


## Ottawa-Carleton Ultimate Association


### Board of Directors

#### Meeting #217

 Tuesday October 19, 2021

 5:30pm

 [Google Meet](#)

 **Directors** Karlis Bouse (Chair), Bill Millett, Chris McMahon, Kelly Fulton, Laura Storey, Sarah McDonald

#### Staff

**Officers** Sue Green (Secretary)

**Members** [Craig Fielding](#)

**Absent** Britany Gordon (Executive Director (ED))

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#### 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 corrections. The UPI discussion was deferred to next month's meeting.

#### 3. Approval of Minutes

- **Approval of Minutes from September 21, 2021**
  - The minutes were unanimously approved
- **Approval of In-Camera Minutes from September 21, 2021**
  - The minutes were unanimously approved
- **Approval of Emergency Meeting Minutes from October 13, 2021**
  - The minutes were unanimously approved

#### 4. Review E-Mail Motions

- No new E-Mail Motions were added.

#### 5. Review of Open Action Items

- No Action Items closed
- No new Action Items

## **6. Committee Reports / Updates**

### **6.1. Risk & Audit (S. McDonald)**

- Risk Tool in progress, update next month

### **6.2. Compensation (K. Bouse)**

- Next report will be provided in November

### **6.3. COVID (K. Bouse)**

- Winter registration has been launched
- Return to Play guidelines will be revised based on guidance from Public Health

### **6.4. Finance (C. McMahon)**

- No report this month
- Budget to be completed - end of Fiscal pending

### **6.5. Governance (B. Millett)**

- See Monthly Agenda Items

### **6.6. Nominations**

- Not currently active

### **6.7. DITF (K. Fulton)**

- See Monthly Agenda Item

## **7. Monthly Agenda Items**

### **7.1. 2020-2021 Audit Engagement vs Review Engagement (Audit-Risk Cmte)**

- Briefing Note provided and reviewed by the Board
- Consensus reached to continue with a Review Engagement for the current Fiscal Year
  - An Audit Engagement will be added to the budget for next Fiscal Year

### **7.2. Bylaw proposal - Director Qualifications (B. Millett)**

- Briefing Note provided and reviewed by the Board
- Consensus reached on changing the bylaw as proposed
  - S. McDonald declared a conflict of interest based on her pending move out of the NCR (National Capital Region)

### **7.3. Committee Terms of Reference and Authority (Governance Cmte)**

- Briefing Note provided and reviewed by the Board
- Consensus reached on accepting the Terms of Reference Template
- Consensus reached on the Committees Authority and Delegation of Authority

### **7.4. Strategic Plan - Objectives (S. McDonald and K. Fulton)**

- Draft Strategic Objectives provided and reviewed by the Board
- Consensus reached on moving forward with the proposed Strategic Objectives

### **7.5. Diversity and Inclusion Task Force - Materials (K. Fulton)**

- Revised Gender Equity Vision
  - Consensus reached on adopting the Gender Equity Vision
  - Consensus reached on adopting new Gender terms and no longer using the term Womxn, going forward

- The Board made the recommendation to consult with the Executive Director on how to implement the suggested Gender Ratios
  - Website Content
    - Proposed website content was reviewed by the Board
  - Inclusion Committee Terms of Reference
    - Further discussion required with ED
- 8. ED Report (B. Gordon)**
- Report accepted as written
- 9. Round Table**
- 9.1.** 2021 Ultimate Canada Conference taking place, virtually, on November 12th-14th
- 10. In-camera**
- The Board met in camera (Time **7:46 pm**)
- No actions were recorded
- 11. Adjournment**
- The meeting was adjourned at 8:07 pm**