

British Columbia Rodeo Association

PO Box 65, Savona, BC, V0K 2J0

Telephone: (250) 318-4908

Email: bcrodeoassn@gmail.com Website: www.rodeobc.com

DIRECTORS MEETING APRIL 12TH @ 7PM VIA ZOOM **MEETING MINUTES**

In attendance: Lyla & Karli, Allison, Sean, Keifer, Carl, Patti, Cole, Kelly, Shaylene, Kevin.

Meeting called to order at 7:03pm

Meeting Minutes:

- Review previous meeting minutes, to be published to website. Allison motion to accept Apr 12th meeting minutes as presented , 2nd by Kelly, all in favor

Financials:

- April P&L and Bank Balance
- CRA strike ended May 4, 2023 which means Karli can look into gaining access to do GST filings. Kelly motion to accept financials as presented, 2nd by Sean, all in favor.

Gaming Account Summary Report and Grant Application:

- The BCRA was audited in 2022 by the Gaming Policy and Enforcement Branch for period January 1, 2021 to April 30, 2022.
-The findings in short: mathematical errors in reporting, unexplained transfers, unbalanced balance sheets, gaming funds deposited into the wrong account, transfers from bank accounts did not reconcile to the summary of disbursements, pre signed cheques, unauthorized transfers and the 2021 report was submitted late to the branch, lack of acknowledgement to province of BC funding on distributions.
- September 21, 2022 the audit was acknowledged by letter by the BCRA with a commitment to rectify all infractions. There is no further action required at this time in regard to the Gaming Policy and Enforcement Branch.
- October 27, 2022 The Community Gaming Grants Branch issued a grant for the officials program along with a letter requesting we correct 2019-2021 reporting due to issues outlined above and previously identified upon new office.
- January 27th, 2023 Karli obtained copies of the 2019, 2020 and 2021 GASR reports filed by previous office manager.
- February 25th, 2023 Karli filed amended GASR reports for 2019, 2020 and 2021. With disclosure that the raffle information was not included in the amended reports. Discussed with gaming branch agent via phone prior to submission.
- April 26th, 2023 Patti email.
- April 26th, 2023 Karli confirms via email with the branch that the branch needs further information: raffle information and two BOD signatories.
- May 7th, 2023 Karli forwards further revised GASR reports to Shaylene and Sean for review.



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- May 7th, 2023 Karli forwards sports grant application to Shaylene and Sean for review.

In review: When dealing with audit or reporting, the auditor will always have feedback for an organization. This is normal. It is up to us to take feedback and put action behind it.

In speaking with the gaming branch, we are in good standing, there is no reason for panic. We just need to submit the reports with the information they have requested.

Address concerns in Patti's email:

-Are you aware there was an audit conducted on the BCRA last year? Yes, addressed above.

-Are you aware that I have an agreement as the grant writer to do all of the reporting so errors like this do not take place? Jaime had been completing the GASR and the GERR for 2019-2021, prior to that, Laura had been completing it. There is no contract and no meeting minutes to support this.

-Are you aware that the Gaming branch can seize the books of the association and shut the association down until they conduct a further audit for the review, which can take a year? As stated earlier, the audit was addressed and there is no further action at this time. Also, no, the gaming branch has a progressive discipline plan in place for non-compliance, none of which include the ability to shut down a NFP organization. Please see the table below:

Administrative Sanctions Table

NOTE: This table describes a range of administrative sanctions that *may be* imposed by the Gaming Policy and Enforcement Branch for first and subsequent violations. However, the type and severity of administrative sanctions imposed depends on a number of factors, including the nature and circumstances of the contravention and the compliance history of the licensee or grant recipient. The Branch can and will use any sanction available to it, when it is in the public interest to do so.

Administrative Sanctions Table			
Administrative Sanctions	SANCTION(S) IMPOSED FOR SUCCESSIVE VIOLATIONS OF A SIMILAR NATURE		
	1 ST VIOLATION	2 ND VIOLATION	SUBSEQUENT VIOLATION(S)
Licensed Gaming			
Failure to comply with: <ul style="list-style-type: none"> • Conditions of licence; • Standard Procedures for licensed gaming events; • Public Interest Standards (such as Advertising and Marketing Standards for the BC Gaming Industry.) 	Violation Notice outlining compliance requirements.	<ul style="list-style-type: none"> • Suspension; • Access to gaming funds denied pending compliance; • Requirement that any misused gaming funds be redirected to an eligible use. 	<ul style="list-style-type: none"> • Licence cancelled; • Access to gaming funds denied for up to 24 months (minimum 1 gaming event); • Special conditions imposed; • Misused gaming funds recovered and redirected to an eligible use.
Community Gaming Grant			
Failure to comply with the conditions of the grant.	Violation Notice outlining compliance requirements.	<ul style="list-style-type: none"> • Access to gaming funds denied pending compliance; • Requirement to repay all or a portion of the grant funds. 	<ul style="list-style-type: none"> • Access to gaming funds denied for up to 24 months; • Special conditions imposed; • Recover gaming funds.

For the full document: [Administrative Sanctions for Community Organization Licensees and Grant Recipients \(gov.bc.ca\)](http://gov.bc.ca)



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As you can see by the table above, the BCRA has had a 1st Violation. Inevitably, the BCRA will be audited again, at some point in the future. Until then, all we can do is be compliant to ensure that audit goes well to avoid a 2nd Violation.

Going forward, any concerns or complaints regarding the office will be discussed with the entire board for transparency's sake.

Sean makes a motion that Karli will be in charge of the grants and all information will be brought to the whole board, 2nd by Carl, motion carried.

Signing Authorities:

- We need two people to release funds from PayEdge. Suggesting these are folks that are: 1. Not officials being paid by the association. 2. Are able to do approvals in a timely fashion.
Suggestion: based off of responsiveness Shay & Cole, we should have a few backups too though. Sean nominated Allison and Kevin, 2nd by Carl, all in favor
- We need to approve a delegation policy for funds, please see attached draft. All in favor of office having \$1,000 expenditure limit without authorization signatures.

Audit/Legal:

- Fulton Co has agreed to provide legal services on a case-by-case basis.
- Have approached Scott Cambell to do an audit engagement for 2023. Scott is a prior sponsor and is familiar with the organization. After sending out the agenda Scott responded to Karli's enquiry. They are not licensed to do audit engagement. Engagement level to be discussed at next AGM.

Polaris Flags:

- Polaris flags are getting quite tattered- we could order new ones from Banner Buzz for \$60 each. Motion by Kelly to purchase new flags, 2nd by Allison, all in favor.

Gold card:

- Bryan Poffenroth would like to apply for gold card status. Card # 716. First a member in 1988. Turned 60 in December 2022. Motion by Sean to award Bryan gold card status, 2nd by Carl, all in favor.
- Gord Puhallo is also eligible for a gold card. Motion by Allison to award Gord gold card status, 2nd by Sean, all in favor.

Rookie status:

- A new member purchased their membership early this year with rookie verification, he got hurt in a bull riding school and now will be unable to compete this season- he does not expect a refund however



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he is hoping if he does not compete this year- would he still be eligible for rookie next year? Sean makes a motion to transfer his membership to next year, 2nd by Kelly, all in favor.

Rodeo approval amendment:

- Princeton added ranch broncs, with \$1,000 added per day. Motion by Sean to amend existing approval, 2nd by Allison, all in favor.

Sponsorship update:

- Melody @ Chilliwack Ford is looking for tickets for both days at Keremeos rodeo. Will the BCRA supply her? She is a major sponsor. Motion by Kevin if the committee does not donate the tickets, then the board approves payment for 6 tickets for Keremeos rodeo, 2nd by Kelly, all in favor.
- NEW Intercept K9 Detection- Jr Steer Riding Saddle
- NEW Stan Thompson Memorial Rodeo- Steer Wrestling Saddle
- What's left: Bareback saddle

New Business/Updates:

- Raffle license has been approved – tickets are designed and will be printed this week.
- Roy Call clarification on ownership of stock – “To Clarify the board of directors ruling see Section 6-1.02 b) in the BCRA rule book. Each contracting firm may have animals branded with more than one brand, as long as all partners (brand owners) are declared at the time of membership. The requirements for a stock contracting firm are to provide proof of an agreement between the firm applying and any other brand owners of the stock on their application and declare it when they purchase their membership. The animals must be branded to prove ownership, which is why the brand inspection is required. If the applying stock contracting firms brand isn't on one or more of the horses or bulls then it is required to show an agreement with the owner to use their horse or bull.”
- RPG co approval with NWPR, board sees no issue co sanctioning, have co sanctioned with them in the past.
- Stock contractors update: All inspections are completed, waiting on a few insurance renewals and memberships/membership forms.
- As we are on the call, Pritchard rodeo approval forms came in via email. Lyla reads approval form info to the board. Allison makes a motion for the office to reach out and let them know we cannot approve their request for 2, 1 day rodeos as there is a conflict of another BCRA rodeo the same weekend, and ask if they are interested in doing a regular 2 day rodeo. 2nd by Kevin, all in favor.

Motion by Kevin to adjourn meeting, 2nd by Sean, all in favor 9:05 pm



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