

Board of Directors Meeting

January 26, 2007

8:00 – 11:00 a.m.

Mariner Suite 1

World Trade & Convention Centre





Approval of Agenda

- 1. Business arising from previous meetings**
- 2. Bid progress update**
- 3. Finance and administration**
- 4. Other business**
- 5. Adjournment**

1a – Approval of Minutes

(Tab 1)

Motion: To approve the minutes of the September 7th Board of Directors meeting.

Moved by:

Seconded by:



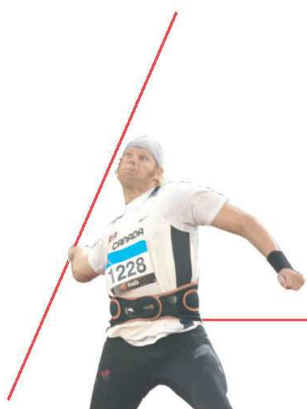
1b – Additional Board Representatives

- Lynn Anderson accepted invitation to join board
- Declined upon relocating to California
- No other corporate representatives have been identified to date



1c – Proposed Games Budget

(Tab 2)



2a – Sport Report

Sport Inclusions

According to CGF Decision, November 2006

(Tab 3)

Mandatory Sports

Athletics *

Boxing

Aquatics – Swimming *

Weightlifting

Rugby 7's *

Badminton

Netball *

Lawn Bowls *

Squash

Hockey

Optional Sports Selected by Halifax 2014

Gymnastics – Artistic & Rhythmic

Cycling – Road, Track, Time Trials, Mountain Bike

Basketball

Triathlon

Table Tennis

Wrestling

Shooting – Clay, Pistol, Small Bore, Full Bore

Aquatics - Diving

* Previous CGF Mandatory Sports



2a – Sport Report

Sports Not Included

(Tab 3)

Optional Sports Not Selected by Halifax 2014

Archery

Cricket 20/20

Judo

Tennis

Sports Not Allowed by CGF

Canoe

Sailing

Softball

Rowing

Fencing

Aquatics – Synchronized Swimming



2b – Communications Report

(Tab 4)

- An RFP has been issued to 3 existing H2014 agencies for assistance in the development of bid creative, bid lodgement and bid presentation in Sri Lanka
- Local newsletter was distributed on January 25th
- International newsletter will be distributed on January 29th
- Information kits to be distributed to High Commissions in February



2b – Communications Report

(Tab 4)

- Local and international advertising
- January 18th Support for Sport announcement
- In February will start sport/venue & Environment Committee announcements
- Corporate partner announcement on January 25th
- Several speaking engagements in January & February





2c – International Relations Report

(Tab 5)

- Fred MacGillivray & Kate Randall visited all European CGAs except England
- Total CGAs visited as of January 22, 2007: 37
- Savior Joseph hired as CGA Partner Program Manager
- Invitations sent in December for inbound visits; 40% of CGAs responded
- Mike Hooper invited Executive Board to visit and received positive responses from all except John Tierney

2c – International Relations Report

(Tab 5)

- Evaluation Commission expected to visit Halifax the third week of June
- Upcoming travel to May:
 - Africa
 - Caribbean
 - Oceania
 - Sport Accord
 - Asia
 - Bid lodgement in London on May 9th



2d – Candidature File Update

(Tab 6)

- Candidature File Producer began January 8th
- Assignments distributed to functional area leads
- Michelle Pryde to return to Halifax on January 28th
- Tony Holding, Steve Higgins & Lana Bertsch met with the Federal Council
- Federal meetings held with Security, PWGSC, Environment & Industry Canada
- Held meetings with HRM departments relating to specific operations questions
- Next steps include preparing the first draft by February 5th, internal team review by February 9th, and starting second draft on February 28th





3a – Financial Update

(Tab 7)

See attached reports

3b – Hiring Update

(Tab 8)

- All positions have been filled
- New staff include:
 - Martha MacRae - Financial Officer
 - Lana Bertsch – Candidature File Producer
 - Kerry Lynch – Graphics & Website Officer
 - Savior Joseph – CGA Partner Program Officer



3c – Project Audit Versus Year-End



3d – Expression of Interest for Audit Services

A requirement under by-laws of the Society under Section 53, Audit of Accounts, is to appoint an auditor for the Society

An EOI was issued on October 20, 2006

An EOI was issued to accounting firms on the Standing Offer list with PNS and HRM

An Evaluation Committee was formed to evaluate submissions

Three accounting firms submitted bids



3d – Expression of Interest for Audit Services

Evaluations conducted in two phases: technical proposal and cost proposal

Two firms were disqualified for technical reasons

Deloitte Inc. was successful bidder

On December 21st, the Executive Committee directed H2014 staff to negotiate final costs for audit services for Board of Directors' consideration



3d – Expression of Interest for Audit Services

Motion: That Deloitte Inc. be appointed as external auditors for the Society based on the results of a competitive process, and further

That staff be authorized to negotiate the related audit fees up to a maximum of \$50,000, the final decision of which would be approved by the Executive Committee.

Moved by:

Seconded by:



3e – By-Law Amendment Resolution

(Tab 10)





3f – Signing Officers

Motion: The Board of Directors approves the special resolution to amend section 60 of the Society's by-laws to include Robert Fowler and Wayne Anstey as signing officers.

Moved by:

Seconded by:



3g – Audit Requirements

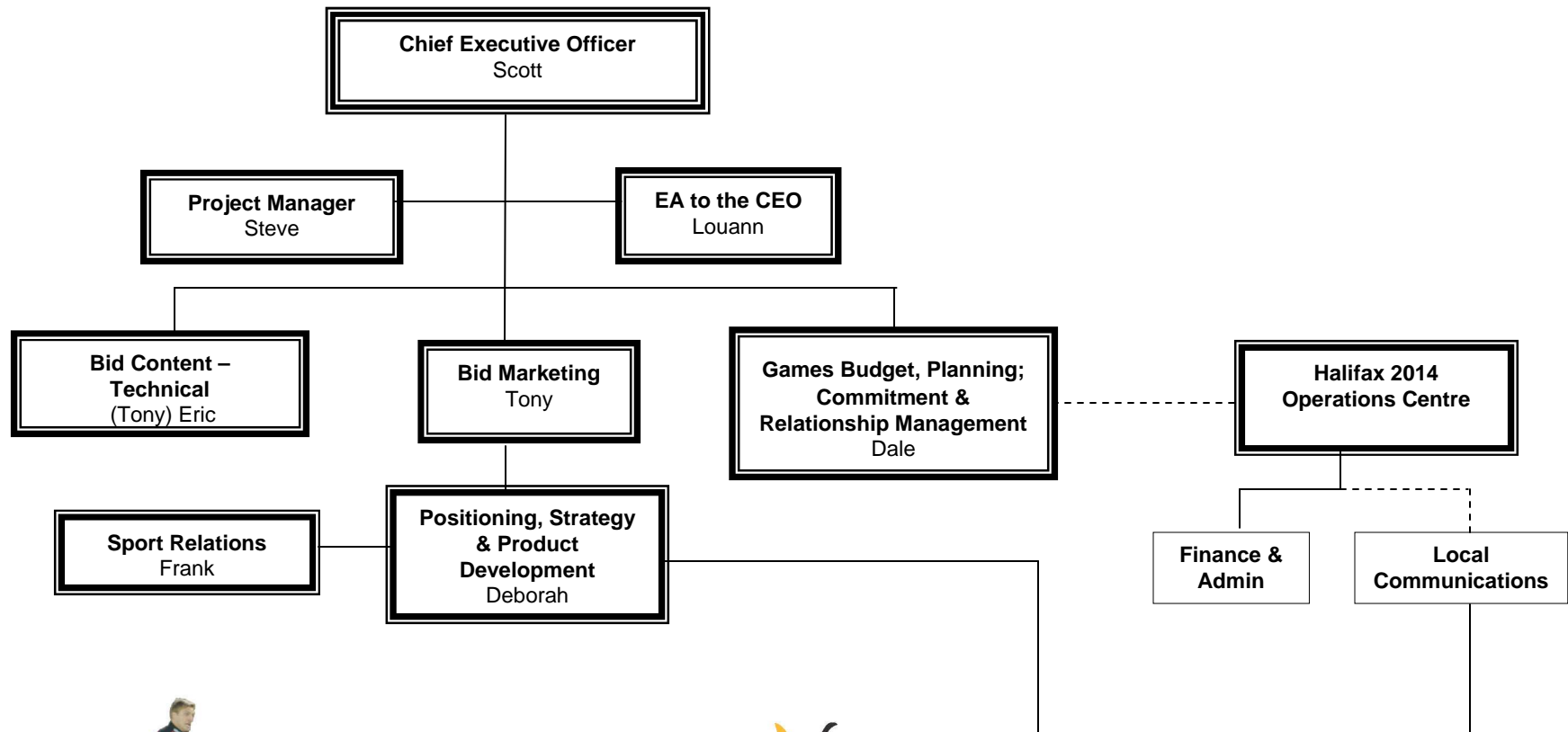
4a – Organizational Re-alignment Update

(Tab 12)

Organizational Changes Re-Gearing for the Home Stretch



Internal Functional Area Chart



Bid Content - Technical

- Led by Eric (Tony as Halifax 2014 Oversight)

Mandate:

Fulfill all CGF expectations for content development and representation in bid documents



Bid Marketing

- Led by Tony & Deb (Frank on Sport Relations)

Mandate:

Product development, polishing and positioning. Oversight of all strategic relations and communications.



Games Budget, Business Planning, Commitment/Relationship Management

- Led by Dale

Mandate:

Finalize budgets, navigate all partner & stakeholder approvals & oversights. Set parameters for Core Services unit.



Core Services – Finance & Admin

- Led by Martha & Terry, reports to Dale

Mandate:

Self-sustaining unit that can manage the operations of the Bid Society as an entity and allow for focus on bid preparation.



Core Services – Communications

- Led by Catherine & Nicolle, reports to Deb

Mandate:

Self-sustaining unit that can manage the ongoing communications of the bid and the servicing of bid partners (sponsors).



5 - Adjournment

