

Attendance: Judy McCrae, President; Drew Love, President-Elect; Ian Reade, Vice President Marketing; Murray Hall, Vice President Research and Development; Diane St-Denis, Vice President Programs; Barb Mullaly, Chair, Finance Committee; Sandy Slavin, Canada West; Liz Hoffman, OUA; Bob Dubeau, QSSF; Clint Hamilton, Atlantic University Sport; Jean-Guy Ouellette, Chair, CIS International Committee.

CIS Staff: Marg McGregor, CEO; Peter Metuzals, Marketing Director; Tanja Mackin, Director, Finance & Administration; Sheila-Ann Newton, Manager, Events & Programs, Tom Huisman, Director, Operations and Development; Colin Timm, International Programs Services.

Guests: Aubrey Ferris, CIS Parliamentarian, Rob Paradis, Sport Canada, Brian Cartlidge, Program Renewal Committee member.

### **1. Welcome, Approval of Agenda**

J. McCrae welcomed the delegates to the Board meeting, and the agenda was approved as presented (Annex 1).

### **2. Approval of Minutes**

**06-03-01                      Love/St-Denis                      Carried**

**To approve the April 23-24, 2003 CIS Board of Directors meeting minutes.**

### **3. Committee Reports**

#### a) International Committee

J. G. Ouellette provided highlights of the International Committee meeting, including the following points:

-FISU has decided to make Curling and W. Ice Hockey mandatory sports for the Winter Universiade commencing in 2009.

-Lise-Marie Acton attended the meeting as a student-athlete voice.

#### b) Program Committee

D. St-Denis presented the following highlights of the Program Committee Meeting:

1) Program Committee recommends a change to the current field hockey national championship format, which sees the current assigned berth to the previous gold medallist, reassigned to Canada West.

2) That the CIS Men's Women's Soccer Championship formats (policy numbers 20.20.4.9 and 20.20.4.10) change by increasing the number of participating teams from six to eight.

The that 8-team championship format for men's women's soccer consist of the quarter-final draw plus consolation which takes place over 3 days.

NOTE: Hosts may request a 4 day format (moving the gold medal match to the 4<sup>th</sup> day) if they only have one grass field.

That the CIS policy 20.20.4.9 and policy 20.20.4.10 change to read 8 team format.

Single elimination

4 Regional Association

1 Host

1 Assigned berth OUA

2 Assigned berths (rotational format assigned berth format pre-determined Regional Association rotation. Note: The coaches Association will recommend to the Board the rotational format to be used. The rotation will take into consideration the hosting assignments and will ensure no Regional Association receives more than 3 berths in a given year).

That the 8 term championship format for men's and women's soccer commence with the November 2005 Championships.

3) Program Committee recommended that the Curling proposal be included as part of the Program Review Process.

4) Program Committee encouraged the women's basketball coaches association to continue in their efforts in preparing a 16-team format proposal. The initial proposal warrants more research with a cohesive group of coaches, athletic directors, and CIS staff. A revised draft must address geographical challenges, financial implications, scheduling timelines (conference playoffs), and distribution of berths.

5) Program Committee appointed a sub-committee to review the CIS championship dates using the principals which were approved last year by the Committee to address requests received by both volleyball and swimming.

6) Board of Directors needs to identify how the following policy will be implemented: 20.20.1.7 "The CIS Board of Directors will ensure that National Championships are reviewed regularly and at least every three years, relative to the number of participants and format."



#### f) President's Forum

J. McCrae provided a summary of the President's Forum and expressed her appreciation to the participants for their time and efforts.

A book on how to manage change entitled "Who Moved My Cheese" will be presented to each Member at the AGM.

### **4. Annual Meeting Preparation**

Aubrey Ferris, CIS Parliamentarian, reviewed the rules for meeting chairs and other meeting procedures for the AGM.

J. McCrae provided an update on cultural initiatives for the AGM and noted that there would be assigned (alphabetical) seating at the meeting this year.

### **5. Dates of Upcoming Meetings**

M. McGregor presented the Board of Director's 2003-04 Workplan and planned meeting dates. (Annex 3).

### **6. Appointments of Board Members**

2003 was the year for Atlantic University Sport and Ontario University Athletics to submit Committee and Board nominations. It was agreed to re-appoint Liz Hoffman, OUA and Clint Hamilton, AUS to the CIS Board of Directors. It was also noted that Dick White, Regina will be acclaimed as the Vice President Marketing at the AGM.

The composition of the CIS Board of Directors for 2003-04 is therefore as follows:

Drew Love, Carleton – President  
Judy McCrae, Waterloo – Past President  
Murray Hall, Trinity Western – VP Research and Development  
Diane St-Denis, Simon Fraser – VP Programs  
Dick White, Regina – VP Marketing  
Sandy Slavin, Lethbridge – CWUAA  
Liz Hoffman, Toronto – OUA  
Bob Dubeau, McGill – QSSF  
Clint Hamilton, New Brunswick – AUS  
Barb Mullaly, UPEI – Chair, Finance Committee

Regional Association appointments to CIS Committees will be approved at the next CIS Board of Directors Conference Call.

**7. Thanks to Retiring Board Members**

J. McCrae thanked Ian Reade for his outstanding service to the Board and CIS during his two terms as VP Marketing.

**8 Adjournment**

The Meeting was adjourned at 8:00 pm.

## **ANNEX 1**

### **Draft Agenda Board of Directors Meeting 6:00 – 10:00 PM June 11, 2003 ARNICA Room**

\*\*\*\* Dinner included \*\*\*\*

1. Welcome, review, amend and approve Board agenda
2. Receive reports from the groups / committees who met recently and address time sensitive issues prior to the Annual Meeting
  - a) International
  - b) Eligibility
  - c) Program Committee
  - d) Marketing
  - e) Finance
  - f) Program Renewal: approval of Revisions to the Program Renewal Terms of Reference as suggested by the Committee (Tab 8), receipt of draft #2 of suggested criteria as developed by the committee. (Aubrey, Brian, Marg)
  - g) President's Forum
3. Annual Meeting preparation/readiness
  - a) update on cultural change initiatives, issue preparation workshops, breakfasts: National Championship hosts, best practice members welcome, RBC AAC celebration, special guests
4. Dates of upcoming board meetings. (see attached proposal)
5. Appointments of Board members coming from Regional Associations
6. Thanks to retiring board members
7. Other Issues if time permits. If time does not permit these will be addressed at the next meeting of the board in June 03. (Suggested date: Wed. June 25<sup>th</sup> at 1:30 Ontario time)
  - a) request from McGill University for Kim St Pierre to play with the Redmen in 2003-04
  - b) terms of reference for post mortem of McGarrigle situation
  - c) corporate identification on team uniforms at CIS Championships (review draft #2 of policy)
  - d)

## ANNEX 2

National Championships Program Renewal  
Ad Hoc Committee Terms of Reference  
Approved by CIS Board on March 31, 2003  
Revised By Ad Hoc Committee April 29, 30, 2003

### Background:

1. The National Championships Task Force Report, Background, Principles and Recommendations Draft #5 June 19, 2001 which was approved by the CIS membership at the 2001 AGM identified future agenda items. These items included fan behaviour guidance and announcer protocol, strengthening the capacity of Coaches Associations, looking into including events for athletes with a disability within the CIS Championship portfolio and **principles and process for adding new sports or deleting existing ones to the Championship portfolio.**
2. A Sport Portfolio Proposal and Consultation Document was circulated to the CIS membership in October of 2002. It contained a series of recommendations relating to the manner in which sport is organized and managed within Canadian Interuniversity Sport. One of the recommendations in the Sport Portfolio Document suggested a review of the sport program take place every few years, to ensure that the sport program of CIS is contemporary and relevant to student-athletes, and sustainable for universities. All existing sports on the CIS roster will be evaluated against criteria to measure their value to student-athletes, member universities, and the Canadian Sport Policy. Sports not on the existing menu will have an opportunity to submit documentation for consideration.
3. The Sport Portfolio was discussed at the Members' Roundtable on November 25<sup>th</sup>, 2002.
4. Support for the proposal related to a National Championship Program Renewal was tested at the Roundtable. It was agreed that a review and renewal process was needed. Feedback was provided on the draft criteria, and how frequently the program renewal should take place.
5. The following framework and process is suggested to move the National Championships Program Renewal initiative forward.

**Terms of Reference - National Championships Program Renewal**  
Ad Hoc Committee

## **1. Objective of the National Championships Program Renewal Committee**

To ensure that the sport program of CIS is contemporary and relevant to student-athletes, and sustainable for universities, a review of the sport program will take place. All existing sports on the CIS roster will be evaluated against criteria to measure their value and contribution to student-athletes, member universities, and the Canadian Sport Policy. Sports not on the existing menu will have an opportunity to submit documentation for consideration to be included in the core menu.

This process will enable CIS to set priorities, and focus resources in a strategic way to pursue excellence. The end result may be the confirmation of the existing roster, or may be the addition of new sports and/or removal of existing sports. The National Championships Program Renewal Committee shall recommend a roster of core sports to be included in the National Championships Program from 200-200 through to 2010-2011.

## **2. Principles of the Program Renewal**

- a. providing quality opportunities for student-athletes to enrich their academic experience
- b. allowing individual universities to choose which opportunities to participate in
- c. openness and transparency in the Program Renewal process
- d. delivering gender equitable opportunities
- e. protecting the financial viability of CIS

## **3. Influencing Factors**

- a. changing demographics of sport participation
- b. heavy use and saturation of university athletic facilities
- c. capacity of CIS staff members to provide support to National Championship hosts
- d. limited financial resources at CIS member institutions
- e. evolution of the CIS sport offerings
- f. a perceived pattern of sports that are under represented in the conferences currently
- g. evolution of the emerging sports coming to campuses
- h. an understanding of the sports that CIS offer and how they fit the NSO and HP streams
- i. an understanding of the 'at home' consequences, i.e., staffing, schedules and facilities, conference championships, etc.
- j. a responsibility to good business practices that may include such things as finance, new designs, new partnerships, new models of the sport offerings.

#### **4. Responsibilities of National Championships Program Renewal Committee**

The National Championships Program Renewal Committee is tasked with doing or coordinating the following activities:

- a) Developing a proposal outlining the criteria that will be used to evaluate and select the sports to be included in the 2005-2010 roster. The proposal will include the weighting of the selection criteria, and the appeal processes if any. This proposal will be vetted by Program Council, and approved by the Board and the CIS membership.
- b) Developing data collection tools to collect data from NSOs, universities, Regional Associations regarding their next to be introduced sports, high school sport federations, CCAA, FISU sport offerings, and others. The Committee may be able to tap into existing material collected by the Coaching Association of Canada related to the CBET program, or the Canadian Olympic Committee.
- c) Circulating the data collection tools.
- d) Analyzing and synthesizing the data.
- e) Applying the selection criteria, and selecting the proposed roster of sports.
- f) Presenting the proposed roster to the Board of Directors, for review.

#### **5. Membership in the National Championships Program Renewal**

- a. Sheila Forshaw
- b. Aubrey Ferris
- c. Tom Allen
- d. Pat Pickard
- e. Writing support provided by Brian Cartlidge. CIS staff liaison: Marg McGregor

The term of office will be from the appointment of the members (April 2003 through to June 2004).

#### **4. Time Frame**

- a) CIS board approves the terms of reference for the ad hoc committee (March, 2003)
- b) CIS board appoints the committee members. (March, 2003)
- c) Program Renewal Committee meets to develop selection criteria, weighting, and appeal process. (April 2003)
- d) Brian Cartlidge writes draft #1, Committee provides feedback, Draft #2 written (May and June 03)
- e) Program Renewal Committee presents criteria to Program Committee, Board of Directors and CIS membership (June 2003)

**If the criteria and weighting is approved by the CIS membership in June of 2003 the following workplan will be pursued:**

- f) pursue a linkage with a graduate student or university academic to assist with the research process (summer of 2003)
  - g) Develop data collection tools to collect data from NSOs, universities, high school sport federations, CCAA, and others. (October, 2003)
  - h) Pre-test data collection tools (November 2003)
  - i) Circulate the data collection tools. (December, 2003)
  - j) Receive the completed data collection tools (February 2004)
  - k) Validate the collected data to confirm its accuracy (March 2004)
  - l) Analyze and synthesize the data. (April, 2004)
  - m) Apply the selection criteria, and select the proposed roster of sports. (May 2004)
  - n) Present the proposed roster to the Board of Directors, for review. (June 2004)
  - o) Announce provisional list of sports to CIS membership and NSO community, subject to hearing of appeals, and final CIS membership approval. (July 2004)
  - p) Hear appeals if any (August – September, 2004)
- 
- q) Present the proposed roster to the CIS membership for approval. (November 2004)  
The CIS membership approval shall be limited to confirming that the selection criteria and weighting as approved by the Membership was followed, and that the process had integrity.
  - r) Develop playing regulations, schedules, etc for new sports if any (December 2004-March 2005)
  - h) Implement refreshed program offerings (new sports introduced if any, old sports retired if any) by September 2005.

**If the criteria and weighting is NOT approved by the CIS membership in June of 2003, or if any other glitches occur along the way the following workplan will be pursued:**

- f) revise criteria based upon CIS membership feedback at the 2003 AGM. (September 2003)
- g) Circulate revised criteria and weighting to the membership for an electronic vote. (By-law 3.1.4) October 2003
- h) pursue a linkage with a graduate student or university academic to assist with the research process (summer of 2003)
- i) Develop data collection tools to collect data from NSOs, universities, high school sport federations, CCAA, and others. (December, 2003)
- k) Pre-test data collection tools (January 2004)
- l) Circulate the data collection tools. (February, 2004)
- m) Receive the completed data collection tools (April, 2004)
- n) Validate the collected data to confirm its accuracy (June 2004)
- o) Analyze and synthesize the data. (August, 2004)
- p) Apply the selection criteria, and select the proposed roster of sports. (October 2004)

- n) Present the proposed roster to the Board of Directors, for review. (November 2004)
- o) Announce provisional list of sports to CIS membership and NSO community, subject to hearing of appeals, and final CIS membership approval. (November 2004)
- p) Hear appeals if any (December – January, 2005)
  
- q) Present the proposed roster to the CIS membership for approval. (June 2005) The CIS membership approval shall be limited to confirming that the selection criteria and weighting as approved by the Membership was followed, and that the process had integrity.
- r) Develop playing regulations, schedules, etc for new sports if any (September – March 06)
- h) Implement refreshed program offerings (new sports introduced if any, old sports retired if any) by September 2006.

ANNEX 3  
**Draft #2, 2003-04 Board Meeting Workplan**

**Dial in Access: 1 866-613-5223, Participant access code: 9400622**

**Schedule**

Board conference call: Wednesday June 25, 1:30 – 3:15 PM Ontario time

Board conference call: Wednesday Aug. 13, 1:30 – 3:15 PM Ontario time

Board conference call: Wednesday September 10, 1:30 Ontario time

Board conference call: Wed. Oct. 15, 1:30 Ontario time

Board meeting, Toronto, Wed. Nov. 19<sup>th</sup>, 5:00 – 10:00 PM, Thurs. Nov. 20<sup>th</sup>, 8:30 – 11:30am,

Members Roundtable: Thurs. Nov. 20<sup>th</sup>, 3:00 – 9:00, Fri. Nov. 21: 8:30-5:30, Sat. Nov. 22, 9:00 – 12:30

Board conference call: Wed December 17, 1:30 Ontario time

Board conference call: Wed. January 28, 2004, 1:30 Ontario time

Board meeting: April 13, 14, 2004, Ottawa

Board conference call: Wed. May 19, 1:30 Ontario time

Board meeting, Ottawa, June 9, 6:00 PM Ontario time

**Board conference call: Wednesday June 25, 1:30 – 3:15 PM Ontario time**

1. welcome new board member (Drew to welcome Dick, Danielle)
2. request from McGill University for Kim St Pierre to play with the Redmen in 2003-04 (Marg)
3. approval of proposed terms of reference for post mortem of McGarrigle situation (Marg)
4. corporate identification on uniforms at Championships (review draft #2 of policy) (Peter and Dick)
5. follow-up from June Marketing meeting regarding National Championship bidding (Peter and Dick)
6. Marketing/communications report on statistics package contract and budget (Peter)
7. Appointments of Chairs, and/or Members of Committees (Tanja)
8. Debrief annual meeting – lessons learned, successes, follow-ups etc (all)
  - appointment of an awards ad hoc committee to follow-up the 2003 AGM, terms of reference etc
  - follow-up to Mike Mahon's presentation on the Coaching Implementation Group and CIS' involvement
  - playing roster numbers for swimming, track, and wrestling (Diane)
  - schedule for implementation of Sport Portfolio decisions
  - other implementation issues and unanswered questions created by the 2003 AGM decisions (Tom)
9. Board to approve addition to the National Championship Awards Policy. (Diane)
10. National Championship Dates:
  - a) Diane to provide terms of reference for the sub-committee we appointed to review the CIS championship dates using the principles which were approved last year by the

**Council.**

b) Dates of swimming championship

**Board conference call: Wednesday Aug 13, 1:30 – 3:15 PM Ontario time**

1. review and approval of ethical clause for corporate identification on uniforms at Championships (Peter /Dick)
2. Marketing/communications report on statistics package contract and budget implications (Peter)
3. Debrief annual meeting – lessons learned, successes, follow-ups etc (all)
  - a) appointment of an awards ad hoc committee to follow-up the 2003 AGM, terms of reference etc
  - b) playing roster numbers for swimming, track, and wrestling (Diane)
  - c) other implementation issues and unanswered questions created by the 2003 AGM decisions (Tom)

**Board conference call: Wednesday September 10, 1:30 Ontario time**

- a. Regional Association representatives update and environment scan
- b. Report on progress of audit and final 2002-03 results (Barb and Tanja)
- c. Receipt of McGarrigle post-mortem report (or October meeting)
- d. Report from National Championship Bid selection committee that met at the June 2003 AGM
- e. Marketing/Communications Update
- f. How will sport decisions be done in 2003-04 in follow-up to the sport portfolio decisions taken at the 2003 AGM (Diane)
- g. Report from R n D: what are the research priorities for the next two years, mechanics, etc.
- h. Leadership Module idea (Murray)

**Board conference call: Wed. Oct. 15, 1:30 Ontario time**

- a. International Update
- b. Receipt of 2003 Volleyball Congress Evaluation Report
- c. Receipt of CUFCA East West Bowl Evaluation Report
- d. Review first quarter financials, confirmation that CIS is remitting payroll deductions
- e. The future of CIS: our vision, our culture, our capacity, our priorities
- f. Report of progress of Members Roundtable update: visioning exercise, objectives, strategies, etc
- g. Crisis management: early warning scanning
- h. Report on the results of data collection regarding Awards
- i. Marketing / Communications update

**Board meeting, Toronto, Wed. Nov. 19<sup>th</sup>, 5:00 – 10:00 PM, Thurs. Nov. 20<sup>th</sup>, 8:30 – 11:30am,**

- a. Regional Association representatives update and environment scan
- b. R and D and Operations and Development updates
- c. Report on advocacy progress
- d. 2001-02 Awards data collection, final results and key messages
- e. Marketing / Communications update
- f. Approval of revisions to the National Championships Bid Book
- g. Update on inclusion of athletes with a disability

**Board conference call: Wed December 17, 1:30 Ontario time**

- a. Revisions to the World Anti-Doping Code and their impact on CIS
- b. Report on review of travel agent contract
- c. Marketing / Communications update

**Board conference call: Wed. January 28, 2004, 1:30 Ontario time**

- The future of CIS: our vision, our culture, our capacity, our priorities
- Marketing progress report and update: television, TV commercials, sponsorships, etc
- Celebrate our accomplishments
- Crisis early warning system
- Update on the progress of the Program Renewal Committee

**Board meeting: April 13, 14, 2004, Ottawa**

- Review and feedback on draft 2003-2004 strategies, goals, objectives
- Review and Q and A of most recent financial statements
- Update on progress of advocacy strategy
- Environmental scan of sport system: national sport policy, MSO review process, etc
- Review progress on the accomplishments of the 2003-2004 plans
- Review draft 2004-2005 Plans and Priorities
- Approve draft budget 2004-2005
- Annual Meeting preparation
- Prepare motions for the Annual Meeting
- National Championship Format and Participants – discuss and approve a process for:  
20.20.1.7 "The CIS Board of Directors will ensure that National Championships are reviewed regularly and at least every three years, relative to the number of participants and format."