



Ottawa-Carleton Ultimate Association

Board of Directors Meeting #218

 Tuesday November 16, 2021

 5:30pm

 [Google Meet](#)

 **Directors** Chris McMahon (Acting Chair), Bill Millett, Kelly Fulton, Laura Storey, Sarah McDonald, Maaike van Leeuwen

Staff

Officers Sue Green (Secretary)

Members Craig Fielding

Absent Britany Gordon (Executive Director (ED)), Karlis Bouse (Chair)

1. Call To Order

The meeting was called to order at 5:32 pm by Acting Chair C. McMahon

2. Approval of Agenda

The agenda was unanimously approved with minor updates.

3. Approval of Minutes

- **Approval of Minutes from October 19, 2021**
 - The minutes were unanimously approved with one abstention by M. van Leeuwen who is newly appointed as Director.

4. Review E-Mail Motions

- The following E-Mail Motion was reviewed:

2021 Director Appointment

Approved Wednesday, October 27, 2021. (Yes:6, No: 0)

5. Review of Open Action Items

Open Actions from 2020/2021 were reviewed

Action Items Closed :

- **AI-2021-21:** All Board Members and Staff to have current Police Checks

6. Committee Reports / Updates

6.1. Risk & Audit (L. Storey)

- Risk and Audit met on Nov 8, 2021

6.2. Compensation (B. Millett)

- No updates
- Updated materials to be reviewed at next meeting

6.3. COVID (B. Gordon)

- Vaccination policy for Winter - members will be requested to complete an attestation form upon registration as an individual and/or team
 - Members have been completing the form as requested
- COVID resource hub on oca.ca for COVID information

6.4. Finance (C. McMahon)

- Discussions on next year's budget ongoing
 - To be brought to next meeting for approval
- New format for finance report next month

6.5. Governance (S. McDonald)

- Updates to documentation ongoing
 - Materials to be reviewed and approved at future meetings

6.6. Nominations

- Not currently active

6.7. DITF (K. Fulton)

- K. Fulton working with the ED to make updates to the oca website

7. Monthly Agenda Items

7.1. Strategic Plan (B. Gordon, K. Fulton, S. McDonald)

- Reviewed Draft Strategic Plan
- Agreed by consensus that the Strategic Plan required some additional refinement
 - Working group to refine Draft Strategic Plan for final review at next board meeting

7.2. Board Manual (B. Millett and S. McDonald)

- Briefing note accepted as written
- Agreed by consensus that the following sections are approved
 - 5.1 Code of Conduct
 - 5.2 Conflict of Interest
 - 5.3 Board Confidentiality Policy
 - 7.2 Determining Director Qualifications
 - 15 Annual Declaration and Consent Form
- Agreed by consensus that the following sections require refinement
 - 7.1 E-voting
 - 14.2 Guest Guidelines

7.3. Bylaw Amendments (B. Millett and S. McDonald)

- Approved by consensus to change womxn to women

- Editorial changes must be passed by board and confirmed by the membership
 - Moved by Sarah McDonald , seconded by Laura - passed 6 yeases
 - By-law Amendments on the definition of Quorum were reviewed
 - To be brought forward at a future meeting after clarifications made
- 7.4. Committee and Officer Mandates** (B. Millett and S. McDonald)
- Open Discussion on governance and reporting structure
 - Committee Assignment Update
 - Maaike will be joining the Finance Committee and Governance Committees
- 7.5. Risk Register - Framework**
- Risk Register Framework was reviewed with ED and will be brought to a future board meeting for review and approval after further refinements
- 7.6. UPI Path Forward** (All)
- Deferred
- 8. ED Report** (B. Gordon)
- Report provided accepted as written
- 9. Round Table**
- 9.1. Debrief on Ultimate Canada Conference (UCC)
- 9.2. Discussion on scheduling of the Winter Retreat
- 10. In-camera**
- The Board met in camera (Time **8:05 pm**)
- No actions were recorded
- 11. Adjournment**
- The meeting was adjourned at 8:07 pm