


## Ottawa-Carleton Ultimate Association


### Board of Directors

#### Meeting #208

 Tuesday March 16, 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** Laura Storey, Luke Krolak

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#### 1. Call To Order

The meeting was called to order at 5:33 pm by Chair K. Bouse.

#### 2. Approval of Agenda

The agenda was unanimously approved after reordering **Monthly Agenda Items**.

#### 3. Approval of Minutes

- 3.1. The minutes for the previous **BoD Meeting on February 16, 2021** were unanimously approved.
- 3.2. Approval for the minutes for the **Ad hoc meeting on February 28, 2021** were deferred and H. Wallace noted that these are not official minutes and will not be posted.
- 3.3. Approval for the minutes for the **Town Hall meeting March 12, 2021** were deferred.

#### 4. Review E-Mail Motions

- [2021 E-Vote Tracking](#)
  - **No new motions**

#### 5. Review of Open Action Items

2020 Closed Action Items:

- Look into the requirement for Review Engagement membership and bring forward recommendation (including firm options) to Audit Committee

2021 Closed Action Items:

- *AI-2021-06*. Public post for a new Secretary
- *AI-2021-09*. Proposed by-law revisions (if any)
- *AI-2021-10*. Post the Call for Nominations
- *AI-2021-11*. Discussion with Finance Committee re: monthly reporting
- *AI-2021-12*. Offer position of Secretary to Susan Green
- *AI-2021-15*. Review Jeremy's job description (if requested by the ED)
- *AI-2021-17*. Policy Review - indicate to Governance Committee if you have interest prior to March meeting

2021 New Action Items:

- *AI-2021-18*. Circulate New Committee Debrief Survey
- *AI-2021-19*. Send an email requesting and e-vote on the following policies: Harassment Policy and Discipline Policy
- *AI-2021-20*. Send an email requesting and e-vote on the updated Bylaws

**6. Committee Reports / Updates**

**6.1. Audit (V. de Castro)**

- [Audit Committee Report](#)
- Audit Committee met - no further updates

**6.2. Compensation (A. Scott)**

- Completed performance review of ED - went well

**6.3. COVID (J. Champagne)**

- Committee has been very active
  - Wed/Thu leagues affected
  - OCUA worked collaboratively with Ottawa Public Health (OPH) to do contract tracing
  - Committee published new guidelines and will have a follow-up meeting on Thurs. Mar. 18th to discuss
- C. Castongay indicated that the protocols are working

**6.4. Finance (J. Champagne)**

- No meeting this month

**6.5. Governance (C. Rootham)**

- [Governance Committee Report](#)
- Report accepted as written
- **Proposed By-Law Revisions**
  - J. Champagne requested clarification of quorum rules - rules as written will stand
  - C. Rootham will send a follow-up email requesting and e-vote on the updated [Bylaws](#)
- **Biennial Policy Review:**
  - a. **Motion: It was moved by C. Rootham and seconded by S. McDonald that the Board of Directors approve the [Policy on Non-Discrimination](#) as presented - Motion Carried**

- b. **Motion: It was moved by C. Rootham and seconded by S. McDonald that the Board of Directors approve the [Concussion Recognition and Management Protocol / Rowan's Law](#) as presented - Motion Carried**
- c. **Motion: It was moved by C. Rootham and seconded by S. McDonald that the Board of Directors approve the [Policy on Gender Identity and Gender Equity](#) as presented - Motion Carried**
- d. **Motion: It was moved by B. Millet and seconded by H. Wallace that the Board of Directors approve the [Policy on Clean Air](#) as presented - Motion Carried**
- e. No changes were proposed to the [Discipline Policy](#)
- f. C. Rootham will send a follow-up email requesting and e-vote on the [Harassment Policy](#).

#### **6.6. Nominations (K. Bouse)**

- **Treasurer role (5 min)**
  - [Nominations Report](#)
    - Report accepted as written

### **7. UPI Land Development**

#### **7.1. Discussion of Townhall - UPI Sale/Capital Improvement Fund Project (All Directors)**

- Wide range of views expressed at meeting by attendees
- S. McDonald expressed her appreciation to C. Rootham for facilitating the meeting
- S. McDonald expressed concern over the material presented by A. Morrissey
  - New information that had not been presented to the board previously was shared at the townhall
  - Appearance of endorsement of the material by the board, which was not the case
  - S. McDonald expected more facts regarding the real estate market
- C. Rootham clarified the term 'Under Conditions' - it is equivalent to 'Sold Conditionally'
- C. Rootham stated that some questions are unanswerable and others will start costing the organization money to obtain
- H. Wallace stated that the engagement needs to be wider
- J. Champagne reminded Directors that their primary duty is fiduciary to OCUA and not member-focused
- K. Bouse suggested having a follow-up meeting to provide Directors more time to make a decision on next steps
  - Meeting booked for March 23

#### **7.2. Forward Agenda Item (S. McDonald)**

- [Recovery Plan](#)

- Further discussion deferred to November meeting
- 7.3. Proposed April Meeting (All Directors)**
  - Meeting to be booked for April 20
- 7.4. AGM Planning (S. McDonald)**
  - [Draft Agenda](#) was reviewed
    - Discussion to continue on Slack
  - [Member Proposal](#) by B. Kells was reviewed

**Motion: It was moved by S. McDonald and seconded by V. de Castro for the Board of Directors to endorse the [Member Proposal](#) and have it added to the AGM Agenda - Motion Carried**

- 7.5. Communications (10 min) (Chair)**
    - Discuss proposal about having a Communications Director role and official channels of communication
      - Topic deferred to later meeting
  - 7.6. Committee Debrief (5 min) (Sarah)**
    - Comment on proposed [Committee Debrief Survey](#)
      - S. McDonald will circulate the New Committee Debrief Survey
- 8. Treasurer Reports**
- The Treasurer highlighted that:
- A more complete report will be provided at the AGM
  - OCUA is still receiving a COVID wage subsidy for the new hire, Jeremy Hill and to help cover rental expenses
- 9. Staff Reports (Executive Director)**
- The following reports were reviewed
    - [Executive Director Report](#)
    - [Winter 2020/2021 est. Net Revenue](#)
    - [Draft Financial Statements](#)
  - ED received the formal decision from Ontario Ultimate that new member clubs will be accepted in the Ottawa area
    - ED expressed concerns about this decision based on the situation in Toronto
    - ED suggested reviewing access to team and coach lists in case of poaching
    - Item to be added to the BoD agenda for the May meeting
  - Summer registration is live (soft launch)
    - Minor deviations from plan
  - Elevate is running a summer camp
    - Three new baskets for disc golf might get installed at UPI
  - Bilingual league is new
  - Ottawa Disc Golf Club (ODGC)
    - Board turnover

- 3.5 days not enough for Jeremy - working hard
- City of Ottawa - doing COVID outreach
- YGrant and TrueCase Grant - turned down due to stiff competition
- People are happy to have the opportunity to play
- ED reminded Directors of the findings of the 2015 "Pulling to the Future" Report prepared by an MBA Consulting Team from the Telfer School of Management
  - Members are averse to long drive times
  - UPI, in general, is one of the furthest fields for members to drive to

**10. Round Table**

- L. Storey thanked the Directors for the opportunity to speak, however, was only inquiring about the process and did not have a specific topic to bring forward
- No additional topics brought forward

**11. In-camera**

The Board met in camera at 7:50pm. There were no action items assigned or decisions made.

**12. Adjournment**

**The meeting was adjourned at 7:57pm.**

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## 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	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

## 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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