

Ottawa-Carleton Ultimate Association

Board of Directors

Meeting #209



Tuesday April 20, 2021



5:30pm



Google Meet



Directors Karlis Bouse (Chair), Andre Scott, Bill Millett, Chris Rootham, Heather Wallace, Sarah McDonald, Venissa de Castro

Staff Chris Castonguay (Executive Director)

Officers Jon Champagne (Treasurer), Susan Green (Secretary)

Members Luke Krolak

1. Call To Order

The meeting was called to order at 5:30 pm by Chair K. Bouse.

2. Approval of Agenda

The agenda was unanimously approved.

3. Approval of Minutes

The minutes for the previous **BoD Meeting on March 16, 2021** were unanimously approved, with minor amendments.

4. Review E-Mail Motions

The following E-Mail Motions were reviewed:

2020 Financial Statements

Approved Saturday, April 3, 2021. (Yes: 6, No: 0, Abstain: 1)

2021 Bylaw Amendments - GROUP ONE (GENERAL)

Approved Saturday, April 3, 2021. (Yes: 6, No: 0, Abstain: 1)

2021 Bylaw Amendments - GROUP TWO (ABSENTEE BALLOTS)

Approved Saturday, April 3, 2021. (Yes: 6, No: 0)

2021 Bylaw Amendments - GROUP THREE (YOUTH AND JUNIOR MEMBER)

Approved Saturday, April 3, 2021. (Yes: 5, No: 1)

2021 March 12th Town Hall Minutes

Approved Friday, April 16, 2021. (Yes: 3, Absent with Regrets: 2, Absent without Regrets: 2, No: 0)

5. Review of Open Action Items:

2020 Closed Action Items:

- Inclusion Committee Membership to be posted to the website

2021 Closed Action Items:

- *AI-2021-20*. Send an email requesting an e-vote on the updated Bylaws

2021 New Action Items:

- *None*

Open Actions from 2020/2021 to be reviewed and reassigned / closed at next board meeting

6. Committee Reports / Updates

6.1. Audit (V. de Castro)

- Public accountant checks were completed – put forth as per AGM package
- Note: H. Wallace declared a conflict of interest with respect to choosing a new Accounting firm and did not participate in the selection process and abstained from voting on the motion

6.2. Compensation (A. Scott)

- No Updates

6.3. COVID (J. Champagne)

- Committee has been continuing to monitor the situation
 - OCUA Protocols were replaced with Ottawa Public Health (OPH) Protocols and updated on the web
 - No League play in current lockdown

6.4. Finance (J. Champagne)

- No Updates

6.5. Governance (C. Rootham)

- No Updates

6.6. Nominations (K. Bouse)

- All bios for the Director Nominees are updated with photos

7. AGM (All Directors)

7.1. Roles and responsibilities for the AGM were discussed and finalized

8. Board Transition (All Directors)

8.1. Board members were advised to

- file all Official Documents and Emails in the appropriate directory on Google Drive
- delete all transitory documents and emails from Google

9. Treasurer Report

- No financial updates provided
- Treasurer indicated he would be available for questions until a new Treasurer is appointed
- Financial signing authorities to be transitioned to the current Chair
- Conflict of Interest
 - COI meaning and responsibilities to be discussed with incoming board members during onboarding
 - COI issues raised about Treasurer applicant to be discussed with incoming board members at next board meeting

10. Staff Reports (Executive Director)

- The following reports were reviewed
 - Executive Director Report
 - OCUA Cash Flow History
 - Winter Registration 2021 - Final
 - Summer Registration Apr 19 2021

11. Round Table

- No additional topics brought forward

12. In-camera

The Board met in camera at 7:20pm. Contract with outgoing ED discussed.

Motion: It was moved by H. Wallace and seconded by C. Rootham that the Board of Directors approve the contract terms presented for the outgoing ED - Motion Carried

13. Adjournment

The meeting was adjourned at 7:30pm.

Outgoing Board Committee Membership

Audit Committee	Venissa de Castro (C), Karlis Bouse, Sarah McDonald
Compensation Committee	Andre Scott (C), Heather Wallace, Karlis Bouse, Venissa de Castro
COVID Committee	Jon Champagne (C), Heather Wallace, Venissa de Castro
Finance Committee	Jon Champagne (C), Chris Castonguay, Chris Rootham, Andre Scott
Governance Committee	Bill Millett, Chris Rootham, Sarah McDonald
Nominations Committee	Karlis Bouse (C), Bill Millett, Sarah McDonald

Hiring Committee	Karlis Bouse (C), Bill Millett, Heather Wallace, Andre Scott, Venissa de Castro
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Current Board Task Forces

Diversity and Inclusion	Andre Scott, Yvette Macabuag, Sue Twine, Mike Davis, Ainsley Shannon, Daniel Pat, Lauryn Rohde
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