happened and archery came to a screaming halt.

I'm hoping that over the winter some archery will start to happen with the

proper safety measures in place according to the Return to Play documents. We all want to get back to somewhat normal life but we have to follow the guidelines so we stay safe and healthy.

Yours in Archery,
Mary Ostermeier

Targeted Athlete Program Coordinator

A total of 12 athletes have been nominated for the 2020 TAP cycle. This includes 4 new athletes (three new athletes at Provincial Development Level 2 and one at Provincial Development Level 1), and 8 athletes who re-qualified from the previous year. Enrolment in the program is up from 8 athletes in 2019, and 11 in 2018.

Reminders were sent to the 2019 TAP athletes in November with a deadline of December 12th. All 8 of these athletes re-signed to the program. No mass emails were sent to clubs and coaches in 2019 to inform newer athletes/coaches about the TAP program and its benefits but even so there still there 4 new applicants. Hopefully, this indicates an increased general awareness of the TAP program, though it still would be beneficial to send informational emails out at least once per year to let athletes know about the program, and as a reminder to those already in the program.

Emma Hughes

Report of the Coaching Chair

As the coaching chair my job has been to check every record that has been sent to the locker before it is approved, for BC. Moving forward your new Coaching chair will have to work this out as it is very involved with me as a Master Coach Developer. So I don't know how this will work moving forward. I am working on getting others certified as MCD/ME this will involve many steps before they will be able to certify, so the new coaching chair will need to find the best candidates to move into this role.

As the MCD I have to co facilitate with our Learning Facilitators before they can be certified to deliver on their own this takes 2 times with me and I have to put the correct information into the locker so that they get credit for doing the work, this has to be done for every level that they want to deliver and they can only deliver the levels they are certified in.

In BC we have decided to use this approach so that we are confident that our LF's can deliver the content correctly out of the starting gate, it is my understanding the this second evaluation could be many years later if the board so wanted it but quality control has always been our first priority. So we don't turn them loose until they have had the certified status attached to their records.

It is worth noting that there is no longer a way to upgrade old certification so if you are an old level you will have that until the end but it may not be acceptable for our needs moving forward and **everyone must have MED to be considered as a coach/instructor.**

So moving forward, we have trained 37 and certified 28 since the last AGM to date.

LF Involvement for the past year; this is the main involvement for them:

Al Wills	Instruction of Beginner Archers Workshop	Delivered	2019-11-03	Victoria
Rick Scammell	Instruction of Beginner Archers Workshop	Delivered, Co-delivered, Evaluated	2019-12-15	Williams Lake
David Sandquist	Instruction of Beginner Archers Workshop	Delivered	2020-03-01	Langley
Ron Ostermeier	Instructor of Beginner Archers LF Training	Delivered, Co-delivered, Evaluating	2019-12-15	Williams Lake
Ron Ostermeier	Instruction of Beginner Archers Workshop	Delivered	2019-11-24	Kelowna
Ron Ostermeier	Instructor of Intermediate Archers Workshop	Delivered, Evaluated, Evaluating	2019-10-20	Whitehorse

Ok that should be good for this report

Respectfully,
Ron Ostermeier
MCD & ME Coaching Chair CC# 287642

Report of the Judge Chair

On March 11, 2020 the Board approved the formation of the Officiating Ad-hoc Committee for a 3 year term. The Committee consists of Stu Murray, Darcy Falk, Gary Hornsberger and Rick Scammell (Chairperson). [Terms of Reference](#) can be found on the BC Archery Website.

The Key Objectives are:

- Develop and implement plans for BC Archery Officiating Program development consistent with Association's strategic plan.
- Build administrative components of program.
- Develop programs and projects which will encourage greater participation and retention of officials.
- Implement officiating education and mentoring programs, resources, workshops etc.
- Identify need and priorities for development of resource material related to officiating.
- The Committee will be responsible for overseeing selection and evaluation of Provincial Judges

The Committee met unofficially in February of 2020 at the BC Winter Games at which time the BC 3D Indoor Certification presentation and learning objectives were approved. This certification is in-line with the Archery Canada 3D Mail Match requirements. The six Judge Candidates at the BC Winter Games attended and passed the Judging Clinic specific to the BC 3D Indoor Certification.

In September, two Judging Clinics were conducted, one in Fort St. John and the second in Prince George for a total of 8 participants. The Fort St. John clinic offered very unique opportunity. The Clinic participants conducted an Emergency Action Plan and Risk Assessment for the 2020 BC Winter Games facility.

This group of six, Andy Fochuk, Graham Goertzen, Eva Goertzen, Rick Ekkel, Tim Giesbrecht and Mike Friesen, went on the set-up the venue and work as Judge Candidates under the watchful eye of Stu Murray, Darcy Falk, Gary Hornsberger, Mary Ostermeier and Rick Scammell. On the final day they ran the elimination round as Certified Judges, doing an outstanding job.

The following Candidates were certified from September 2019 to August 2020.

Angela Foley - Field

Tammy Moyer - Outdoor Target and Field

Andy Fochuk – Indoor Target and Indoor 3D

Graham Goertzen - Indoor Target and Indoor 3D

Eva Goertzen - Indoor Target and Indoor 3D

Rick Ekkel - Indoor Target and Indoor 3D

Tim Giesbrecht - Indoor Target and Indoor 3D

Mike Friesen - Indoor Target and Indoor 3D

Stu Murray – Indoor 3D

Additional projects completed during this period:

- Updated Judge Clinic presentation and material
- Developed Indoor 3D presentation and material for approval.

- Conducted Indoor 3D certification training for 7 Judges.
- Designed and ordered, with the help of the Executive Director, new judge shirts.
- Developed for the Board the following policies:
 - ✓ Risk Management Policy
 - ✓ Board Committee Policy
 - ✓ Board Committee Terms of Reference: Coaching
 - ✓ Board Committee Terms of Reference: Judging
 - ✓ Board Committee Terms of Reference: Risk Management
 - ✓ Risk Management Registry.
- The BC Archery Shooting Rules were updated and approved by the Board.

It is my intention to carry on as the Judge Chairperson for 2020/2021.

Respectfully submitted,
Rick Scammell

Report of the Senior Games (55+) Coordinator

The 2019 Games were held in Kelowna with 61 participants. The Games held fast to the “Rule of Three” for archery and all other sports and Archery specific participation rule “3”.

From General Rules Book “7. (f) At the close of registration, sport categories with FEWER than 3 entries will be cancelled. The affected participants will be notified and given 3 days to enter a different sport or category, or to place their name on the cross-zone list, being assured of a refund. 80+ participants are not affected by this rule.”

In addition, The Games Rules Committee had taken a different interpretation of the Archery Specific rule relating to each Zone: “3. Participation: (a) One man and one woman in each age category per equipment category. If any of these events are not filled, then additional participants, men or women, may be allocated to any of the four categories until a maximum of 24 zone men and women participants is reached. (b) In each age category, a participant will only compete in one equipment category.” Their interpretation is limited to the first line of 3(a).

These rules would have eliminated 17 competitors. The Games are run under their rules and not BC Archery rules. Due to the considerable effort of the BC Archery Executive Director, all 17 were moved to complimentary categories and were able to compete.

I wish to thank Graham Go for his considerable effort and diplomacy in obtaining the 3D animal targets.

Rule changes were presented to, and accepted by, the Games Society to ensure continued participation levels and fairness for the athletes:

3. Participation now reads:

(a) There is no limit to the number of participants in each (1) Age Categories and (2) Equipment Category or the total from each zone.

6. Qualifying at the Zone Level is no longer required and is eliminated from the rules.

2. Equipment Category:

(d) Longbow will now allow any type of arrow.

From General Rules Book, #7. (f) remains, as it is up to the Games Society to change.

The 2020 Games were to be held in Richmond but were cancelled due to Covid. I wish to thank Kate Young for stepping up as the Sport Coordinator for Archery. We were off to a good start until the cancellation.

The 2021 Games will be held in Victoria.

This was my last year as the Senior Games (55+) Coordinator -- I will resign from the position at this year's AGM. I have held the position for the past nine years and it has given me immense personal satisfaction. Now it's my turn shoot in the Games. I will work with the next volunteer through a complete Games cycle.

Respectfully submitted,
Rick Scammell

AGENDA ITEM #6 NOTICES OF RESOLUTION



The following Notices of Resolution are being presented to the membership for their consideration:

- Notice of Resolution #1: to allow the option of meetings to be held by Electronic Means*
- Notice of Resolution #2: to specify who is to chair meetings and provide alternates
- Notice of Resolution #3: to update the Interpretations to include reference to persons of non-binary gender

Draft bylaws follow the Notices of Resolution as a reference to the impact of the revisions if all the resolutions are accepted by the members. Changes are listed in **red**.

*In light of COVID-19, the Registrar of Companies has issued a ministerial order allowing Societies to hold virtual/electronic meetings in 2020 even if the Society's bylaws state otherwise.



BC Archery

Notice of Resolution

Dated July 15, 2020

In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on September 4, 2020 at 7pm held by virtual conference.

Special Resolution #1: To allow the option of meetings to be held by Electronic Means.

See Current and Revised Bylaws on following page.

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to
Sonia Schina, Executive Director
778-241-2724
execdirector@bcarchery.ca

Current Bylaws	Revised Bylaws Words inserted or added are <u>underlined</u> ; Words removed are struck out
<p>Part 1 – Interpretation</p> <p>“Ordinary Resolution” means</p> <p>i) a resolution passed in a general meeting by a simple majority of the votes cast,</p> <p>“Special Resolution” means</p> <p>i) a resolution passed in a general meeting by a majority of not less than 2/3 of the votes cast of those members of the Society who, being entitled to do so, vote</p> <p>Part 3 – Meetings of Members</p> <p>Part 4 – Proceedings at General Meetings</p> <p>19) A quorum is three members present or a greater number that the members may determine at a general meeting.</p> <p>23) b) Voting is by show of hands</p> <p>Part 6 – Proceedings of Directors</p> <p>32) b) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office</p> <p>c) The directors present at a meeting must choose one of their number to be the chair at that meeting.</p> <p>36) c) Voting is by show of hands</p>	<p>Part 1 – Interpretation</p> <p><u>“Electronic Means” means any electronic or digital system or combination of electronic or digital systems, including mail, telephonic, facsimile, electronic, radio, computer or internet-based technology or other communication facility or medium, that:</u></p> <p>i) <u>in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the meeting or proceeding adequately, simultaneously and instantaneously, in a manner comparable, but not necessarily identical, to a meeting or proceeding where all participants are present in the same location, and</u></p> <p>ii) <u>in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses their intentions.</u></p> <p>“Ordinary Resolution” means</p> <p>i) a resolution passed in a general meeting by a simple majority of the votes cast, <u>whether the Member is participating in person or by Electronic Means,</u></p> <p>“Special Resolution” means</p> <p>i) a resolution passed in a general meeting by a majority of not less than 2/3 of the votes cast of those members of the Society who, being entitled to do so, vote, <u>whether the Member is participating in person or by Electronic Means.</u></p> <p>Part 3 – Meetings of Members</p> <p>15) <u>c) If the Board has determined to permit participation in a general meeting by Electronic Means, notice of the meeting must inform Members and other participants, if any, that they may participate by Electronic Means and provide instruction on how this may be done.</u></p> <p>Part 4 – Proceedings at General Meetings</p> <p>19) A quorum is three members present, in person or by Electronic Means, or a greater number that the members may determine at a general meeting.</p> <p>23) b) Voting is by show of hands, <u>written ballot, or Electronic Means.</u></p> <p>Part 6 – Proceedings of Directors</p> <p>32) b) The directors may from time to time set the quorum necessary to conduct business <u>at meetings either in person or by Electronic Means,</u> and unless so set the quorum is a majority of the directors then in office</p> <p>c) The directors present at a meeting must choose one of their number to be the chair at that meeting. <u>Board meetings are chaired by the President, and if the President is not in attendance, the meeting will be chaired by the VP-Administration. If neither of present, those Directors in attendance will select one of their number to chair the meeting.</u></p> <p>36) c) Voting is by show of hands, <u>written ballot, or Electronic Means.</u></p>



In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on September 4, 2020 at 7pm held by virtual conference.

Special Resolution #2: To specify who is to chair meetings and provide alternates.

Current Bylaw	Bylaw with Amendments Words inserted or added are <u>underlined</u> ; Words removed are struck out	RATIONALE
32. c) The directors present at a meeting must choose one of their number to be the chair at that meeting.	32. c) The directors present at a meeting must choose one of their number to be the chair at that meeting. <u>Board meetings are chaired by the President, and if the President is not in attendance, the meeting will be chaired by the VP-Administration. If neither are present, those Directors in attendance will select one of their number to chair the meeting.</u>	<p>To provide consistency for chairing meetings and to allow an alternate if the member is not present.</p> <p>Allowing the VP-Administration to be the successive chair follows Bylaw 39 which states the VP-Administration will carry out the duties of the President in the President's absence.</p>

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to
Sonia Schina, Executive Director
778-241-2724
execdirector@bcarchery.ca



In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on September 4, 2020 at 7pm held by virtual conference.

Special Resolution #3: To update the Interpretations to include persons of non-binary gender.

Current Bylaw	Bylaw with Amendments Words inserted or added are <u>underlined</u> ; Words removed are struck out	RATIONALE
Part 1 – Interpretation 2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person	2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person <u>and persons having non-binary gender identifications.</u>	To comply with our Gender Equity policy and revise the Bylaws to reflect inclusion of all persons

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to
Sonia Schina, Executive Director
778-241-2724
execdirector@bcarchery.ca

The British Columbia Archery Association

Constitution

The name of the society is: "The British Columbia Archery Association," hereafter referred to as the Society.

The purpose of the Society is to perpetuate, foster and manage the practice of archery, in all its forms, in British Columbia, including, and without limiting the generality of the foregoing:

1. adopting, interpreting, and enforcing rules for the practice of archery,
2. holding annual tournaments to determine the champions of the Society, and
3. acting in general as the supreme governing body in all matters that pertain to archery in the province of British Columbia, Canada.

Bylaws

Part 1 – Interpretation

- 1) In these bylaws, unless the context otherwise requires:

"Affiliate" means every archery organization that becomes and remains an affiliate in accordance with these bylaws;

"Archery Organization" means a club, having a president, vice president and secretary; an association; or a private concern offering an archery program to its members;

"Board" means the Board of Directors of the Society

"Directors" means the directors of the Society for the time being;

"Document" means a written instrument, including a notice, order, certificate, register, letter, report, return, account, summons or legal process;

"Electronic Means" means any electronic or digital system or combination of electronic or digital systems, including mail, telephonic, facsimile, electronic, radio, computer or internet-based technology or other communication facility or medium, that:

- i) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the meeting or proceeding adequately, simultaneously and instantaneously, in a manner comparable, but not necessarily identical, to a meeting or proceeding where all participants are present in the same location, and
- ii) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses their intentions.

"Member" means every person who becomes and remains a member in accordance with these bylaws;

"Officer" means an individual appointed to serve as an officer of the Society in accordance with these bylaws;

"Ordinary Resolution" means

- i) a resolution passed in a general meeting by a simple majority of the votes cast, **whether the Member is participating in person or by Electronic Means**, or
- ii) a resolution that has been submitted to the members of the Society and consented to in writing by 2/3 of the members who would have been entitled to vote on it at a general meeting of the

Society, and a resolution so consented to is deemed to be an ordinary resolution passed at a general meeting of the Society;

“Registered Address” of a member means the member’s address as recorded in the register of members, and may consist of a mailing address or an e-mail address;

“Societies Act” means the *Societies Act* of British Columbia from time to time in force and all amendments to it;

“Special Resolution” means

- i) a resolution passed in a general meeting by a majority of not less than 2/3 of the votes cast of those members of the Society who, being entitled to do so, vote, **whether the Member is participating in person or by Electronic Means**,
 - (1) of which the notice that the bylaws provide, and not being less than 14 days’ notice, specifying the intention to propose the resolution as a special resolution has been given, or
 - (2) if every member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days’ notice has been given,
 - ii) a resolution consented to in writing by every member of the Society who would have been entitled to vote on it at a general meeting of the Society, and a resolution so consented to is deemed to be a special resolution passed at a general meeting of the Society.
- 2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person **and persons having non-binary gender identifications**.

Part 2 – Membership and Affiliation

- 3) The classes of membership and affiliation, including associated rights and privileges, must be determined by the directors; different classes of membership or affiliation may have different rights and privileges, except no class of affiliate shall have any right to vote at any meeting of the Society.
- 4) The amount of the annual membership and affiliation dues, including any discounts or rebates, must be determined by the directors; different classes of membership or affiliation may have different dues, discounts and rebates.
- 5) A person may apply to the directors for membership in the Society and on acceptance by the directors is a member.
- 6) An archery organization may apply to the directors for affiliation with the Society and on acceptance by the directors is an affiliate.
- 7) Every member and affiliate must uphold the constitution and comply with these bylaws.
- 8) A person ceases to be a member of the Society
 - a) by delivering his resignation in writing to the secretary of the Society,
 - b) on his death,
 - c) on being expelled, or
 - d) on being a member not in good standing.
- 9) An archery organization ceases to be an affiliate of the Society
 - a) by delivering its resignation in writing to the secretary of the Society,
 - b) on its dissolution,
 - c) on being expelled, or
 - d) on being an affiliate not in good standing.
- 10) a) The directors, by resolution and in accordance with these bylaws, may expel a member or affiliate.
b) The directors must determine the procedures for expelling a member or affiliate, including:
 - i) the giving of notice of, and reasons for, the proposed expulsion to the person or archery organization who is the subject of the proposed expulsion;

- ii) the opportunity for the person or archery organization to be heard by the directors before the resolution is put to a vote; and
 - iii) the opportunity for the person or archery organization to appeal the decision of the directors to the members, and for the members to uphold or reverse the decision of the directors; and these procedures must be approved by an ordinary resolution passed at a general meeting.
- 11) All members and affiliates are in good standing except one who has failed to pay the current annual membership or affiliation fee, or any other subscription or debt due and owing by the member or affiliate to the Society, and the member or affiliate is not in good standing so long as the debt remains unpaid.

Part 3 – Meetings of Members

- 12) General meetings of the Society must be held at the time and place, in accordance with the *Societies Act*, that the directors decide.
- 13) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 14) The directors may, when they think fit, convene an extraordinary general meeting.
- 15) a) Notice of a general meeting must specify the place, day and hour of the meeting and, in case of special business, the general nature of that business.
- b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- c) **If the Board has determined to permit participation in a general meeting by Electronic Means, notice of the meeting must inform Members and other participants, if any, that they may participate by Electronic Means and provide instruction on how this may be done.**
- 16) An annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 – Proceedings at General Meetings

- 17) Special business is:
- a) all business at an extraordinary general meeting except the adoption of rules of order, and
 - b) all business conducted at an annual general meeting, except the following:
 - (i) the adoption of rules of order,
 - (ii) the consideration of the financial statements,
 - (iii) the report of the directors,
 - (iv) the report of the auditor,
 - (v) the election of directors,
 - (vi) the appointment of an auditor, and
 - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the reports of the directors issued with the notice convening the meeting.
- 18) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- 19) A quorum is three members present, **in person or by Electronic Means**, or a greater number that the members may determine at a general meeting.
- 20) Subject to bylaw 21), the directors present at a meeting must choose one of their number to be the chair at that meeting.
- 21) If no director is present within 15 minutes after the time appointed of holding the meeting, the members present at a meeting must choose one of their number to be the chair at that meeting.

- 22) a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution does not pass.
- 23) a) A member in good standing present at a meeting of members, and being at least 16 years of age, is entitled to one vote.
- b) Voting is by show of hands, **written ballot, or Electronic Means.**
- c) Voting by proxy is not permitted.

Part 5 – Directors and Officers

- 24) a) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to:
 - i) all laws affecting the Society,
 - ii) these bylaws, and
 - iii) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.
- b) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25) The following positions are the directors of the Society:
 - i) President
 - ii) Vice President – Administration
 - iii) Vice President – Technical
 - iv) Vice President – Finance
 - v) Vice President – 3D & Bowhunting
 - vi) Vice President – Athlete Development
 - vii) Director at Large
- 26) a) Not more than one director position may be held by one person.
- b) Notwithstanding bylaw 26) a), a director may hold one or more other positions in the Society.
- 27) Subject to bylaw 28), the directors shall be elected by the members of the Society and shall hold their offices for a term of two years from election at an annual general meeting, and
 - i) the terms of office of the President, Vice President – 3D & Bowhunting, Director at Large and Vice President-Athlete Development shall be concurrent, and
 - ii) the terms of office of the Vice President – Administration, Vice President – Technical and Vice President – Finance shall be concurrent.
- 28) a) The directors must retire from office at the end of the annual general meeting when their successors are elected.
- b) Separate elections must be held for each office to be filled.
- c) An election may be by acclamation; otherwise it must be by ballot.
- d) If a successor is not elected, one may be appointed pursuant to Bylaw 29).
- 29) a) If a director resigns his office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- b) A director so appointed holds office only until the next annual general meeting of the Society, but is eligible for re-election at the meeting.
- c) A director elected at this meeting holds office until the normal term of office expires in accordance with bylaw 27) i) and ii).

- d) An act or proceeding of the directors is not invalid merely because there is fewer than the prescribed number of directors in office.
- 30) a) The members may, by special resolution, remove a director, before the expiration of his term of office, and may elect a successor to complete the term of office
 - b) If the members do not elect a successor, one must be appointed pursuant to bylaw 29).
- 31) A director must not be remunerated for being or acting as a director, but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaging in the affairs of the Society.

Part 6 – Proceedings of Directors

- 32) a) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
 - b) The directors may from time to time set the quorum necessary to conduct business **at meetings either in person or by Electronic Means**, and unless so set the quorum is a majority of the directors then in office.
 - ~~c) The directors present at a meeting must choose one of their number to be the chair at that meeting.~~ **Board meetings are chaired by the President, and if the President is not in attendance, the meeting will be chaired by the VP-Administration. If neither of present, those Directors in attendance will select one of their number to chair the meeting.**
 - d) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 33) a) The directors may delegate, as they see fit, any, but not all, of their powers to committees consisting of at least one director.
 - b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 34) a) The members of a committee may meet and adjourn as they think proper.
 - b) The members of a committee present at a meeting must choose one of their number to be the chair at that meeting.
- 35) Questions arising at a meeting of the directors or a committee must be decided by a majority of votes.
- 36) a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
 - b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution does not pass.
 - c) Voting is by show of hands, **written ballot, or Electronic Means**.
 - d) Voting by proxy is not permitted.
- 37) A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors. An affirmation sent by electronic means from the director's registered address qualifies as a signature.

Part 7 – Duties of Officers

- 38) The Officers of the Society are the President, Vice-President Finance, Secretary and the Executive Director.
- 39) The Vice President – Administration must carry out the duties of the President during the President's absence

- 40) The position of Secretary will be held by the Executive Director unless the Directors determine otherwise.
- a) The Directors may appoint a Secretary, who need not be a Director. The process used to appoint the Secretary will involve voting by Directors and the Secretary will be supervised by the Executive Director.
- 41) The Officers will have the following responsibilities:
- a) The President
- i) is responsible for the supervision of the Directors and Officers,
 - ii) is responsible for the general affairs of the Society, and
 - iii) will perform such other duties as may from time to time be established by the Board.
- b) The Secretary must:
- i) conduct the correspondence of the Society;
 - ii) issue notices of meetings of the Society and directors;
 - iii) keep minutes at all meetings of the Society and directors;
 - iv) have custody of all records and documents of the Society except those required to be kept by the Vice President - Finance;
 - v) have custody of the common seal of the Society;
 - vi) maintain the register of members; and
 - vii) will perform such other duties as may from time to time be established by the Board.
- c) The Vice President – Finance must:
- i) keep, or cause to be kept, the financial records of the Society, including books of account, necessary to comply with the *Societies Act*, and
 - ii) render, or cause to be rendered, financial statements to the directors, members and others when required; and
 - iii) will perform such other duties as may from time to time be established by the Board.
- d) The Executive Director is the Chief Executive Officer of the Society and will be responsible for the management and supervision of the operations of the Society.
- e) In the absence of the Secretary from a meeting, the directors present must appoint another person to act as secretary at that meeting
- 42) The Board may, from time to time and subject to the Act, vary, limit or add to the powers and duties of any Officer.

Part 8 – Executive Committee

43) to 45) is *repealed*

Part 9 – Zone Representatives

46) to 50) is *repealed*

Part 10 – Policies

- 51) The directors, by resolution and in accordance with these bylaws, must make, and may change from time to time, policies with respect to:
- a) the procedures for the election of directors;
 - b) *repealed*;
 - c) the responsibilities of each director;
 - d) *repealed*;
 - e) the responsibilities of any paid staff;
 - f) tournaments sponsored by the Society;
 - g) the rules to be used at tournaments sponsored by the Society; and

- h) provisions to transition the Society to these bylaws in the shortest time practicable.
- 52) The directors, by resolution and in accordance with these bylaws, may make and change from time to time, policies with respect to:
 - a) the qualifications of directors, volunteer positions and paid staff;
 - b) the responsibilities of volunteer positions; and
 - c) any other matter.

Part 11 – Seal

- 53) The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 54) The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the President and Secretary.
- 55) Despite bylaw 41) b) iv), the directors may by resolution appoint a custodian of the seal, other than the Secretary, for purposes specified in the resolution.

Part 12 – Borrowing

- 56) In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 57) A debenture must not be issued without the authorization of a special resolution.
- 58) The members may, by special resolution, restrict the borrowing powers of the directors, and a restriction so imposed expires at the next annual general meeting.

Part 13 – Auditor

- 59) At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting
- 60) An auditor may be removed by ordinary resolution.
- 61) An auditor must be promptly informed in writing of their appointment or removal
- 62) A director or employee of the Society must not be its auditor
- 63) The auditor may attend general meetings.

Part 14 – Notice to Members

- 64) A notice must be given not less than 14 days prior to the date
 - a) on which a general meeting is to be convened, or
 - b) by which a written response is due in the case of a resolution submitted in writing to the members of the Society.
- 65) A notice may be given to a member, either personally, by mail or by electronic means to the member at the member's registered address.
- 66) A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 67) A notice sent by electronic means is deemed to have been given on the first day following the day on which the notice is sent, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and successfully sent.
- 68) a) Notice of a general meeting must be given to

- i) every member shown on the register of members on the day notice is given, and
- ii) the auditor.
- b) No other person is entitled to receive a notice of a general meeting.

Part 15 – Dissolution of the Society

69) Should the Society cease to operate, all funds and assets at the time of dissolution will revert to the Government of British Columbia for disposition by the Minister responsible for sports.

Part 16 – Bylaws

70) On being admitted to membership, each member is entitled to, and the Society must provide without charge, a copy of the constitution and bylaws of the Society.

71) These bylaws must not be altered or added to except by special resolution.

AGENDA ITEM #7 POSITIONS UP FOR ELECTION



The following positions are up for election:

- President
- VP-3D & Bowhunting
- VP-Athlete Development
- Director-at-Large
- Athlete Representative (1 year term)

All are 2-year terms unless otherwise noted.

Position Descriptions can be found on our website.

Other vacancies to be filled (not elected):

- Coach Chair
- Targeted Athlete Program Coordinator
- 55+ Games Coordinator



I, _____, BC Archery member # _____

Nominate _____, * BC Archery member # _____

For the position of _____.

Date: _____ Signature: _____

I, _____, accept the nomination.**

Date: _____ Signature: _____

* Please include a photo of the nominee and a few points/sentences as to why the nominee is a good fit and the best candidate for the position

** If elected, the nominee will be required to sign a Consent to Act as Director. See details below. Please do not accept the nomination if you are unable to fulfil the legal qualifications

SOCIETIES ACT (BRITISH COLUMBIA)

Persons qualified to be directors

44 (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

- (a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
- (b) an undischarged bankrupt, or
- (c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

- (i) the court orders otherwise,

- (ii) 5 years have elapsed since the last to occur of

- (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

- (B) the imposition of a fine,

- (C) the conclusion of the term of any imprisonment, and

- (D) the conclusion of the term of any probation imposed, or

- (iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.