



Ottawa-Carleton Ultimate Association

Board of Directors

Meeting #227 - Board Meeting

 Tuesday, Oct 18, 2022

 5:30pm

 [Google Meet](#)

 **Directors** Karlis Bouse (Chair), Kelly Fulton, Maaike van Leeuwen, Robbie Thuot, Emma Wilson-Pease, Tina Tremblay

Staff Britany Gordon (Executive Director (ED))

Officers

Members

Absent Alessandro Colonnier (Secretary)

Minutes in **BLUE**

1. Call To Order

The Ottawa-Carleton Ultimate Association respectfully acknowledges that the lands upon which we gather and play are situated on the traditional and unceded territories of the Algonquin Anishinaabe People.

The meeting was called to order at 5:32 pm by Chair K. Bouse.

2. Approval of Agenda

Agenda approved

3. Approval of Minutes

- September 20, 2022 [BOD Meeting Draft Minutes](#)
- September 25, 2022 [Fall Retreat Draft Minutes](#)

Minutes approved, however will be reviewed for grammar/formatting by Karlis and Emma and re-circulated to Board

4. Review E-Mail Motions

- Land Acknowledgment Email Motion

5. Review of Open Action Items (10 Minutes)

- Review [Action Item List](#)

- Assign urgency/priority to each item

Action items reviewed:

- **Exit interviews for departing Director and Secretary to be completed prior to next board meeting (Nov 15th)**
- **Police checks still outstanding for Director and incoming Secretary**
- **No new action items added**

6. Staff Reports - B. Gordon (30 Minutes)

6.1. ED Report

- **Verbal debrief – written report to follow**
- **Announced all winter league offerings except for Wednesday, as facility had not yet replied.**
- **As of October 18th, confirmation received for Wednesday league. Registration for all leagues is Wednesday October 19th, and Wednesday league is open Friday, October 21st.**
- **Winter offering has been split up into two seasons: “Winter” (12 weeks) and Spring (7 to 12 weeks). Allows more flexibility for members. Spring to be announced at a later date**
- **Fall season wrap up: Review of each field has been completed based on quality, field issues, etc. and this will guide which fields are appropriate to use for next summer**
- **Annual review of strategic plan has been completed**

7. Board Bulletin (10 minutes)

First draft of Board Bulletin has been prepared by Kelly. All board members to review. Board bulletin to be released by the end of October.

8. Committee Reports / Updates (30 minutes)

8.1. HR

Meeting convened October 17th, Karlis selected as Committee Chair, drafting Terms of Reference, discussing performance review cycle

8.2. COVID

8.3. Finance and Audit

Focus is on F2023 budget, as well as developing quarterly reporting targets for the bookkeeper

8.4. Governance and Risk

Board manual is in process of being updated. Also reviewing oversight of risks across other committees

8.5. Equity, Diversity, and Inclusion

EDI survey has been shared for member feedback

8.6. Strategy and Long Term Planning

9. Special Projects Reports/Updates (10 minutes)

9.1. Safe Sport

9.2. UPI

Executive Director (ED) is creating a Captains package to educate and empower captains to understand their responsibilities within the league

ED extended an offer for pre-registration for 1 winter league to both summer league coordinators and board members as an appreciation for coordination and governance of the OCUA and its leagues.

10. Round Table

11. In-camera

12. Adjournment

Meeting was adjourned at 7:32pm.