

MINUTES



Ottawa Carleton Ultimate Association (OCUA)

Meeting of the Board of Directors: # 204

Date: 2020-11-17

Time: 5pm – 7:30pm

Location: Video chat via google meets: [LINK TO MEETING](#)

Meeting called by: Heather Wallace

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

5:00pm	Call to Order <ul style="list-style-type: none">- By: Andre	Chair
5:02pm	Approval of Agenda <ul style="list-style-type: none">- By: Andre- Seconded: Karlis	All Directors
5:05pm	Approval of last month's meeting minutes <ul style="list-style-type: none">- Sarah requested clarification from Chris C on which special meeting had a lawyers review, then approves minutes- Seconded: Karlis	All Directors
5:10pm	Action Items <ul style="list-style-type: none">- Reviewed by the Board- Chairs from each board committee were selected offline- Nominations - Karlis (Chair) Sarah, Bill- Governance - Sarah, Bill, Chris R - consensus instead of chair- Audit - Venissa (Chair) Venissa, Karlis- Compensation - André (Chair) Venissa, Heather- Finance - Jon (Chair), Chris C., André, Chris R.	ALL Board and Officers
5:15pm	One member, One vote (continued discussion) / Transition of nominations committee	Andre/Venissa

	<p>Lessons learned and what follows next</p> <ul style="list-style-type: none"> - Information management, proxy email list - Google docs spreadsheet - Election results - Communications timeline <p>Improvements:</p> <ul style="list-style-type: none"> - File naming convention on proxy - Clarifying status on jr members and how and if they can proxy according to bylaws - Membership deadline/cut off date - Submission deadlines to discuss/re-evaluate - Zoom functionality - Opening up floor to membership - change proxy to online ballot, non board member to run the elections. - "One member one vote" - period, rather than single point in time to eliminate proxy vote. - Update and review of bylaws - January submission to the board 	
<p>5:25pm</p>	<p>Technology/Website update</p> <ul style="list-style-type: none"> - Sarah explaining possible changes to OCUA website. - Current website based on Drupal, which will be updated therefore OCUA to update with them or redesign something fresh with different technology - Phase 1 - Member committee - involves how staff use the website, Executive Director to be involved as well as Sarah, and members who are technically experienced to research website options. - Phase 2 - Program Manager for technology to oversee website improvements with interest in keeping costs down. - Chris C and Sarah to move project offline and start on Phase 1 	<p>Sarah</p>
<p>5:33pm</p>	<p>Recovery Plan / Strategic Plan</p> <ul style="list-style-type: none"> - Proposed creations of a one year recovery plan for OCUA to then build a longer term plan - 3 sessions in advance of retreat. - Participation by those interested in different areas of the recovery. - Heather, Andre and Bill to participate in recovery plan 	<p>Sarah</p>
<p>5:37pm</p>	<p>Board Communications to Membership</p> <ul style="list-style-type: none"> - Reaching out to members during COVID is key, and to continue. - Illustrate what the board is responsible 	<p>Karlis</p>

	<ul style="list-style-type: none"> - Proposed creation of Board communication (email) to the membership Nov/Dec and May/June to go along with each season of ultimate - Updates to include but not limited to membership fees, COVID news, how to reach out to the board - Make it as easy as possible for members to reach directors - Karlis to create a document to send to membership and will share with the board within a week. To be released to membership halfway into December - Chris C interested in formalizing feedback from membership by being able to reply to board communication - as a 2 way communication. - Email aliases discussed for email address to reach the board - topic to be taken offline 	
<p>6:10pm</p>	<p>Operations during COVID</p> <ul style="list-style-type: none"> - Update on how return to play for winter is going or the new plan if we aren't back to playing - Ottawa in Orange zone, and OCUA has the go ahead to run leagues - Team sports not limited to 10 indoor players - Limited to 16 per fields indoors for ultimate - Ottawa Public Health liked OCUA's return to play protocols - Challenges are thursday super ladder and scheduling, on field players and logistics - Pre screenings to be completed before entering sports facilities provided to players by the coordinators - Heather asked how Gender Ratio has been addressed with leagues like Parity. Registrations dictate what gender ratio is selected for each league and remains on an operational level rather than board level. - Pre and post game behaviours need to be communicated as higher risk. Mentioned the Ottawa Public Health infographic of team sports - get in get out attitude. - Incident reports discussed regarding Parity League - Ottawa and Newfoundland are the only ones in the country that currently have indoor ultimate running this winter 	<p>Executive Director</p>
<p>6:11pm</p>	<p>December Retreat - COVID</p> <ul style="list-style-type: none"> - 2-3 hour retreat proposed Dec 12 @ 1-4pm - Sarah to put together an agenda/topics for discussion - Retreat would follow up to the 3 pre-sessions led by Sarah 	<p>ALL</p>

	<ul style="list-style-type: none"> - Topics to circulate on the Board Slack channel 	
6:16pm	<p>Secretary's Corner</p> <ul style="list-style-type: none"> - Place for agenda Items to be presented to the membership (no comments) on forum. - To provide info on how members can attend board meetings. - Official meeting minutes from the previous month to be posted after approval at current meetings (status quo) if someone prefers not to wait for meeting minutes to be officially posted the following month. - All directors supportive of adding 	Secretary
6:55pm	<p>Treasurer Reports</p> <ul style="list-style-type: none"> - Topic presented by Treasurer - WAGE and rent assistance is currently supporting OCUA and its programming - Financially, day to day is not currently at risk to meet obligations. Long term will be reviewed once OCUA gets back to normal business post COVID. 	Treasurer
7:05pm	<p>Executive Director Reports</p> <ul style="list-style-type: none"> - Topic presented by Executive Director - Running week to week, things can change any time with new restrictions to change zones by Fridays. Very unpredictable. - Training pods running for Juniors and Womxn, which would allow play if Ottawa goes to red zone with 10 participants - Session 1 to get members more comfortable - New programs initiated for womxn. Womxn Leading Women and applied - Domes changing pay structure. Moving to "if you use it, you pay for it". Previously paying up front for dome times. leagues to look at different registration formats. - Maximizing subsidies used by OCUA to keep the organization afloat. - Likely will be able to offer summer programs at this point based on winter registrations. Refunds on summer fields can be refunded 30 days in advance. - Chris C to be scanning financial docs to move to paperless office for accountants - Karlis asked about the youth and junior coach being hired. Options to be discussed on format - Karlis asked about operational relationships with Ultimate Canada, other Ultimate leagues. Chris responded that communications are open and all want ultimate to rebound and come back stronger than ever. 	Chris

6:45pm	In Camera Session - The board met	Directors & Officers
7:12pm	Adjournment - Meeting closed by: Venissa, seconded by Karlis	ALL