



Ottawa-Carleton Ultimate Association

Board of Directors

Meeting #222

 Tuesday February 15, 2022

 5:30pm

 [Google Meet](#)

 **Directors** Karlis Bouse (Chair), Bill Millett, Chris McMahon, Kelly Fulton, Maaike van Leeuwen

Staff Britany Gordon (Executive Director (ED))

Officers Sue Green (Secretary)

Members Chun Chang

Absent

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, with minor adjustments

3. Approval of Minutes

- **Approval of Minutes from January 18, 2022**
 - The minutes were unanimously approved

4. Review E-Mail Motions

- The following E-Mail Motions were reviewed:

Adopt Interim Checkpoint Evaluation Plan for OCUA Executive Director

Approved Tuesday, February 15, 2022 (Yes: 5, No: 0)

5. Review of Open Action Items

Open Actions from 2020/2021 were reviewed

6. Committee Reports / Updates

6.1. Risk & Audit (B. Millett)

- Audit activities ongoing in readiness for new Board Members

6.2. Compensation (B. Millett)

- The Interim Checkpoint Evaluation Plan for OCUA Executive Director was prepared, reviewed and approved by e-vote

6.3. COVID (B. Gordon)

- Committee meeting Wednesday, February 16 to discuss Provincial Announcement
 - Vaccination status to be discussed
 - COVID updates are posted here: <https://www.ocua.ca/CovidResouceHub>

6.4. Finance (M. van Leeuwen)

- Meeting held **January 7, 2022**
- Final Budget review planned for next meeting
 - Budget to be shared in advance of meeting
- Financial docs in progress to be ready for AGM

6.5. Governance (B. Millett)

- Updating Section 7 of Board Manual

6.6. Nominations

- Meeting held earlier in the day (**February 15, 2022**)
 - Documentation created and to be reviewed with EDI view

6.7. Equity, Diversity, and Inclusion (EDI) (K. Fulton)

- New Web Page Material!
 - Is accessible to all (members and non-members)

7. Monthly Agenda Items

7.1. Board Manual Sections (Governance Cmte, B. Millett)

The following sections were approved by consensus:

- 4.2 Executive Director
- 7.1 E-Voting
- 14.2 Guest Guidelines

7.2. Board Manual Committee ToRs (Governance Cmte, B. Millett)

The following sections were approved by consensus:

- 13.1 Audit and Risk
- 13.2 Compensation
- 13.5 Nominations

7.3. Office Change - Bylaw Amendment (Governance Cmte, B. Millett)

Bylaw change to OCUA's Head Office location was approved by consensus. Change to be voted on at the AGM.

7.4. AGM

- Date: **Tuesday, April 26, 2022**

- Start Time: **6pm**
- Meeting will be held as a **virtual meeting**
 - OCUA will procure Zoom account to support the meeting
- AGM musts:
 - Financials
 - Appointing Public Accountant (PA)
 - Nominations and elections
 - Bylaw amendments
- AGM extras:
 - Board to discuss

8. ED Report (B. Gordon)

- Verbal Report provided
 - Winter session 1 resumed as per COVID restrictions
- Spring Indoor registration opens tomorrow (**February 16, 2022**)
 - Junior programs are getting a break
 - Junior program tryouts are happening during the break
- Summer field allocations are not booked yet, with the exception of UPI
 - Typical time frame is mid February
 - Delay due to the pandemic
- COVID lockdown affected cash flow because of delayed registrations
- Strategic Plan is published, comms to go out
- Call for nominations going ahead on **February 18, 2022**

9. Round Table

- 9.1. Board Bulletin to be published end of February
- 9.2. Exit interview with Laura scheduled next week
- 9.3. Director Updates

10. In-camera

The Board met in camera (Time 7:16 pm)

- No actions were recorded

11. Adjournment

The meeting was adjourned at 8:01 pm