



BOARD MEETING

HELD AT Sports Alliance Building, 3 Concorde Gate, Toronto, Lobby Board Room

SATURDAY MAY 23, 2015 AT 12:00 PM

FINAL

ATTENDANCE

Board Members:

Paul Osland
John Stevenson
Sharon Stewart
Albert Tschirhart
Joanne Davidson
Daniel Fiorini
David Watt

Staff:

Sue Wise
Roman Olszewski
Lisa Ferdinand
Jim Catton

Regrets:

Anthony Biggar

Guests (1st agenda item only):

Brandi Currie
Sharon Van Volkenburg

MINUTES

	<i>Items</i>
1.	Young's Insurance – Brandi Currie, Sharon Van Volkenburg
	See presentation – Insurance requirements for athletic assoc.ppt
2.	Welcome and Introductions
	Daniel Fiorini welcomed and introduced as new board member (Director- at-Large). See agenda item 6
3.	Adoption of Agenda
	Motion: To approve the agenda as amended. Moved: John Stevenson; Second: Albert Tschirhart; Carried


4.	Adoption of Minutes: March 24, 2015 & April 7, 2015 Board Meeting
	<p>The minutes from the March 24, 2015 & April 7, 2015 Board Meeting were approved as amended.</p> <p>Motion: To approve the minutes of the March 24, 2015 & April 7, 2015 Board Meeting.</p> <p>Moved: John Stevenson; Second: Albert Tschirhart; Carried</p>
5.	Carried Forward Action Items
	<p>Joanne reviewed and updated the table of carry forward action items. See updated document: <i>AO Board Carry Forward dated 23May2015</i>.</p>
6.	Board Business Conducted since April 7, 2015
	<p>a) Executive Committee</p> <p>i. April 29, 2015 - Selected and put forward four (4) AO members to the Athletics Canada Nominations Committee as Branch Council Representatives. AC to announce their final selections by July 2015.</p> <p>b) AO Board</p> <p>i. April 30, 2015, Dave Moncur resigning his position as an AO director.</p> <p>c) AO Board (In Camera)</p> <p>i. May 6, 2015 - Interim Executive Director</p> <p>Motion: As Athletic Ontario was unable to secure a suitable Executive Director (ED) during the initial search, the Board has decided to appoint Lisa Ferdinand as Interim ED. This will require that she step down from her current role as Chair of the AO Board of Directors. This arrangement will be until AO finds a suitable permanent ED or Sept 15 whichever comes first. This is effective immediately upon execution of an employment contract.</p> <p>Action: The Board directs the HR Committee to define a suitable contract for this arrangement.</p> <p>Motion: to appoint Paul Osland to the role of Chair of AO Board of Directors during this interim period.</p> <p>The Board wished to extend our sincere thanks to Sue Wise for her service as the Interim ED during the early part of 2015. Sue will now return to her previous role as Manager, High Performance.</p> <p>The Board with continue to aggressively search for a permanent Executive Director to lead AO forward in its pursuit of excellence.</p> <p>Moved: John Stevenson; Second: Albert Tschirhart; Carried</p> <p>d) May 14, 2015 (via e-mail) Motion: “That the January 1, 2015 Policies and Procedures for the Staging of Provincial Championships Manual as presented be approved”.</p>

	<p>Moved: Sharon Stewart; Second: Dave Watt; Carried</p> <p>e) May 15, 2015 (via email) Motion: "To approve the appointment of Daniel Fiorini, as a Director-at-Large, to the AO Board until the next Annual General Meeting, as provided for in the AO By-laws."</p> <p>Moved: Paul Osland; Second: John Stevenson; Carried</p>
7.	Year-end Financial Statement Report
	Dave Watt distributed for discussion the unaudited year end statement for year ending year ended March 31, 2015. See Draft Income Statement for year ended March 31, 2015.pdf
8.	AC Branch Presidents (May 13) and Special Meeting (March 27) - 2015
	AO participated in AC Branch President's meeting and special meeting on May 13, 2015. Action - Lisa to distribute minutes of both meetings to the Board.
9.	Fee Increases – Athletics Canada
	<p>AC implemented its fee increase to eliminate self-funded national teams for members on January 1, 2015. As there was quite a bit of confusion with respect to time and amount of the fee increase, branches were poled for their understanding on this matter. AC the branches have agreed that the fee increases would commence as of April 1, 2015.</p> <p>Athletics Canada fees will be \$15.00 per unique member for all registrants in Trackie Membership Database including athletes, coaches, officials and other registered volunteers. (Note that the \$10 CMA fee is included within the \$15 AC fee for all Masters competitive athletes.)</p>
10.	Tenant Steering Committee - Updates
	<p>a) Benefits - Staff has reviewed several proposals related to employee benefits and has narrowed the list to 2 options. Work continues</p> <p>b) Phone and Internet – Technology day to be held this upcoming Tuesday to get a proposal package for all 40 affected PSO/Recreation Sports in the building.</p> <p>c) Meeting of trustee – the Association has \$3000 owing to it for 1 month of rent. Applicable forms were submitted to recoup these funds.</p> <p>d) Rent - AO Rent will be the same until end of June 2015. We expect that the Ministry will only continue to supplement rent until end of March 2016.</p>
11.	AO National (Meet Hosting) Sponsorship Fund
	<p>Background - This funding practice dates back to 1998 and is aimed at financially assisting AO clubs that host national championships. An additional fee is paid by Ontario clubs that do not have to travel and therefore benefit directly from the Ontario-held national championship. Fees were set at \$25 supplementary per Ontario athlete to a max of \$100 / club to be collected by AO. Wendy sent out invoices to the clubs after championships to collect \$100.</p> <p>Issue – This funding supplement is not widely known (or leveraged) by the membership</p>

	<p>and it is unclear whether it applies to cross-country or just track and field.</p> <p>Action -Wendy to investigate historical practices related to cross-country national championships</p> <p>Motion - to continue the national championship sponsorship fee but delegate to the Technical Committee to re-evaluate the structure.</p> <p>Moved: Albert Tschirhart; Second: Sharon Stewart; Carried</p> <p><i>Expectation is that this will be taken to AO AGM for discussion in November along with recommendation from AO BOD - to take effect in 2016.</i></p>
12.	<p>Board Committee - Reports/Updates</p>
	<p>a) Competitions Committee - Sharon Stewart</p> <p>BIOs of the Competitions Committee members have been provided and uploaded to Shutterfly. The summary of May 12 Competitions Committee meeting has also been posted including recommendations to AO Board. See CCMay12report.pdf. Recommendation includes additional responsibilities to be added to the AO Technical Delegate role.</p> <p>Motion – Job Description of Technical Delegate role to be updated to reflect May 12 Competition Committee recommendations.</p> <p>Moved: John Stevenson; Second: Albert Tschirhart; Carried</p> <p>b) HR Committee - Lisa Ferdinand</p> <ol style="list-style-type: none"> i. <u>Executive Director</u> - The search for the Athletics Ontario permanent Executive Director has resumed. The job posting was drafted and will be reviewed by the HR committee this weekend. ii. <u>Manager, Competitions, Technical Specifications & Logistics</u> – The role was posted with a submission deadline of Wednesday May 20. Resumes to be uploaded to Shutterfly for HR Committee to begin their review. iii. <u>Communications Position</u> - Plan is to proceed with a contract position for a maximum of 4 months. Cost will be within the allotted salary budget. <p>c) Programs & Services - John Stevenson</p> <p>Formal Program and Services Committee report to be posted to Shutterfly. The committee has completed a cross-reference of AO Program and Services against AO strategic imperatives. Gaps have been identified with recommendations to follow.</p> <p>d) Technical Committee - Albert Tschirhart;</p> <p>Formal Technical Committee report to be posted to Shutterfly. Key activities since last board meeting have included the review and finalization of the P&P document.</p> <p>e) Governance Committee - Paul Osland</p> <p>The Governance Committee work plan for the remainder of the year has been posted to Shutterfly. Amendments to the governance policy are on the agenda for ratification today. Oath of Office was provided to Board Members earlier in the day for signature.</p>

13.	Staff Reports
	<p>Staff reports to April 30, 2015 have been posted to Shutterfly Please see:</p> <ul style="list-style-type: none"> • AO High Performance Manager – Staff Activity Report - Sue 30Apr15.pdf • Manager, Competitions, Technical Specifications & Logistics – Staff Activity Report – Roman 30Apr15.pdf • Manager, Member Services, Programs & Development – Staff Activity Report – Anthony 30Apr15.pdf
14.	2015-2016 AO Committee Members
	<p>See document AO 2014-2015 Committees 14May15.pdf. Revisions are as follows:</p> <ul style="list-style-type: none"> • Add Bill Stephens to the Awards committee. • Remove Roman from the Awards committee <p>Motion: to approve the 2014-2015 AO Committee Members as amended.</p> <p>Moved: John Stevenson; Second: Sharon Stewart; Carried</p>
15.	Terms of References
	<p>The following Terms of References have been revised and tabled for approval:</p> <ul style="list-style-type: none"> • Competition Committee • Programs & Services • Technical Committee • Hall of Fame <p>Motion: to approve the revised Terms of References for the Competitions, Programs & Services, Technical and Hall of Fame Committees a presented.</p> <p>Moved: John Stevenson; Second: Sharon Stewart; Carried</p>
16.	Terms of Reference – Audit and Risk Committee
	<p>See Terms of Reference – Audit and Risk Management 20May15.pdf</p> <p>Motion: to combine the Finance Committee and the Risk Committee into a single committee and approve the new terms of reference for the committee.</p> <p>Moved: Dave Watt; Second: Dan Fiorini; Carried</p>
17.	Quest for Gold Criteria
	<p>The Selection criteria for Quest for Gold have been updated and posted to Shutterfly. There were a number of changes since last year including a change to make it mandatory for Quest for Gold athletes to compete at AO Championships unless they are competing on a National team event on the same weekend or if the NCAA championships conflict.</p> <p>Motion: to approve the 2015-2016 Quest for Gold Selection Criteria.</p> <p>Moved: Albert Tschirhart; Second: John Stevenson; Carried</p>


18.	Financial Policy Amendments
	<p>See document, Financial Policy – Amendments 20May15.pdf. Amendments were presented to the Board in November 2014 for approval. The Financial policies documentation has now been updated.</p> <p>Motion: to accept the Financial Policy amendments as presented.</p> <p>Moved: Dave Watt; Second: Albert Tschirhart; Carried</p>
19.	Governance Policy Amendments
	<p>The Governance Committee work plan for the remainder of the year has been uploaded to Shutterfly and the Governance Policy has been amended to include the referenced appendices and to reflect that Board committees can include up to two directors, including committee Chair. Where there are insufficient committee participants, and after proper notice to the AO membership, additional Board members may participate on a standing or ad hoc committee.</p> <p>Motion: to accept Governance Policy as amended.</p> <p>Moved; Joanne Davidson; Second; John Stevenson; Carried</p>
20.	New Business
	<p>a) Registration Categories Working Group will be formed to recommended membership categories and fee structure for 2015/2016 and onward. This will be presented to the membership at the AGM in November. Working Group members to include - Dan, Jim, Anthony, Wendy and Derek Johnston.</p> <p>Action - John Stevenson to contact Derek Johnston.</p> <p>b) Succession Planning – We need to identify others that may be interested in joining the AO board next year.</p> <p>Action - John to send Paul the nomination process.</p> <p>Action - Lisa to provide Paul with a list of directors up for re-election.</p> <p>c) Runnerspace video taping of AO meets - There has been a recent incident involving a camera man from Runnerspace at an AO meet. Runnerspace had not previously been authorized to film at the meet. What should the process be?</p> <p>Action - Lisa to contact Runnerspace</p>
21.	Adjourn



 Paul Osland, Chair

September 1, 2015

 Date



 Lisa Ferdinand
 Interim Executive Director

September 1, 2015

 Date