

Minutes of the meeting of the Directors of the Board of Athletics Ontario
Sunday, January 20, 2013 – 2:00 pm
By conference call

Present: John Craig (staff), Lisa Ferdinand (Vice-Chair), Bill Stephens (Chair), Leslie Estwick, John Stevenson, Sharon Stewart, Sue Wise (2:32 pm)

1. **Adoption of Agenda** - One item (coaching support) added under New Business.

Motion: to adopt the agenda as amended.
Stevenson and Ferdinand

Carried

2. **Motion:** to Adopt the minutes of Board meeting of November 17, 2012.
Estwick and Stephens

Carried

Action: Bill will follow up with Peter Hocking and invite to him to sit in a non-voting capacity at future AO Board meetings if and as he is available to do so.

3. **Carried Forward Action Items** – This document will become a regular part of the Board Meetings agenda and staff will be responsible for keeping the document current.

Action: All Directors and staff are to update the current document by sending 'action items' status reports to John Craig by January 25, 2013. John will update the document and send a revised document to all Directors and staff by February 1, 2013.

Action: John to send current document to Roman for update.

Action: The Governance Committee is to assign the task of keeping this document current to a staff member as they review and re-draft staff job descriptions.

4. **Events Calendar Review** – Relevant meetings should be noted on this document and it should be updated on a regular basis. This meeting schedule should include Athletics Canada Board/Planning meetings, AO and AC Championships, and other relevant meetings that may affect decisions and planning by the Board. This document will become part of regular Director's meeting packages on an ongoing basis.

Action: John to send this to Roman for his input.

Action: Immediate updates are to be sent to John Craig.

Action: The Governance Committee is to assign the task of keeping this document current to a staff member as they review and re-draft staff job descriptions.

5. **Adoption of AO Travel Policy** – The Directors reviewed the new AO Travel Policy and document as presented by Lisa. Lisa advised that the major difference between this document and the existing one is that the new document contains the policy so guidelines are clear. It standardizes the policy and provides for expenses for staff, Directors, committee members and others acting on behalf of the Association.

Action: Directors should send proposed changes to Lisa to bring the document up to date.

Action: Anthony will make sure that the document can be submitted in paper form or electronically.

Staff other than the Managing Director and the Director of Technical Services, as well as Directors, Committee members and other employees will be provided with expenses if they travel more than 50km to a meeting or other Athletics Ontario business.

Motion: to adopt the AO Travel Policy as amended
Estwick and Stevenson

Carried

6. **Planning** – Lisa noted that there was much work to do in the next year. She led the Directors through an exercise which helped determine Athletics Ontario priorities for 2013.

The Directors determined the following priorities for 2013:

- Office/staff restructuring;
- Re-draft staff job descriptions;
- New website;

Other needs were discussed, including the need to find quality, free legal advice on a number of issues.

Action: John to seek legal assistance and direction from a free service, such as *volunteerlawyers.org* or *lawhelpontario.org*.

Lisa noted that the Governance Committee would hold its first meeting on Thursday, January 24.

7. **Other Business** – Sue Wise joined the call at 2:33 p.m. to ask the Directors to consider providing a coaching grant to for a coach in Windsor. Sue reviewed the information which had been circulated previously. She advised that a number of stakeholders have partnered to support a full time coach in the Windsor area and asked that Athletics Ontario contribute \$4,000 per year for each of the next three years to strengthen the application and provide needed income. Sue noted that this is an application only and that success is not guaranteed.

John S. asked about the mission and the process for providing funding for the development of coaches in Ontario. Sue advised that the project will simply place another full time track and field coach in the province and that, while this is not a high performance initiative, it might be possible to direct some OHPSI funding to this position.

By consensus the Directors agreed to support this program.

Bill thanked all present for spending some time on a Sunday afternoon for the meeting.

Motion: to adjourn the meeting.
Estwick and Ferdinand

Carried