


Ottawa-Carleton Ultimate Association


Board of Directors

Meeting #207

 Tuesday February 16, 2021

 5:30pm

 Google Meet

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

Staff Chris Castonguay (Executive Director)

Officers Jon Champagne (Treasurer)

1. Call To Order

The meeting was called to order at 5:31 pm by Chair K. Bouse.

2. Approval of Agenda

The agenda was unanimously approved.

3. Approval of Minutes from January 19, 2021

The minutes were unanimously approved.

4. Review E-Mail Motions

4.1 Recovery Plan

Thursday January 28, 2021

Motion:

S. McDonald moved that the Board of Directors approve the proposed Recovery Priorities described in the 2021 Recovery Plan (public) as a replacement for the Strategic Pillars described in the 2018-2021 Strategic Plan.

H. Wallace suggested that additional discussion would be prudent.

Chair K. Bouse deferred to the February 16, 2021 Board Meeting.

4.2 2021 Budget

Friday February 5, 2021 - Thursday February 11, 2021

Motion:

C. Rootham moved and **B. Millett** seconded that the Board of Directors adopt the presented OCUA budget.

Carried (Yes: 7, No: 0)

5. Review of Open Action Items

2020 Closed Action Items:

- UPI Consultation. Item 7 of this Meeting
- Governance Practices. Note included in Board Bulletin
- Board Bulletin. Item 12 of this Meeting.

2021 Closed Action Items:

- *AI-2021-01*. Item 15 of this Meeting
- *AI-2021-02*. Feedback received by the Governance Committee
- *AI-2021-03*. Budget approved by e-vote and reviewed as Item 4.2 of this Meeting
- *AI-2021-04*. Recovery Plan e-vote reviewed as Item 4.1 of this Meeting
- *AI-2021-05*. V. de Castro undertook Secretary exit interview on January 25, 2021
- *AI-2021-06*. K. Bouse and C. Castonguay posted Call for Secretary

6. Land Acknowledgement

A briefing note (*207-BN-01*) was included in the agenda package.

Motion:

It was moved by S. McDonald and seconded by C. Rootham that the Board of Directors:

a) Adopt the following Land Acknowledgement as part of the Call to Order at each Board of Directors Meeting (regular, special, and emergency) and Meeting of the Members (regular and special):

“We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Algonquin Anishnaabeg People.”

b) Develop, approve and adopt an OCUA-specific Land Acknowledgement Statement by August 31, 2021.

Carried.

A. Scott suggested that including a Land Acknowledgement on an updated sign at UPI should be considered when appropriate.

H. Wallace to lead development of an OCUA-specific Land Acknowledgement Statement (*Action Item AI-2021-07*).

7. UPI Land Development

C. Rootham provided an overview of the current land sale market in and around Manotick.

The Board agreed to pursue a UPI consultation program. C. Rootham to refocus and implement the UPI consultation strategy to determine if the membership would be

interested in selling the excess land at UPI that is contiguous with, but not being used as playing fields. (*Action Item AI-2021-08*)

C. Rootham noted that the consultation may include a Town Hall in mid-March to allow time to circulate a Special Resolution 21-days before the Annual General Meeting.

8. By-law Review (Questions & Answers)

The Governance Committee thanked the Board of Directors for providing timely feedback on the preliminary Bylaw Revisions. The Governance Committee will provide proposed revisions, if any, for the Board's consideration at the March Board meeting. (*Action Item AI-2021-09*).

9. 2021 Nominations Strategy

There were six documents in the agenda package: Promotional Infographic, Nominations Information Package, Website Text, Communications Strategy, Application to Nominations Committee Form, and Membership Nominations Form.

The Chair of the Nominations Committee highlighted the timelines required to satisfy the Bylaw and Act requirements.

There were no comments or revisions to the Nominations Strategy proposed by the Nominations Committee. The Nominations Committee will announce the Call for Nominations the week of this meeting (*Action Item AI-2021-10*).

10. 2021 Recovery Plan

A briefing note (*207-BN-02*) and 2021 Recovery Plan were included in the agenda package.

Motion:

It was moved by S. McDonald and seconded by B. Millett that the Board of Directors:

a) Approve the 2021 Recovery Plan as a replacement for the 2018-2020 Strategic Plan.

b) Monitor the appropriateness of the Recovery Objectives compared to the actual environmental and organizational situation and adapt as necessary.

Carried

S. McDonald requested additional monthly reporting from the Finance Committee. S. McDonald to engage with the Finance Committee to identify the appropriate information and format (*Action Item AI-2021-11*).

11. Secretary Selection

The applications for the open position of Secretary were included in the agenda package.

The Board invited the Executive Director in camera to discuss at 6:40pm.

The Board returned from in camera at 6:45pm and authorized K. Bouse to extend an offer to Susan Green for the Officer position of Secretary (Action Item AI-2021-12).

12. Board Bulletin

A draft of the inaugural Board Bulletin was included in the agenda package.

The Board authorized K. Bouse to circulate the inaugural Board Bulletin to the membership. (Action Item AI-2021-13).

13. Treasurer Reports

The Treasurer highlighted that:

- The Finance Committee has been meeting regularly to monitor recovery activities
- The wage subsidy would apply to the new hire Jerme Hill
- The Finance Committee was investigating formalizing the refunding of credits (cash-out) as a potential future project (Action Item AI-2021-14)

14. Staff Reports

The February Executive Director Report and Winter Revenue Summary were included in the agenda package.

C. Castonguay noted potential partnership with Ottawa South United (OSU) regarding an indoor playing facility in Manotick.

S. McDonald declared a potential future conflict of interest. Her employer (WSP Canada Inc.) and their preferred partners (A49) occasionally pursue contract work with OSU. She updated her Conflict of Interest form February 1, 2021.

C. Castonguay suggested that Welch LLP be considered for the 2020-2021 Public Accountant based on a recent request for quotation exercise.

H. Wallace indicated she was available to review job descriptions prepared for the new employee Jeremy Hill. (Action Item AI-2021-15).

15. Round Table

V. de Castro encouraged outgoing directors to prepare transition materials (Action Item AI-2021-16)

K. Bouse noted that he had been in contact with the VUL Board to inquire how their organization is responding to COVID and discuss a platform for Ultimate Board members across Canada to share initiatives and best practices.

S. McDonald noted on behalf of the Governance Committee that a few of OCUA's policies were up for a two year review this year and requested that anyone interested in reviewing a policy (*Action Item AI-2021-17*).

The Board selected Saturday April 24, 2021 at 1pm as the date for the 2021 Annual General Meeting.

The Board extended the mandate of the Diversity and Inclusion Task Force by 8-months to October 31, 2021.

16. Incamera

The Board met in camera at 7:17pm. There were no action items assigned or decisions made.

17. Adjournment

The meeting was adjourned at 7:28pm.

Current Board Committees

Audit Committee	Venissa De Castro (C), Karlis Bouse, Sarah McDonald
Compensation Committee	Andre Scott (C), Heather Wallace, Karlis Bouse, Venissa De Castro
COVID Committee	Heather Wallace, Venissa De Castro, Jon Champagne
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

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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