


Ottawa-Carleton Ultimate Association


Board of Directors

Meeting #226 - Board Meeting

 Tuesday, Sep 20, 2022

 5:30pm

 [Google Meet](#)

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

Staff Britany Gordon (Executive Director (ED))

Officers

Members

Absent

1. Call To Order

We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Algonquin Anishnaabeg People.

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

2. Approval of Agenda

- **Item 7.1 updated to include the wording [Committee Memberships](#) and other Board roles**
- After the following adjustments, minutes were unanimously approved by the Director attendees

3. Approval of Minutes

- **Approval of Minutes from July 19, 2022**
- **After the below adjustments, minutes were unanimously approved by the Director attendees.**
 - **Action:** Recommended we strike the committee tables as they were not set in stone, and to move them to this month's meeting minutes
 - **Action:** Remove extra info from ED section and move to a separate document. These notes will be put into a report, retroactively.

4. Review E-Mail Motions

- No New Email Motions

5. Review of Open Action Items (20 Minutes)

Open Actions from 2021/2022 were reviewed

5.1 New Actions Addressed:

AI-2022-01: Corporations Canada Update - complete

AI-2022-02: Police Record Check - all have been received by ED apart from Tina. This item remains open.

AI-2022-03: SafeSport Canada - Brit: the three newest members must complete this course - open.

- **Action:** Brit will send link to the newest members.

AI-2022-04: 2023 Budget and 2022 Forecast

- **Action:** As discussed (July meeting minutes), Brit to set up meeting with bookkeeper to look at 2022 reporting and change our approach (accrual accounting)
- 2023 Budget prep a high priority, in advance of start of new year (Nov 1 2022)

AI-2022-05: Chris' resignation - Closed

AI-2022-06: Recruit Board Secretary - Open.

Note that due dates for TORs etc should be updated over the next couple of months.

5.2 2021 Actions Addressed

- 2021 unresolved actions have been reviewed and most have been closed, with some exceptions: **AI-2021-08** (land acknowledgement) and **AI-2021-07** (UPI), as well as the Board Manual work (several action IDs) and **AI-2021-41** (Review Exit Interviews and Board Improvements)

6. Staff Reports - B. Gordon (20 Minutes)

6.1. [ED Report](#)

7. Monthly Agenda Items

7.1. Discussion of board roles and responsibilities (10 Minutes)

■ [Committee Memberships](#)

7.1.1 All in approval for confirmation for committees

- Addition of Robbie to the Strategy and Long Term Planning committee.
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7.1.2 Unanimous approval for Karlis to continue as board chair.

- Vice Chair - suggestion to write out description of Vice Chair duties and responsibilities before asking individuals if they are interested.

- Board Liaison - role would be good for someone on HR committee, may be a lack of awareness and job description for this person. Rarely utilized in the past. If it is for safe sport, we do definitely need to include it.
- Suggestion that it could be written in as board chair as opposed to a separate role.
- **Action: detail role and responsibilities in ToR. Consider adding this into Board Chair role.**

7.1.3 Unanimous approval for Kelly to continue as EDI Board Rep.

7.1.4 Unanimous approval for Special Projects committees by the Board.

- Designated League Management Cell members
- SafeSport group to update guidelines for incident reporting and disciplinary action.

Directorship and Meeting Frequency Discussion

- **Meeting frequency** - all in approval for monthly meetings from now on
- **Directorship** - now comprised of 6 individuals. All in approval with having 6 directors and not adding an additional member to replace Chris, at least in the short term.

7.2. Fall Retreat (5 Minutes)

7.2.1 Action: Karlis to set up Doodle poll with times and dates?

- Potential date includes this Sunday, Sept 25 either in the afternoon or evening (3-9 pm)

7.3. Board Bulletin

7.3.1 Consider implementing Summer/Fall, Winter/Spring releases

7.3.2 Summary of Google doc of draft bulletin (add hyperlink)

- Chair blurb at top, Introduce new members, thank Sue, thank Chris, updated info on secretary recruitment (unless we already have one), list of info about committees and short info on what we are doing/have done, add land acknowledgement update from EDI, two other topics to add

7.4 2022-23 Annual Membership fee (5 Minutes)

7.4.1 ED recommends it stay at \$20 plus tax

- **Board has unanimously approved that it should stay at the same price, \$20 plus tax, for the next year.**
- Fee used for capital improvement (UPI loan), goes towards ontario ultimate membership fees per player (\$5/membership).
- In future, ED to prepare quarterly report on finances, so when decisions like this come up Board members can make an informed decision.

8. Committee Reports / Updates

8.1. HR

- Nothing to report

8.2. COVID

- Nothing to report

8.3. Finance and Audit

- Upcoming budget to work on
- Nothing further to report

8.4. Governance and Risk

- Nothing to report

8.5. Equity, Diversity, and Inclusion (K. Fulton)

- Survey to go out annually as a way to keep track of members' opinions on progress, demographics, fields to identify as barriers and make recommendations for improvement, EDI will work off suggestions. Questions on Rule B,
- Land acknowledgement info for website - Kelly to send out and E-vote for Board to approve by Sept 30

8.6. Strategy and Long Term Planning

- Nothing to report

9. Round Table

9.1. No additional items from the Board (apart from ED)

9.2. Additional notes from ED:

- **Vacation days:** Wed-Friday 21-23 of Sept, there will be an end of season survey coming out next week,
- **Corporate secretary interest** - one person has come forward with interest. Brief info/resume about him has been reviewed with Board, we suggest giving a few days to see if we receive any further applications.
- **Action:** update the corporate secretary role at the retreat this Sunday, so that candidate(s) have information before accepting the role.
- **Action:** Brit to circulate the info about the candidate(s) for board members

10. In-camera

The Board met in camera (Time 8:06 pm)

- Minutes Recorded Separately

11. Adjournment

The meeting was adjourned at 8:33 pm