

# MINUTES



## Ottawa Carleton Ultimate Association (OCUA)

### Meeting of the Board of Directors: # 206

**Date:** 2021-01-19

**Time:** 5:30pm – 7:45pm

**Location:** Google Meet

**Meeting called by:** Karlis Bouse

<b>Directors:</b>	Karlis Bouse (Chair), Andre Scott, Bill Millett, Chris Rootham, Heather Wallace, Sarah McDonald, Venissa de Castro
<b>OCUA Staff:</b>	Chris Castonguay (Executive Director)
<b>Officers:</b>	Jessie Robinson (Secretary), Jon Champagne (Treasurer)
<b>Membership:</b>	None

<b>5:30pm</b>	<b>Called to Order</b> <ul style="list-style-type: none"><li>- The meeting was called to order by Chair, K. Bouse</li></ul>
<b>5:32pm</b>	<b>Approval of Agenda</b> <ul style="list-style-type: none"><li>- The agenda was unanimously approved</li></ul>
<b>5:34pm</b>	<b>Approval of last month's meeting minutes</b> <ul style="list-style-type: none"><li>- Minutes from Board Meeting #204 (November 11, 2020) were unanimously approved</li></ul>
<b>5:35pm</b>	<b>Approval of emergency meeting minutes from Retreat</b> <ul style="list-style-type: none"><li>- Minutes from Board Meeting #205 (December 12, 2020) were unanimously approved</li></ul>
<b>5:36pm</b>	<b>Review of Open Action Items</b> <p>Item: UPI Consultation Update</p> <ul style="list-style-type: none"><li>- C. Rootham and C. Castonguay met with an adjacent land owner (UPI) who expressed interest in jointly developing a portion of the unused UPI land for aesthetic purposes. C. Rootham does not recommend that OCUA pursue this partnership.</li><li>- C. Castonguay noted that a local land developer had recently expressed interest in purchasing the unused portion of UPI.</li></ul> <p>Item: Inclusion Committee</p> <ul style="list-style-type: none"><li>- A. Scott continuing to obtain bio's of Committee Members for public announcement</li></ul> <p>Item: Governance Committee (By-law Review)</p> <ul style="list-style-type: none"><li>- Closed. Results presented at this meeting</li></ul>

	<p>Item: Board Bulletin</p> <ul style="list-style-type: none"> <li>- K. Bouse to circulate draft for review this month (January)</li> </ul>
<b>5:40pm</b>	<p><b>Annual General Meeting (AGM) of the Members (2021)</b></p> <ul style="list-style-type: none"> <li>- H. Wallace prepared Report No. 206-01, 2021 AGM Options Analysis</li> <li>- <b>The Directors unanimously agreed to host an entirely Virtual AGM in April 2021.</b></li> <li>- Directors and Executive Director to select date for AGM (<i>Action Item 2021-01</i>)</li> </ul>
<b>5:45pm</b>	<p><b>By-law Review</b></p> <p><b>Governance Committee: Bill Millett, Chris Rootham, Sarah McDonald</b></p> <ul style="list-style-type: none"> <li>- Governance Committee suggested revisions to OCUA By-laws as provided in Report No. 206-3 (A and B) and generally include: <ul style="list-style-type: none"> <li>- Changes to the membership section to clarify different membership fees without defining different member classes. Clarify voting implications for youth and juniors to remove ambiguity on voting entitlements.</li> <li>- Changes to the governance section that indicates Roberts Rules for Meetings of the Members and Board of Directors meetings to remove board meetings</li> <li>- Changes to the Gender Equity section to better reflect the current reality of gender identity.</li> </ul> </li> <li>- Still in review: allowance for electronic absentee voting per per Canada Not-for-profit Corporations Act S171 and Canadian Not-for-profit Corporations Regulations S74</li> <li>- A. Scott requested additional time to review</li> <li>- Directors, Officers, and Executive Director to provide Governance Committee with written comments / suggestions by January 31, 2021 (<i>Action Item 2021-02</i>)</li> </ul>
<b>5:55pm</b>	<p><b>2020-2021 Budget</b></p> <ul style="list-style-type: none"> <li>- Executive Director provided a winter finance sheet with an overview of registrations as well as ongoing costs of OCUA</li> <li>- Finance Committee to finalize budget for presentation at or by next Board Meeting (<i>Action Item 2021-03</i>)</li> </ul>
<b>6:10pm</b>	<p><b>Elevate</b></p> <ul style="list-style-type: none"> <li>- Draft budget includes provision for a 0.5 FTE. C. Castonguay noted that this was intended to be used in Partnership with <a href="#">Elevate Ultimate</a> in offering recreational youth and junior programming</li> <li>- C. Castonguay noted that the 0.5 FTE candidate being considered is Jeremy Hill (potential start date of March 1, 2021)</li> <li>- C. Rootham and C. Castonguay prepared a Memorandum of Understanding (MOU) for a Partnership with Elevate</li> <li>- Discussion included financial concerns, COVID-19 consideration, intent of Elevate to enter the Ottawa market with or without OCUA support, and the ability to improve youth and junior programming (operating in all parts of the current Ontario Reopening Framework)</li> </ul>

	<ul style="list-style-type: none"> <li>- B. Millett and H. Wallace requested the 2020-2021 Budget prior to providing support of the Partnership (<i>Action Item 2021-03</i>)</li> </ul>
<b>6:20pm</b>	<p><b>Recovery Plan</b></p> <ul style="list-style-type: none"> <li>- S. McDonald provided five draft documents as part of the meeting package: <ul style="list-style-type: none"> <li>- 206-2-A: Public Recovery Plan (One-Page)</li> <li>- 206-2-B: Member Outreach Plan</li> <li>- 206-2-C: Summary of Board Input</li> <li>- 206-2-D: Recovery Plan Documentation</li> <li>- 206-2-E: Monthly Report Template</li> </ul> </li> <li>- Directors, Officers, and Executive Director separated into 3 groups to discuss the proposed Recovery Priorities: Safety, Community, Sport, Organization</li> <li>- S. McDonald to synthesis discussion comments into a final Public Recovery Plan document for final review and then an e-vote (<i>Action Item 2021-04</i>)</li> </ul>
<b>7:05pm</b>	<p><b>Treasurer Report</b></p> <ul style="list-style-type: none"> <li>- J. Champagne (Treasurer and Finance Committee Chair) noted that the Finance Committee is continuing discussions on the 2020-2021 Budget and invited any interested Directors to attend the next Committee Meeting</li> <li>- OCUA Bookkeeper is applying for grants</li> </ul>
<b>7:10pm</b>	<p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>- C. Castonguay prepared and presented the Monthly ED Report, Session One Refund Analysis, and Winter Finance Report (2020-2021)</li> <li>- Operations on standby in compliance with the Province Wide COVID-19 lockdown that went into effect at 12:01 a.m. on Saturday, December 26, 2020 and subsequent Provincial State of Emergency that went into effect on 12:01 a.m. on Thursday January 14, 2021.</li> <li>- Trespassing at UPI has increased and Staff are looking into security solutions</li> <li>- Technology Committee (ref. Nov 19, 2020 Meeting) had positive feedback from members</li> <li>- Discussions with Ultimate Canada and Ontario Ultimate are ongoing and positive</li> </ul>
<b>7:25pm</b>	<p><b>Notice of Resignation</b></p> <ul style="list-style-type: none"> <li>- J. Robinson resigned as Secretary effective at the conclusion of Jan 19, 2021 Board Meeting.</li> <li>- C. Castonguay to remove access permissions on Friday January 22, 2021.</li> <li>- J. Robinson prepared transition documents and discussed position duties with the Executive Director and Chair</li> <li>- V. De Castro to perform exit interview (<i>Action Item 2021-05</i>)</li> <li>- S. McDonald to fill in as Acting Secretary</li> <li>- K. Bouse and C. Castonguay to immediately post a call for a new Secretary (<i>Action Item 2021-06</i>)</li> </ul>

	<p><b>On behalf of the Board of Directors, K. Bouse expressed appreciation for the dedication and high quality support provided by Jessie Robinson in her position of Secretary and wished her all the best in her future endeavours.</b></p>
<b>7:30pm</b>	<p><b>In Camera Session</b></p> <ul style="list-style-type: none"><li>- There were no decisions or actions to record</li></ul>
<b>7:40pm</b>	<p><b>Adjournment</b></p> <ul style="list-style-type: none"><li>- Motion to adjourn the meeting by: V. De Castro</li><li>- Seconded by H. Wallace</li></ul>