

**Halifax 2014 Bid Society
Board of Directors Meeting**

**April 29, 2006
12:15 - 1:40 p.m.**

Attending:

Dan English (Chair)
Jamie Ferguson
Ken Bagnell
Mel Coombs
Duff Montgomerie
Howard Windsor
Wayne Anstey
Suzanne Coffey
Tom Jones
Joan Duncan
Trevino Betty

Regrets:

Fred MacGillivray

Scott Logan (Ex-Officio)
Eric Savard (Ex-Officio)
Louann Scallion-Morine (Recorder)

Fred MacGillivray was unable to attend the meeting due to travel difficulties. As proposed Secretary, Dan English chaired the meeting.

1. Approval of March 17th Board of Directors Minutes

Motion: To approve the minutes of the March 17th Board of Directors meeting. Moved by Duff. Motion approved.

2. Election of Officer and Additional Board Members

Motion: That Dan English be appointed as Secretary and Howard Windsor be appointed as Treasurer. Moved by Joan, seconded by Ken. Motion approved.

Motion: To appoint Trevino Betty as athlete representative. Moved by Duff, seconded by Tom. Motion approved.

Motion: To increase the number of board members from 15 to 16 to include two corporate representatives. Moved by Ken, seconded by Joan.

3. Overview of Strategic Planning

Strategic planning sessions were held in April, engaging Executive Committee and Board members, staff, stakeholders, experts, partners and selected guests. The sessions were very productive, generating excitement about the potential of the Games and valuable planning information. An overview of the strategic planning process was distributed to board members.

4. Approval of the vision, mission, values, guiding principles and goals

A vision, mission, values, guiding principles and goals were developed during strategic planning, and a final version was distributed to board members prior to and during the meeting. The board discussed the bullets listed under goals and their level of public consumption.

Action: Staff will review the bullets to ensure that there are no competition sensitivities upon their release to the public.

The lists of partners and stakeholders have been amended as follows:

- the addition of Commonwealth Games Canada and the Sport Community to the list of partners
- the list of stakeholders will include the public, governments and community groups.

Motion: Based on the recommendation from the Executive Committee, approve the Vision, Mission, Values, Guiding Principles and Goals. Moved by Duff, seconded by Andrew. Motion approved.

5. Governance Policy

The Governance Policy, which was distributed to board members prior to and during the meeting, is an evolving document that will provide direction to the Bid Society. Committees listed in this document will be implemented once terms of reference have been drafted by staff.

Motion: To approve the Governance Policy in principle and delegate further amendments to the Executive Committee. Moved by Wayne, seconded by Joan. Motion approved.

6. Bid Budget

The bid budget was forwarded to board members prior to the meeting, and additional copies were provided during the meeting. CGF bid submission requirements have changed since the domestic phase and are now at an Olympic bid level, necessitating the provision of greater detail. The Government of Canada allows Games funding

requests to be submitted only once. The Halifax 2014 bid budget, therefore, has been prepared in rigorous detail in order to take all of these requirements into consideration.

Dale MacLennan reviewed revenue and expense figures, including both cash and value-in-kind totals. She can provide detailed information to board members upon request. The bid budget will be presented to HRM Council on May 9th and Cabinet on May 2nd for approval.

Motion: To approve the bid budget, recommend it to funding partners (federal, provincial and municipal), and that it be disclosed publicly upon confirmation of funding from the three levels of government. Moved by Jamie, seconded by Ken. Motion approved.

The board agreed that Councillors and other funding partners may access detailed budget information by scheduling an appointment with staff at the Halifax 2014 office. They will be asked to sign a confidentiality agreement.

7. HR staffing and hiring process with organizational chart

Scott Logan explained the hiring process and organizational chart, circulated to board members prior to and during the meeting, which includes 21, plus two contingency staff. Hiring plans from other Games and HR staff for Manchester and other Games provided expertise for plan development.

Motion: To approve the HR plan and consultant plan and related policy:
- the CEO, Reporting Director and Director of HR approve all new hires.
The CEO will inform the Executive Committee on the Director hires
- that the org chart is approved in principle
- that the CEO has the authority within the hiring plan and consultant plan budget to make modifications as needed on the condition that the overall amount of money remains the same
Moved by Suzanne, seconded by Ken. Motion approved.

8. Confidentiality Agreement

Board members who had not signed an agreement were asked to submit one at the end of the meeting.

Action: Highly sensitive documents will be stored in a secured location in the Halifax 2014 office that is accessible by board members.

9. Memorandum of Understanding between the Bid Society, Commonwealth Games Canada, Halifax Regional Municipality, the Province of Nova Scotia

Motion: To delegate to the Executive Committee the responsibility to approve and authorize execution of the MOU on behalf of the Bid Society and to inform the Board of Directors. Moved by Jamie, seconded by Duff. Motion approved.

10. Guarantee to CGF (Candidate City Manual, section 3.2.1) - for information

Upon bid lodgement in July, Halifax 2014 will sign a contract agreeing to fulfill specific guarantees as part of the host city contract if it is the successful host city for the 2014 Games. The guarantees requested by the CGF were distributed to board members prior to and during the meeting. More information will be available during the CGF Candidate City Seminar on July 10th in Melbourne, Australia.

11. Meeting Dates - Conflicts and Options

Meeting dates for the Executive Committee and Board of Directors will be adhered to as much as possible, given international travel requirements.

Action: Members will advise Louann of meeting date conflicts, and she will identify alternative dates.

Louann will reschedule the June 21st Board of Directors meeting.

12. Business Plan

A bid business plan was drafted as a requirement of the budget submission. The bid business plan does not require board approval, as key sections (the Governance Policy, HR plan and budget) were approved individually.

13. Other Business

HRM Council Meeting

Staff will discuss goals achieved and how the bid committee stayed on budget during the trip to Melbourne, Australia with HRM Council on May 2nd, and the bid budget will be discussed during the May 9th meeting.