

## Minutes of the Meeting of the Athletics Ontario Board of Directors

Saturday, August 27, 2011  
Sport Alliance of Ontario, Boardroom # 2  
Toronto, Ontario  
10:08 am.

**Present:** John Craig (staff), Roman Olszewski (staff), Bill Stephens (Chair), Suzanne Leroux, Val Sarjeant (Vice-Chair) (conference call), Leslie Estwick (conference call), Harry Stantsos, Sue Wise (staff), Anthony Biggar (staff) (10:17 am)

1. **Welcome:** Bill welcomed the directors and staff and thanked them for attending on a weekend morning.
2. **Motion to Ratify the Acceptance of the Minutes of the June 2011 Board meeting:** Roman asked for amendments to the minutes as they relate to the "Approval of Technical Committee Motions". The minutes will be amended as suggested.

Stantsos and Leroux

**Carried**

3. **Business Arising:** Leslie advised that as of this morning she had emailed a link to free CPR training for posting on the website and for our own use as we make sure we have trained people at all Championship competitions

4. **Approval of Agenda:**

Stantsos and Sarjeant

**Carried**

5. **Staff Health, Safety and Wellness:** Staff and Board are all healthy.
6. **Budget:** John explained that, while budgeting and accounting have been fairly accurate over the past decade, the audited financial statements for 2010 have just been received in the office and they show a budget surplus in that year of just over \$77,000. John offered some possible explanations for such a substantial surplus, including an increased membership, a one-time tax break on HST for memberships that came in prior to April 1, 2010, and a change in accounting practices now that Athletics Magazine is no longer printed and mailed to the membership.

Still, there is clearly a need for greater up-to-date management of the budget. Leslie suggested that financial reports be available at every Board meeting. This had actually been discussed previously, but the office was unable to get support and assistance on this task from a proposed source.

**ACTION:** John and Anthony to make sure budget updates are available at every meeting of the Board of Directors and that they will be sent to Directors and staff at least one week prior to Board meetings for review.

7. **Officials Recruitment:** Suzanne offered that the document outlining the partnership between the OOC and Athletics Ontario was really a Terms of Reference.

Val suggested the document be reformatted so that all terms are numbered, making it easier to reference.

Harry and Suzanne met on the morning of August 27 to discuss and accept (as appropriate) the amended terms as received from the OOC. They will meet with OOC representatives during the third week of September to finalize the agreement. The document will be implemented at the OOC AGM in November 2011 and it will take effect January 1, 2012.

The OOC will be required to present a 2012 budget to the Managing Director prior to the 2011 AO AGM so that a budget can be proposed and adopted by the membership.

Val, who had proposed an officials recruitment program, agreed to table the proposal for the time being, since much of it is already addressed in the document.

8. **Board Meeting Schedule for Future:** There was some discussion about whether Board Meetings should be held in conjunction with other AO events, like Championships. This was seen as unworkable given the other things Board Directors are busy with at these events.

Leslie suggests we have a standing agenda as well (we already do this in large part). She also asked that Agenda items and supporting documents be circulated well in advance of meetings so that Directors have a chance to read, research and ask for input prior to the meeting.

**ACTION:** Anthony to refine preparations for, and communications surrounding, Board meetings. To this end all relevant information and agendas will be circulated to Board members at least one week in advance of the scheduled Board meeting.

For scheduled meetings of the AO Board of Directors, a proposal was made that our next meeting take place on Saturday, November 19, immediately following the OOC AGM.

**ACTION:** Anthony is to contact Enrico Toscano to see if the AO Board meeting on Saturday, November 19<sup>th</sup> could be held immediately following and in the same place as the OOC AGM to save on costs and travel time for directors involved in both meetings.

The AGM will be held on Sunday, November 20<sup>th</sup> at the Sport Alliance of Ontario.

**9. Board Meetings for 2012 are schedule as follow:**

- Saturday, February 11 (noon) – Time to be confirmed (date could switch to Feb 4<sup>th</sup> if Indoor Relay/Prep meet is on the 12<sup>th</sup>)
- May – date to be confirmed (to be discussed at next meeting when more information is available)
- Saturday August 25<sup>th</sup> (10:00 am)
- Saturday November 17<sup>th</sup> in preparation for AGM on November 18<sup>th</sup>

**ACTION:** Roman to circulate above dates to Technical Committee and schedule at least two Technical Committee meetings in conjunction with these AO Board meetings.

10. **Staff Review:** Staff have submitted current job descriptions. John has drafted a document on office re-structuring for review.

**ACTION:** Bill, Suzanne and John to form a committee to work on office restructuring and the updating of respective job descriptions and roles.

(Val has subsequently indicated an interest in sitting on this committee as well.)

11. **Succession Planning:** John reminded the Directors that four of six directors have terms that expire with the AGM this year (Val, Bill, Suzanne and Leslie)

**ACTION:** These four Directors are to advise Bill of their interest in running for election again by September 6<sup>th</sup>.

**ACTION:** Harry will chair a Nominating Committee. Bill will join the committee and assist in the process.

Val suggested we look at expanding the size of the Board which would provide greater manpower and resources for ongoing and new initiatives and programs. The Directors determined, however, that the current practice of working through Committees was a better way to manage current and future projects.

12. **AO/OOC Agreement:**

**Motion:** that the meeting go in camera.

Sarjeant and Stephens

**Carried**

**Motion:** that the meeting come out of camera

Sarjeant and Stantsos

**Carried**

13. **Report on AO Hosted Championships:** Suzanne provided a report on the three AO Championships hosted by AO. The Association benefited by about \$27,000 in levies and about \$20,000 in addition in fees through the hosting efforts.

There was discussion about various options for the future conduct of selected Championships. These options include: continuing to host championships; co-hosting meets in partnerships with AO member clubs; not hosting the championships but increasing the levies. There seems to be some need for more accurate accounting of the revenue and expenses of Championships if AO is not directly involved. There was a general feeling that host clubs stand to make a considerable profit from selected Championship meets and that the profit is not in line with the amount of work required.

Harry presented a Championships Hosting Proposal which would see AO co-host all Championship meets with clubs. This would provide more clubs with an opportunity to host meets and get experience

**ACTION:** A committee was formed to determine how AO should be involved in the organization of future Championships. Sue, Suzanne, Roman, Anthony, Harry, and Leslie agreed to sit on this committee. The committee needs to meet quickly, make a proposal and circulate it to the rest of the Board for a vote.

**ACTION:** Suzanne will request input on this issue from Committee members, compile the ideas and recommendations and then circulate the input to the Committee. She will then schedule a meeting in the immediate future so this issue can be settled.

14. **2012 Championship Dates:**

**Motion:** to approve the schedule of indoor competitions as recommended in the championships calendar document as circulated.

Stantsos and Estwick

**Carried**

**Motion:** to approve the scenario two schedule as recommended in the championships calendar document, and as amended by the Directors such that the 2012 schedule will be:

Sr. Prep meet –June 16-17

AO Jr. / Sr. Championships – July 14-15

AO BMY Championships – July 28-29

Estwick and Stantsos

**Carried**

**ACTION:** Dates for the relays and combined event dates will be confirmed later; Roman and Sue will make some recommendations about dates for the CE and relays and circulate for more input.

15. **AC Indoor Championships Proposal:** Comments from the Technical Committee and the Board of Directors and comments solicited from stakeholders online were generally negative with respect to a proposed AC Youth/Junior Indoor Championships. Those providing input thought there was not much interest in these Championships and they would certainly pose a financial strain. There was also the feeling that the CIS Championships has replaced a National Championships and have made it in most respects redundant.

Based on responses received from the Technical Committee/Board members, Roman suggests that there isn't sufficient support at the moment for AO to vote in favour of adding this new national championship.

**ACTION:** John to add this topic to the agenda of the next AC / Branch Conference call.

16. **Senior Female Membership** (review): Suzanne made a written presentation and spoke to it, advising that there are more Senior Women registered with AO this year than in the recent past. However she noted that 71% of registered Senior Men compete in meets and Championships, while only 42% of women do the same.

She also noted that we have had a significant increase in youth registrations and participation and advised that we should increase our membership numbers by the end of the year as we will likely get about 400 athletes registering for the cross country season.

Suzanne added that it appears the number of disassociated athletes is going down.

17. **Hall of Fame Nominations:** In light of Mark McCoy's induction into the AC Hall of Fame the Directors were asked to revisit his status with the AO Hall of Fame. The AO HoF Selection Committee is also looking for some direction on this and other similar issues so that time wasn't wasted making recommendations that will be rejected.

This item is tabled until the next meeting.

18. **Canada Games Team Development Grant:** Roman spoke to the information he sent out prior to the meeting with respect to the aforementioned grant. His proposal for an application for \$55,000 contains three parts; a warm weather training camp, testing (individual testing – not as a group), and administration expenses and honoraria.

**Motion:** that the AO CGTD grant application be endorsed as presented

Stantsos and Leroux

**Carried**

**19. Ratification of Records:**

**Motion:** to adopt the recommendations (as presented by the Director of Technical Services) as presented.

Sarjeant and Estwick

**Carried**

**20. Canada Games Team Staff:**

**Motion:** the proposed criteria for Canada Games Team Staff be adopted as presented.

Sarjeant and Estwick

**Carried**

**21. Toronto International Track and Field Games** (review and 2012): John presented a review of the 2011 Toronto International Track and Field Games (July 13), discussed the financial statement for the meet to date, presented a slide show on sponsorship and community engagement, and made a recommendation that the Board endorse a similar competition as part of the National Track League in 2012. In support of the proposed motion the Directors also endorsed the recommendation that the 2012 look for increased entertainment value in order to further engage casual spectators and potential sponsors.

**Motion:** the Athletics Ontario support a 2012 edition of the Toronto International Track and Field Games.

Sarjeant and Leroux

**Carried**

**22. Sport Priority Funding:** tabled

**23. Quest for Gold Selection Criteria:**

**Motion:** That the Board of Directors endorse the 2011 Sport Specific Selection Criteria as presented.

Leroux and Stantsos

**Carried**

**24. Integration:** John provided a short report on recent efforts, led by David Greig of Athletics Canada, to bring full integration of able-bodied and disabled sports together under the direction of Athletics Ontario. Discussions suggest that while the MSOs currently working on behalf of sport for disabled athletes would welcome programming and financial support from Athletics Ontario, they wish to retain government funding and membership responsibilities for these athletes. There will be more meetings in the coming months to try to find a way past these hurdles.

**25. AC Semi-Annual General Meeting/Endurance Conference/National Fixtures** – This conference and other meetings will be held in Vancouver, on December 8<sup>th</sup> and 9<sup>th</sup>. John and Roman will attend.

**ACTION:** John will send Roman and Bill links to conference information.

**ACTION:** Bill will advise John if he also will also attend.

**26. Code of Prohibited Conduct:** Tabled pending the formation of a Committee to deal with it.

27. **Pan Am Games:** John updated the Directors and staff on recent developments including a conversation with James Holder of Sport Canada who discussed options for the ongoing operations of the Pan Am venue after the Games conclude.

28. **New Business:**

Bill discussed current check-in procedures, which worked well indoors but was less of a success outdoors. He advised that this will be on the agenda at a future meeting.

**Adjournment:** 2:03 pm.