

**Board Meeting**

**Held at** Sports Alliance Building, 3 Concorde Gate, Toronto, Lobby Board Room

**Saturday, November 22, 2014 at 11:00 AM**

**ATTENDANCE**

Board Members:

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| Leslie Estwick |
| Lisa Ferdinand |
| **Paul Osland** |
| John Stevenson – by phone |
| Sharon Stewart |
| David Watt - part/by phone |
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Staff:

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| **John Craig** |
| Roman Olszewski |

Regrets:

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| Bill Stephens |
| David Moncur |
| **Joanne Davidson** |
| **Albert Dell ‘Apa** |
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**MINUTES**

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|  | ***Items*** |
|  | **Adoption of Agenda** |
|  | **Motion**: to approve the agenda as presented subject to the addition of the P&P Review under New Business.  **Moved:** Paul; **Seconded:** John S; **Carried** |
|  | **Adoption of Minutes** - November 3, 2014 Board Meeting |
|  | **Motion:** to approve the minutes of the November 3, 2014 Board Meeting as presented.  **Moved:** John S; **Seconded:** Paul; **Carried** |
|  | **Adoption of Minutes** - November 23, 2013 Board Meeting |
|  | **Motion:** to approve the minutes of the November 23, 2013 Board Meeting as presented.  **Moved:** Sharon; **Seconded:** John S; **Carried** |
| **3.** | **Carried Forward Action Items** |
|  | Leslie reviewed the table of carry forward action items. See updated document: *AO Board Carry Forward dated 22Nov2014.* |
| **4.** | **Athletics Canada -** Lisa Ferdinand |
|  | 1. **Hershey Program** document provided in board package: OutdoorYouthSeriesOverview\_Final.docx   It’s unclear how this program would integrate with provincial legions -- more information is needed.  **Action Item**: John C. to request further information from AC on the program.   1. **AC Committee Nominations** - AC is looking for 2 branch reps for AC awards committee (2 Ontario people are currently participating (Roman & Paul Gains). The board felt that ON would leave remaining positions for other Provinces to fill.   AC is looking for 1 branch rep for National Team Committee – waiting to receive criteria describing skill set required & time commitment  **Action Item**: John C to request further information from AC on criteria.  AC looking at changes to events for CSG (add walks)   1. **Branch Council Terms of Reference** [made up of Presidents from each Province] Document posted for board review - BranchPresidentsCouncilTOR - NOV 14.docx |
| **5.** | **London Track Council** - John Stevenson |
|  | 1. Document provided in board package: London Track Council Terms of Reference revision1.doc & AO and London Track Council - Letter JS.pdf   The board was asked to consider how AO could assist in light of clubs stepping away from the London Track Council model.  The board discussed its role with the Track Council and how to address the issue of clubs leaving the regional group.  **Action Item**: AO (John C) to draft a letter to all London region clubs to encourage them to continue cooperating through the London Track Council. |
| **6.** | **Governance Committee** - Paul Osland |
|  | 1. **Governance Policy Amendments** Documents provided in board package: Board Briefing Note - Governance Policy Changes.docx & AO Governance Policy Approved 23Nov13 - Revisions Nov 2014.docx   **Motion:** to approve recommended changes to section 2.2 and 6.3.1 of the Governance Policy redlined document.  **Moved:** Paul; **Seconded:** John S; **Carried**   1. **Board Evaluation Results** Document provided in board package: AO Board and Committee Evaluations - 2014.pdf   Paul presented results of the surveys that have been circulated in the last month.  **Action Item**: John C. to have Anthony distribute the results of Committee specific reports to Committee Chairs. |
| **7.** | **Nominations - Board Slate** - John Stevenson |
|  | 1. Document provided in board package: 14 AGM Nominating Committee Report.docx   The proposed slate of new directors was presented to the board for their information and will be put forward at AGM.  New slate includes: Paul Osland, Joanne Davidson, and Albert Tschirhart (Note: board size will be smaller as permitted by AO By-Laws -- Albert T was only new nomination) |
| **8.** | **Lunch** |
| **9.** | **Competitions Committee** - Roman & Sharon Stewart |
|  | 1. Ratification of **2015 Fixtures List** – Roman   **Motion:** to accept the bids for the Outdoor 2015 Provincial Championships as recommended by the selection subcommittee of the Competitions Committee conditional upon hosting agreements.   * + 10k track – London Distance Runners Club   + Outdoor Jr/Sr – U Windsor Alumni Club   + BMY – Guelph/NOC (in St Catherines) additional conditions on facility upgrades   + XC – Etobicoke Track & Field Club   **Moved:** John S; **Seconded:** Paul; **Abstention:** Leslie; **Carried**   1. **Championship Finances** - Document provided in board package: 2014 revised meet financial summary.pdf   Incomplete due to incomplete reporting from Meet Directors. Committee needs to standardize reporting and set max rates for some services.  Masters entry fee discussion – Entry fee change (remove 7.50 pp) was not discussed with masters to change agreement. Address sharing agreement for XC 2014 and moving forward.  **Action Item**: Sharon to discuss with Doug Smith (OMA)   1. **Meet Evaluations** Document provided in board package: AO CC 2014 meet evaluation summary.pdf |
| **10.** | **Allocation of Bingo Money** - Discussion |
|  | 1. Document provided in board package: Bingo and Nevada Criteria.pdf   Paul suggested adding Masters meet facilities payment. AO pay fee & Masters pay AO. AO could also buy equipment. (Paul & John to discuss further)  **Action Item**: Table further discussion to January meeting. |
| **11.** | **Programs & Services Committee** |
|  | 1. **Committee Report and Survey Results** -Documents provided in board package:  AO P&S Committee Report - Phase I.pdf; AO PS Committee Report - Phase III (Draft 1).pdf; Data\_All\_141117.pdf; and SurveySummary\_11172014.xls   John S summarized survey results. Committee will meet to summarize report, continue review & consider future directions (map to strategic priorities & identify gaps).  **Action Item**: Update for January board meeting. |
| **12.** | **Staff Comments on HR Review** |
|  | None provided. |
| **13.** | **HR Committee – Report (in camera):** |
|  | 1. **HR Policy / Employee Handbook -**Documents provided in board package: AO Employee Handbook Draft - v06Nov14.doc   **Motion:** to accept the AO HR Policy/Employee Handbook as presented.  **Moved:** John S; **Seconded:** Sharon; **Carried**   1. **New AO Organizational Structure -**Documents provided in board package: AO Restructure Proposal 07Nov14v2.docx   **Motion:** to adopt the Proposed Transitional Organization Structure and the 2018 Proposed Organization Structure presented by the HR Committee.  **Moved:** Lisa; **Seconded:** John S.; **Carried**  **Motion:** to approve an increase to the budget of the total sum of $50,000 in salaries to hire 2 contract/part-time employees for the 2015/2016 fiscal year in the roles of Office Assistant and Manager, Communications, Marketing & Public Relations..  **Moved:** Paul; **Seconded:** John S.; **Carried**   1. **Compensation Grids** -Documents provided in board package: AO Compensation Report 13Nov14v5.docx   **Motion:** to establish compensation grades for employees at various levels of the organization as outlined in the November 13, 2014 report to the board.  **Moved:** Lisa; **Seconded:** John S.; **Carried** |
| **14.** | **Finance Committee** - Dave Watt |
|  | 1. **Finance Policy Amendments -** Document provided in board package: Board Briefing Note re Agenda Item 14- Finance Committee Motions.pdf   **Motion:** to ratify the amendments to the Finance Policy by the Finance Committee.  **Moved:** Lisa; **Seconded:** Paul; **Carried** |
| **15.** | **Six Month Actuals vs. Budget to 30Sep14** - Dave Watt |
|  | 1. **For information -** Document provided in board package: Six Month Actuals vs. Budget@Sept30-2014.pdf |
| **16.** | **2015-2016 Budget** - Dave Watt |
|  | 1. Document provided in board package: Nov 18-14 Athletics Ontario 2015-16 Budget Planning Document.pdf   **Motion:** to approve the 2015-16 proposed budget as amended.  **Moved:** Lisa; **Seconded:** Paul; **Carried** |
| **17.** | **Shifting AGM Date** |
|  | 1. From a financial perspective, any date will be confusing to membership. Auditors were consulted and are unaffected.   **Action Item**: Ask membership at the AGM. |
| **18.** | **New Business** |
|  | 1. The **Championship Policy & Procedures** needs to be reviewed & approved.   **Action Item**: Distribute for board and Committee review and feedback. Table for approval at next board meeting.   1. **Board Business**   **Motion:** to ratify the decisions of the board conducted by email to approve the 2015 Indoor fixtures meets.  **Moved:** John S; **Seconded:** Paul; **Carried** |
| **19.** | **Adjourn** |
|  | **Motion:** to adjourn at 3:45pm  **Moved:** John S; **Seconded**: Sharon; **Carried** |