



**BOARD MEETING**

HELD AT Sports Alliance Building, 3 Concorde Gate, Toronto, and via conference call

TUESDAY OCT 27, 2015 AT 7:00 PM

**FINAL**

**ATTENDANCE**

**Board Members:**

Lisa Ferdinand  
 Paul Osland  
 John Stevenson (via call)  
 Sharon Stewart (via call)  
 Joanne Davidson  
 David Watt (joined in progress)

**Staff:**

Katie Ozolins  
 Sue Wise (via call)  
 Roman Olszewski (via call)  
 Anthony Biggar (via call)  
 Jim Catton

**Regrets:**

Daniel Fiorini

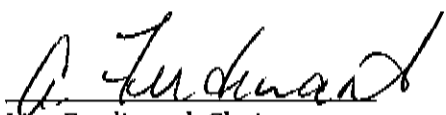
**MINUTES**

	<i>Items</i>
<b>1.</b>	<b>Adoption of Agenda</b>
	<b>Motion:</b> To approve the agenda as amended. <b>Moved:</b> Paul; <b>Second:</b> Joanne; <b>Carried</b>
<b>2.</b>	<b>Adoption of Minutes: Sept 1, 2015 and Sept 26, 2015</b>
	Sept 26 Board of Director minutes to be amended to remove approval of <i>Financial Report to August 31, 2015</i> (see item 4). Board approval not required. Both sets of minutes approved subject to this one amendment <b>Motion:</b> To accept both sets of minutes subject to the revision to the Sept 26 minutes as amended above <b>Moved:</b> John, <b>Second:</b> Sharon; <b>Carried</b>
<b>3.</b>	<b>Carried Forward Action Items</b>
	Joanne reviewed and updated the table of carry forward action items. See updated document: <i>AO Board Carry Forward dated 27Oct2015.</i>
<b>4.</b>	<b>Board Business Conducted Since September 26, 2015</b>
	<b>Executive Director</b> a) Katie Ozolins officially joined Athletics Ontario as Executive Director on October 19, 2015. Welcome Katie!!

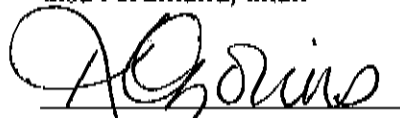
	<p>b) Lisa Ferdinand has completed her assignment as interim Executive Director and resumed her previous role as Athletics Ontario Chair.</p> <p>c) Paul Osland has returned to his previous role as Athletics Ontario Vice Chair</p> <p><b>XC Team Scoring</b></p> <p><b>Motion:</b> to amend the 2015 Policy and Procedures document, sections 220.3, 220.4, and Appendix 2, with respect to team scoring and overall club championship scoring, effective immediately, as per the attached document. See documents <i>Ontario Overall Team Cross Country Championships Information Sheet - Copy.docx</i> and <i>Team and Overall Standings - New scoring policy.docx</i></p> <p><b>Moved:</b> Sharon; <b>Second:</b> John; <b>Carried</b></p> <p><b>Amendment to 2016 Fixtures List</b></p> <p>An amendment was made to the Outdoor 2016 Fixtures list to address a scheduling conflict. The updated schedule was sent via e-mail to all AO Board Members and has been posted to the AO website</p> <p><b>Motion:</b> To approve the amendments to the Outdoor portion of the 2016 Fixtures List</p> <p><b>Moved:</b> John <b>Second:</b> Paul, <b>Carried</b></p>
5.	<b>Staff Quarterly Reports</b>
	<p>The following quarterly reports were submitted to the board and uploaded to Shutterfly. A brief review of each report was provided by the staff member.</p> <p>a) Interim Executive Director - Lisa Ferdinand. See <i>Staff Q2 Report - Lisa.pdf</i></p> <p>b) Members Services, Programs and Development - Anthony Biggar. See <i>Staff Q2 Report - Anthony.pdf</i></p> <p>c) Director of Competitions, Technical Specifications, and Logistics - Roman Olszewski. See <i>Staff Q2 Report - Roman.pdf</i></p> <p>d) High Performance Manager - Sue Wise. See <i>Staff Q2 Report - Sue (part 1).pdf</i> and <i>Staff Q2 Report - Sue (part 1).pdf</i></p>
6.	<b>Programs Updates</b>
	<p>a) Media Relations - Sarah Miller joined Athletics Ontario in Sept 2015 as our Media Relations representative. This role is funded in the budget to March 30. Sarah's program report for the last 3 months is posted in Shutterfly. See <i>Staff Q2 Report - Sarah.pdf</i></p> <p>b) Road Running and AO Websites - Mike Turner joined Athletics Ontario in July 2015 to lead the website and road running initiatives. Mike's report has been posted to Shutterfly. See <i>Staff Q2 Report - Mike Turner.pdf</i></p> <p>c) Run Jump Throw Wheel - Jim Catton has also had a busy few months. Jim's report posted in Shutterfly. See <i>Staff Q2 Report - Jim.pdf</i></p> <p>d) Espoir 2016 Meet - Roman. We are in the process of planning for the 2016 Espoir Meet. This meet will include the same events as Canada Games including Special Olympics and Wheelchair. The meet will be held in Moncton New Brunswick with</p>

	an Ontario team to participate. Sue Wise will be overseeing the selection process for team representatives.
<b>7.</b>	<b>Quest for Gold – Criteria for Para athletes</b>
	<p>Proposed Quest for Gold Criteria for Para athletes have been uploaded to Shutterfly. Revisions to the previous year criteria are marked on the document for approval by the board.</p> <p><b>Motion:</b> To approve the Para Quest for Gold criteria as amended for 2016</p> <p><b>Moved:</b> Sharon <b>Second:</b> Paul; <b>Carried</b></p>
<b>8.</b>	<b>Governance Updates</b>
	<p><b>a) By-Law Amendment</b></p> <p>We will be tabling a By-Law amendment at the November 2015 AGM. The proposed amendment has been uploaded to Shutterfly. The purpose of the amendment is to add clarity and to impose mandatory vetting of potential board member applicants in advance of the AGM to ensure candidates have the right skills for the assignment. The clause making it necessary for 2 existing AO members to sponsor the applicant has also been removed. The membership still has the right to reject the proposed slate of Directors during the AGM election process.</p> <p><b>Motion:</b> To approve the proposed By-Law amendment to be tabled at the November 2015 AGM</p> <p><b>Moved:</b> Paul <b>Second:</b> Joanne; <b>Carried</b></p> <p><b>b) Board Nomination Process</b></p> <p>A call for AO Board Member nominations was sent out to the AO membership at the end of Sept. The position was also posted on Boardmatch. We have up to 7 Board Member positions open with 2 incumbents running for re-election. Paul is Chairing the Nominations Committee and has received two applications to date. At least two more are expected from the Boardmatch posting. The application process closes Nov 6, 2015. We have also invited 2 independent committee members onto the Nominations Committed to ensure full transparency through the elections process.</p> <p><b>c) Board Briefing Template</b></p> <p>A Board Briefing Template is being introduced and should be used for bringing future motions and business before the Board. The template has been uploaded to Shutterfly. <i>See AO Board Briefing – Template 26Oct15.pdf</i></p> <p><b>d) Board Evaluations</b></p> <p>Surveys were used last year to conduct Board and Board Committee evaluations. The survey information was then compiled and sent to committee chairs. Board discussion held with general consensus that this provided valuable feedback and should be done again this year.</p> <p><b>Action:</b> Katie to send 2014 survey content and questionnaires to Paul for vetting before sending to this year's Board and Committee members.</p>

<b>9.</b>	<b>National Championship Sponsorship Fund</b>
	<p>See <i>National Sponsorship Fund.pdf</i> in <i>Shutterfly</i>. This item has been pending a final recommendation since it was initially tabled at the May 2015 Board of Directors meeting. Progress on this item was impacted by a Board member resignation. A final recommendation to Membership is planned at the November 2015 AGM.</p> <p><b>Action:</b> Katie to work with staff to make a final recommendation on what should be taken forward to the membership. Approval of the recommendation by the Board will be required but can be completed via e-mail.</p>
<b>10.</b>	<b>2015 AGM Planning</b>
	Draft agenda for November 2015 AGM has been posted to <i>Shutterfly</i> and was briefly discussed. No modifications to the draft agenda resulted
<b>11.</b>	<b>2016 AO Budget Planning</b>
	<p>Lisa to follow-up with Dave to develop a draft operating budget for next year. This will need Board approval.</p> <p><b>Action:</b> Joanne to poll Board members for availability for a call prior to Nov 21.</p>
<b>12.</b>	<b>In-Camera</b>
<b>13.</b>	<b>Meeting Adjournment</b>
	<p><b>Motion:</b> To adjourn the meeting (9:20 PM)</p> <p><b>Moved:</b> Paul; <b>Second:</b> Joanne; <b>Carried</b></p>

  
 Lisa Ferdinand, Chair

October 27, 2015  
 Date

  
 Katie Ozolins  
 Executive Director

October 27, 2015  
 Date