


Ottawa-Carleton Ultimate Association


Board of Directors

Meeting #214

 Tuesday August 17, 2021

 5:30pm

 [Google Meet](#)

 **Directors** Karlis Bouse (Chair), Bill Millett, Chris McMahon, Kelly Fulton, Laura Storey, Sarah McDonald

Staff Britany Gordon (Executive Director (ED))

Officers Sue Green (Secretary)

Members -

Absent

1. Call To Order

The meeting was called to order at 5:32 pm by Chair K. Bouse.

2. Approval of Agenda

The agenda was unanimously approved.

3. Approval of Minutes

- **Approval of Minutes from June 15, 2021**
 - The minutes were unanimously approved
 - In-camera minutes to be saved in restricted drive

4. Review E-Mail Motions

- No new E-Mail Motions were added.

5. Review of Open Action Items

- No Action Items closed
- No new Action Items

6. Committee Reports / Updates

6.1. Risk & Audit (L. Storey)

- Report accepted as written

6.2. Compensation (K. Bouse)

- First meeting set for August 30th

6.3. COVID (B. Gordon)

- Fall Programming going ahead with 7v7 format
 - No COVID infections reported during the summer league
 - Vaccination protocols to be developed based on guidelines from Public Health, Ultimate Canada, Ultimate Ontario and Rental Facilities
- 6.4. Finance (B. Gordon)**
- Launched Fall Programming - fees lowered this year
 - Conversations on OCUA credits scheduled
- 6.5. Governance (B. Millett)**
- Report accepted as written
- 6.6. Nominations**
- Not currently active
- 6.7. DITF (K. Fulton)**
- Presentation provided - could be shared on the OCUA website
 - Based on the presentation provided, the board agreed that the DITF is moving in the right direction regarding the use of the term 'womxn' and is to continue working on the draft policies and procedures
- 7. Monthly Agenda Items**
- 7.1. Safe Sport (B. Gordon)**
- Police Record Checks (PRC) - individuals to obtain and store their own police checks
 - The ED will provide a letter to obtain a police check
 - The Secretary to do a visual check of the completed police check for verification
 - Record will be kept with contact list
 - Policy to be created
 - To include when and how often PRCs should be completed
- 7.2. [Briefing Note - Rules of Order](#) (B. Millett)**
- Briefing Note accepted as written
 - Motion passed by consensus that the Board of Directors approve and adopt the Rules of Order as presented for use at Board Meetings
- 7.3. [Briefing Note - Board Manual](#) (S. McDonald)**
- Briefing Note accepted as written
 - Motion passed by consensus that the Board of Directors accepts the framework for the Board Manual as presented and approves the Governance Committee's mandate to begin completing Sections of the Board Manual for the Boards future adoption
- 7.4. Director / Committee Vacancy**
- Finance Committee
 - Chair cannot be on the Audit Committee
 - Audit members cannot be on the Finance Committee
 - K. Bouse offered to fill the seat for the interim
 - Decision to not reach out to any outside candidate to fill the position at this time

- Director Vacancy
 - To be discussed at a future meeting
- 7.5. **Retreat (K. Bouse)**
 - Tentative date chosen (Sept. 11)
 - Main goal is to complete the Strategic Plan for this year
- 7.6. **UPI Consult Meeting (K. Bouse)**
 - To be included as a topic at the retreat
- 8. **ED Report**
 - Verbal report provided
 - [Written report](#) provided post-meeting
- 9. **Round Table**
 - 9.1. **Drone Usage (K. Fulton)**
 - One-off approval from OCUA provided to player to film own game at UPI, with approvals from team
 - Drone Policy may be required in the future
- 10. **In-camera**

The Board met in camera (Time **8:03 pm**)

 - **No action items recorded**
- 11. **Adjournment**

The meeting was adjourned at **8:05 pm**