2019 CBTF Executive Committee Meeting Minutes

Crowne Royal – Charlotte Room
1005 Main Street, Moncton, NB E1C 1G9
Sunday September 8, 2019
Sanction #CBTF-2019-NB-8162

A. Call to Order:

The meeting was called to order at 10:15 am.

B. Roll Call:

1. Sign-in

Members in Attendance:

President	Joanne Moser	Secretary	Cindy Dietrich
Past President	Jeff Johnson	Treasurer	Terry Stewart
1st VP	Karen Gratton	Technical Chair	Dana Peteleski
2nd VP	Beth Swain		

C. Adopt Agenda:

1. Additions to the Agenda:
   - Item F.7 should read (a) Timeline and (b) Point Structure.
   - Item F.11 added – Lifetime Achievement revision.
   - Item F.8 deleted
2. Motion to Adopt Agenda:

Motion #FEM19-01
To adopt the agenda with additions.

Motion: Beth
Second: Jeff AIF - Passed

D. Adopt Minutes

1. Motion to adopt the minutes of the 2018 Fall Conference Executive Meeting:

Motion #FEM19-02
To accept the 2018 Executive Meeting Minutes.

Motion: Jeff
Second: Dana AIF - Passed

E. Old Business

1. Progress on transferring CBTF archives to digital format/storage:
   - The project is still ongoing. All electronic versions of the National Event Souvenir Programs should be forwarded to both the President and 1st VP so that the task of scanning is no longer necessary. Cindy has transferred a number of Canadian, TT and ICQ programs to Joanne using "Dropbox" as they are usually very large files.

- It would be helpful to have a clear guideline for the format of the different event programs added to the Competition Director Handbook.
- Karen noted that she has quite a few VHS tapes that also need to be converted to digital format. It would most likely be a task for an experienced member as there are a lot of footage and events to identify.

F. New Business

1. Finance:
   - Terry expressed concern with the loss of equity the past few years. Cost saving measures need to be examined to ensure we build back the reserves lost hosting competitions among other expenses.
   - The Executive discussed the role of President, Tech Chair, WBTF Judges Rep and WBTF Tech Committee Rep and the value in sending these members to different competitions and meetings. Is there a possibility to delegate some of the responsibilities.
   - The Annual Fall Conference location needs to be hosted in the city that is the most cost effective for the CBTF rather than where a national competition is to be hosted the following year. Going forward we should perhaps investigate the GoTo Meeting option (with exception of the Technical Meeting).
   - Entry and payment deadlines had been a challenge last season. Going forward we should have a penalty and enforce it for national events.
   - This section had produced a number of motions that will be put forth at the Board Meeting for consideration.

2. Membership Fees:
   - Although our expenses are slowly increasing each year, the membership fees have not been reviewed in a very long time. Beth would like to see these fees reviewed every 2 years.
   - A modest increase of 10% would net the CBTF approximately $2,100.00

   The Executive discussed the benefits to each membership category based on Beth's recommendations, and will propose increased fees at the Board Meeting.

3. 2020 Pan Pacific Judges:
   - Dana reported that a call for interest went out to the Judges. To date, 9 had responded and we would need between 4 and 10. Dana will send out a "last call" for interest and verify how many intend to come by October 31st.
   - CBTF Judges will not be funded. Onsite food and transportation will be provided along with shared accommodations.
   - The Executive Committee will serve as the Selection Committee for the PPC.

4. National Entry and Club Verification Deadlines:
   - Entry deadlines as well as the entry verification request deadline for clubs are not being respected. This leads to delays in not only the set system but trickles down to the program and print deadlines. This is just making things difficult for organizers. A penalty will be proposed to the Board to help encourage the deadlines to be met.

5. Penalty for CBTF Music Naming Protocol:
   - Again, some clubs are not following the music tagging. Jeff reported that at the 2019 Canadian W/C there were 264 tracks of music submitted and 75 were not tagged correctly. Because of this, an unacceptable amount of time was required to correct them so that they would appear correctly in the iPad.
   - The Executive will propose a $25.00 fine to the Board for music tracks not using the tagging protocol.

6. Membership classifications – retracted.

7. Province of the Year Time Frame:
   a. Timeline:
   - The consensus was to leave the timeline as is for now, there was no feedback that changing the deadline for submission would be beneficial.

   b. Point Structure:
   - It was suggested that Provinces could earn points based on growth from a national baseline. This could be counted on all classifications except "E" memberships. Karen will work on the structure and wording.

8. Volunteer of the Year Nomination:
   - This item was clarified that it is a "Canadian Volunteer Award" forwarded to the Executive via email. The deadline was June 21st so was difficult to act. Karen will look into it to see if it will be offered annually and report back.

9. Grievance Process:
   - Joanne brought forth an inquiry to determine if it should be resolved with our Dispute Resolution process. Members were to read the information provided and supply feedback to Joanne.

10. Athlete Scholarship Application:
   - Cindy wanted to see if the current Athlete Scholarship Application could be tweaked to ask for more relevant information. She suggested that the CBTF membership number be added. This would indicate if they were an A or A-C classification. Although some voluntarily report L1 or L2, there is no area that requires reporting this information.
   - The Executive will forward this item to the new Athlete Rep and Commission.

G. Other – none.

H. Adjourn:

Motion #FEM19-03 To adjourn the 2019 Executive Meeting. Motion: Cindy Second: Terry	AIF - Passed