

May 16, 2005 CIS Board of Directors Conference Call Minutes
2:30 pm

Attendance: Dick White, President; Pat Murray, Vice President Marketing; Murray Hall, Vice President Research and Development; Diane St-Denis, Vice President Sport (until 2:54); Barb Mullaly, Chair, Finance Committee; Liz Hoffman, OUA; Don Wilson, Canada West; Jean-Guy Ouellette, Chair, International Committee; Judy McCrae, Chair Equity and Equality Committee.

CIS Staff: Marg McGregor, CEO; Tanja Mackin, Director Finance & Administration; Tom Huisman, Director, Operations and Development

Regrets: Katie Sheahan, QSSF

1. Call to Order, Agenda

D. White called the meeting to order. It was noted that Drew Love has officially resigned from the Board of Directors, and D. White will be assuming the presidency effective immediately.

The agenda was approved as presented.

2. Feedback from Regional Association meetings

Canada West AGM

D. Wilson reported that Brandon University was accepted as a full member and the membership application from the University College of the Fraser Valley was reviewed and approved on a probationary status contingent on acceptance in CIS. Scheduling within Canada West was a major issue addressed at the meetings.

Ontario University Athletics

L. Hoffman reported that the OUA meetings went smoothly, and that a fair amount of discussion was generated around the CIS TV proposal.

Atlantic University Sport

B. Mullaly reported that there were no major issues, and that the AUS also discussed the TV proposal and looks forward to more information being available on the proposal prior to the CIS AGM.

2. BUDGET

B. Mullaly reported that the CIS Finance Committee met via conference call on May 9, 2005 to review membership fees and the 2005-06 budget.

a) Membership Fees - Basic

In order to allow Members to continue planning their budgets in advance, a three year membership fee schedule was developed for 2006-09. The committee is recommending that membership fees continue to increase by \$100 per annum in each of the three years 2006-07 to 2008-09. The increases are recommended in order to meet rising insurance and legal fee costs. The following fee schedule is proposed:

2005-06 \$1700 (fee established in 2003)
2006-07 \$1800
2007-08 \$1900
2008-09 \$2000

Motion 05-05-01 Mullaly/St-Denis

Carried

To recommend the following membership fees to the Membership at the 2005 CIS AGM:

**2006-07 \$1800
2007-08 \$1900
2008-09 \$2000**

b) Electronic Marketing and Branding Fee

The Finance Committee discussed different options of how to generate the funds from the membership required for the electronic branding/television proposal (\$25,000). The objective of the program is to increase the awareness and visibility of the CIS and since each CIS member will accrue benefits from this program, both tangible and intangible, it was recommended that a fee be charged to each Member, ranging from \$100 to \$950. The amount of the fee will be based on the number of sports a member participates in (\$50.00 per sport) and will be added to the sport specific membership fee as a “branding/marketing” fee. The fee would be used for the “electronic” branding and marketing of CIS including television, webcasting.

Motion # 05-05-02 Wilson/Hoffman

Carried

That an “electronic marketing/branding fee” be charged to each CIS Member ranging from \$100 to \$950. The fee will be based on the number of sports a Members participates in, and will be added to the sport specific membership fee.

It was noted that this fee will only be charged if the membership approves the TV proposal being presented at the AGM, and that it will be reviewed annually along with all other elements of the budget.

b) 2005-06 Budget

B. Mullaly indicated that the budget was developed using a worst case and best case scenario format. The best case scenario budget projects a surplus of approx. \$40,000 and includes sponsorship from the Canadian Forces (for support of the Academic All-Canadian program and Championships) at a net amount of \$100,000, plus \$4,000 from Spalding for soccer. The receipt of these two amounts is uncertain at this time, therefore a worst case scenario budget was developed without these revenues. The worst case scenario budget projects a \$60,000 deficit.

The finance committee recommends that the half of the 2004-05 surplus (currently projected at 120-130,000) which would normally be earmarked for redistribution to the members in the form of travel reimbursement, be held back in the case that the worst case budget is realized. If the Forces and Spalding funds are realized, then the funds would be distributed as in past years.

Included in both budgets, as agreed at the last board meeting, is \$10,000 for the Academic All-Canadian Program, and \$10,000 for extra and legal staff costs for the electronic branding/television proposal.

Motion 05-05-03 Mullaly/Hoffman

Carried

To approve the 2005-06 budget as presented (Annex A), and recommend it for approval by the Membership at the 2005 CIS AGM. In the case that the worst case scenario budget is realized, the half of the 2004-05 surplus normally earmarked for redistribution to the Members in the form of travel reimbursement, would be held back. As additional revenues are realized, they would be reimbursed as travel pool.

3. AWARDS DATA COLLECTION TOOL

T. Huisman presented the draft awards data collection tool. The Board was asked to send feedback to Tom via e-mail. It was clarified that the "awards reporting worksheet" is presented as an aid for calculations only and will not have to be submitted.

3. ADJOURNMENT AND NEXT MEETING

The meeting was adjourned at 3:10pm. The next meeting of the Board of Directors is on June 7th at 6:00pm in Aylmer, Québec.

ANNEX A

2005-06 Budget with comparisons

REVENUE (details under "Rev" tab)	2003/04	2004/05	2004/05	2004/05	Variance	2005/06	2005/06	
	Actual	Budget	Actual	Projected	Projected	Budget	Budget	2006/07
			YTD		/Budget	Best Case	Worst Case	Budget
Sponsorship and Sales	456,478	405,500	393,125	437,555	32,055	980,000	776,000	938,935
Championship Guarantees	527,600	561,500	561,500	561,500	0	481,000	481,000	469,500
Membership Fees	404,875	414,600	412,084	412,084	(2,516)	421,700	421,700	413,130
Sport Canada -Core	348,000	342,000	302,000	352,000	10,000	352,000	352,000	352,000
Contr. from previous year's surplus		95,000	0	95,000	0	65,076	65,106	
Public. Revenue, Interest and Misc	72,886	40,600	53,654	64,050	23,450	50,600	50,600	50,600
International Programs	213,058	50,000	142,843	142,843	92,843	0	0	0
Sport Canada - Universiades	307,325	0	0	0	0	380,000	380,000	0
Total Revenue	2,369,221	1,909,200	1,865,206	2,065,032	155,832	2,730,376	2,526,406	2,224,165

EXPENSE

STRATEGIC DIRECTION: EXCELLENCE

Provide domestic competitive opportunities for student-athletes

Championship Travel									
1	Contr. to Travel Pool - Sport Canada		100,000				100,000	100,000	100,000
2	Contr. to Travel Pool - 50% of guaran.		280,750				240,500	240,500	197,685
3	Members Contribution		140,000				140,000	140,000	124,530
4	Contribution from Surplus								
5	Subtotal	591,487	520,750	500,509	500,508	(20,242)	480,500	480,500	422,215
Championship Operations									
7	Delegates	12,546	15,000	14,244	15,000	0	15,000	15,000	15,000
8	Officials	28,732	34,000	30,629	34,000	0	34,000	34,000	34,000
9	Sport Committee Meetings	2,131	6,000	5,498	6,000	0	3,000	3,000	3,000
10	Trophies, Medals and Banners	14,038	16,000	12,488	16,000	0	16,000	16,000	16,000
11	Eligibility Info Kit	834	850	226	225	-625	225	225	225
12	Drug Books/Athlete's Guide	2,831		0		0			
13	Outsourcing of complaints		2,000		2,000	0	2,000	2,000	2,000
14	Harmonize complaints and Discipline Policies								
15	All- Canadians Recognition	12,831	18,000	13,379	13,379	-4,621	18,000	18,000	18,000
16	Student-athlete init-athlete's with a disability								
17	Pre-Championship Site Visit	415		0		0			
18	Subtotal	80,359	91,850	76,464	86,604	-5,246	88,225	88,225	88,225
19	Total Domestic Opportunities	667,846	612,600	576,973	587,112	-25,488	568,725	568,725	510,440

Provide international competitive opportunities for student-athletes

20	Winter Universiade	492,734	47,000	105,874	129,843	82,843	0	0	0
	Summer Universiade (05)		0	104,405	0		380,000	380,000	
21	W WUG Adv Trip and Mis. Staff	0	24,000	23,575	24,000	0			
22	Int'l Representatives Travel	1,522	5,000	0	5,000	0			
23	International Strategy	0		0		0			
24	Total International Opportunities	494,256	76,000	233,854	158,843	82,843	380,000	380,000	0
25	Total Excellence	1,162,102	688,600	810,827	745,955	57,355	948,725	948,725	510,440

2003/04 Actual	2004/05 Budget	2004/05 Actual YTD	2004/05 Projected	Variance Projected /Budget	2005/06 Budget Best Case	2005/06 Budget Worst Case	2006/07 Budget
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STRATEGIC DIRECTION: BUILDING CAPACITY

Contribute to Coaching Development in Canada

26	Coaching Professional Development	5,000	0	0	0	0		
27	CIS Coaching Coordinators	1,935	0	0	0	0		
28	Coaches at CIS AGM Meetings	1,643	0	0	0	0		
29	Sport Congress	3,264	0	0	0	0		
	Total Coaching Development	11,843	0	0	0	0	0	0

Advocate the Value of University Sport in Canada/Partnerships/Leadership

30	Attend Conferences, (Sport Matters)	1,969		0	0			
31	Research /Advocacy	237	6,000	0	3,000	-3,000	1,000	1,000
32	Analyze data from gender equity survey							
33	Affiliation Fees - AUCC etc.	500	500	0	500	0	500	500
35	Public Relations - Partner recognit.	546	500	44	500	0	500	500
36	CIS partnerships - CCAA - CCAE etc	185		0		0		
37	Professional Development	3,938		0		0	2,000	2,000
38	Committee Professional Dev.	1,986		0		0		
39	Almanac	7,540	3,500	4,949	4,949	1,449	1,000	1,000
	CIS Reps to National Sport Org mtgs	1,961		0		0		
40	Awards data analysis	2,514	2,000	899	2,000	0	2,000	2,000
41	Academic All-Cnd Recognition	17,424	20,000	0	1,825	-18,175	11,825	11,825
42	Member's Round Table Meeting, net	5,641		0		0		
	Total Advocacy, Partn, Leaders.	44,440	32,500	5,893	12,774	-19,726	18,825	18,825

Marketing and Communications

43	Sponsor Servicing- TSN	393	0	0	0	0	0	0
44	Television - Additional Coverage	13,317	30,000	139,725	140,000	110,000	610,000	610,000
45	Bowen's/CoSIDA	10,619	0	0	0	0	0	0
46	Communication/Marketing Intern	1,000	1,000	500	1,000	0	0	0
47	Branding	10,144	6,000	3,566	4,000	-2,000		
48	Sponsor, VIP Hosting	1,257		0		0		
49	Sponsors funds allocated to Champs	66,100	198,187	80,437	81,937	-116,250	155,687	55,687
50	Sponsor Servicing/Marketing	8,907	8,000	3,015	4,000	-4,000	3,000	3,000
51	Statistics into Result reporting System		4,000	6,338	6,338	2,338	6,630	6,630
52	Videos and Scoresheets, webcasting	2,937	3,600	3,143	3,600	0	3,600	3,600
53	Result Reporting system (infinity pro)	10,743	11,000	10,249	10,249	-751	3,120	3,120
54	Result for individual sports	15,845	16,000	14,180	14,180	-1,820	16,000	16,000
55	Web Site Development	15,171	5,000	14,286	14,300	9,300	1,000	1,000
56	Total Marketing and Communication	156,433	282,787	275,440	279,604	(3,183)	799,037	699,037

	2003/04 Actual	2004/05 Budget	2004/05 Actual YTD	2004/05 Projected	Variance Projected /Budget	2005/06 Budget Best Case	2005/06 Budget Worst Case	2006/07 Budget	
Organizational Development									
Human Resources and Admin (Details under "HR&Admin" Tab)									
57	Salaries and Benefits	649,119	664,500	532,148	644,500	-20,000	686,911	686,911	690,649
58	Staff Travel	23,283	17,500	10,792	14,500	-3,000	14,500	14,500	14,500
59	Administration & Overhead	182,269	182,250	138,949	190,077	7,827	183,550	183,550	182,168
60	Directory	3,500	1,600	1,382	5,382	3,782			
61	Subtotal	858,172	865,850	683,270	854,459	-11,391	884,961	884,961	887,317
62	Administrative Meetings								
63	Board Meetings	11,499	12,000	14,389	15,000	3,000	12,000	12,000	12,000
64	Ad Hoc Comm. meetings	0	3,000	3,188	3,188	188			
65	Meetings of the General Assembly	2,015	2,000	-15,707	2,000	0	2,000	2,000	2,000
67	President's Travel	6,899	3,000	4,876	4,900	1,900	3,000	3,000	3,000
68	President's Forum	0	0	0	0	0	0	0	0
69	Subtotal	20,413	20,000	6,746	25,088	5,088	17,000	17,000	17,000
70	Committee Meetings								
71	R& D & Eligibility & Intl.	4,493	4,000	2,623	4,000	0	3,000	3,000	3,000
72	Marketing and COMSID	8,684	3,000	0	3,000	0	5,000	5,000	5,000
73	Subtotal	13,177	7,000	2,623	7,000	0	8,000	8,000	8,000
74	Total Organizational Development	891,761	892,850	692,639	886,547	-6,303	909,961	909,961	912,317
75	Total - BUILDING CAPACITY	1,104,477	1,208,137	973,972	1,178,926	-29,211	1,727,823	1,627,823	1,711,549
76	TOTAL EXPENSES	2,266,579	1,896,737	1,784,799	1,924,881	28,144	2,676,548	2,576,548	2,221,989
77	Designated to Reserve		10,000		10,000	0	10,000	10,000	10,000
78	NET SURPLUS/(DEFICIT)	\$59,644	\$2,463	\$80,407	\$130,151	\$127,688	\$43,828	(\$60,142)	(\$7,824)

Assumptions for 05/06, 06/07

Best Case - net of \$100 K from Forces - Worst case 0\$ From Forces
 No change in guarantees
 \$100 increase in basic memb fee
 break even on TV - only CIS budget contribution is to legal fees and staff needs
 no printing of almanac or directory
 no branding (signage)
 Round table - self funded
 web site - status quo
 salaries in 05/06 - step and 2% in sept
 no salary increases in 06/07
 continue to get extra 10K from Sport Can