



BOARD MEETING
 HELD AT Sports Alliance Building, 3 Concorde Gate, Toronto
 DECEMBER 13, 2015 AT 12:00 PM

FINAL

ATTENDANCE

Board Members:

- Lisa Ferdinand
- Paul Osland
- John Stevenson
- Joanne Davidson
- Daniel Florini
- Erik Wachman
- Ania Ciesielski
- Dean Hustwick
- Nicole Clarke

Staff:

Katie Ozolins

Regrets:

Guests:

Don McCreesh
 (Board Orientation Only)

MINUTES

	<i>Items</i>
1.	Board Orientation
	Board Orientation Presentation by Don McCreesh. Two hour presentation. Topic - Board of Directors Responsibilities and Obligations
2.	Adoption of Agenda
	Motion: To approve the agenda as amended. Moved: John; Second: Paul; Carried
3.	Declaration of Conflict
	There were no declared conflicts
4.	Adoption of Minutes: November 21, 2015
	The minutes from the November 21, 2015 Board Meeting were approved subject to amendments.

	<p>Motion: To approve the minutes of the November 21, 2015 Board Meeting.</p> <p>Moved: Paul; Second: John; Carried</p>
5.	Carried Forward Action Items
	Joanne reviewed and updated the table of carry forward action items. See updated document: <i>AO Board Carry Forward dated 13Dec2015.</i>
6.	Election of Board Officers (Chair, Vice-Chair, Secretary & Treasurer)
	<p>The election of the AO Board Officers was conducted by Katie Ozolins, AO Executive Director. The following Directors were elected as Executive Officers of the Board:</p> <ul style="list-style-type: none"> • Chair - Lisa Ferdinand - Moved: John; Second: Dean; Carried • Vice Chair - Paul Osland - Moved: Lisa Second: John; Carried • Secretary - Joanne Davidson - Moved: John; Second: Dean; Carried • Election of Treasurer postponed to a future BOD meeting pending appointment of a new Director with CA designation or equivalent (as per AO bylaws).
7.	Board Committees Chairs
	<p>Motion: To reallocate three (3) Board Committees as Operational Committees led by AO members in 2016. Each committee to update their existing TOR and bring back to the Board for approval during next board meeting:</p> <ul style="list-style-type: none"> • Technical Committee • Competitions Committee • Programs and Services <p>Moved: Paul, Second: Dean; Carried</p> <p>Motion: To dissolve the Audit and Risk Committee and create a separate Risk Management Committee and a Finance Committee. TORs to be created (or updated from 2014) and tabled for approval during the next board meeting.</p> <p>Moved: Paul, Second: Erik; Carried</p> <p>The following Board Committee appointments were confirmed:</p> <ol style="list-style-type: none"> a) HR Committee - Lisa Ferdinand to remain as Chair. Erik Wachman to join as second AO Board Member along with 2 other non-board members. b) Governance Committee - Paul Osland will remain as Chair (as per AO bylaws). Joanne Davidson to continue as committee board member along with new committee members, Dean Hustwick, and Ania Ciesielski. c) Finance Committee- New Treasurer (TBD) will be appointed and will be responsible for leading the Finance Committee (as per AO bylaws). d) Risk Management Committee - Dan Fiorini to lead the Risk Management Committee. Ania Ciesielski to join as second AO Board Member. The Chair of the Finance Committee (TBD) will also sit on Risk Management Committee.

	<p>Action - Each committee lead to go out to existing non-board members to poll whether they are interested in sitting on committee again. BOD to approve committee members at next Board meeting.</p>
8.	<p>HR Policy Amendments</p> <p>See briefing note Board Briefing – HR Policy Amendments 16Nov15.pdf. There was significant discussion on this agenda item</p> <p>6.1 – Vacation Time. Policy to be reworded such that staff can take accrued vacation after 3 month probation. Scheduling to be approved by ED. Wording to come back to the Board for approval at a future meeting.</p> <p>Action: HR Committee to re-word and submit for board approval at next meeting.</p> <p>6.3 – Time in Lieu. Policy to be reworded such that the ED must approve time in lieu entitlements and associated schedule for absences from the office due to time off in lieu.</p> <p>Action: HR Committee to re-word and submit for board approval at next meeting</p> <p>Motion: To approve all other proposed amendments to the HR policy as described in the Board Briefing document. This includes proposed amendments 4.11 (Expense Claims), 4.15 (Location and Hours of Work), 6.2 (Sick Leave) and 6.4. (Family Caregiver Leave). Approval does not include 6.1 (Vacation Time) and 6.3 (Time in Lieu) which will be discussed at the next board meeting</p> <p>Moved: Erik, Second: Nicole, Carried</p>
9.	<p>Unassigned AO Championship Meets</p> <p>See briefing note: Briefing Not AO Championship Hosting (v2).docx. There was significant discussion on this agenda item.</p> <p>Motion: To approve a proposal for AO to host the February indoor meet. The other two (2) unassigned championships to be put back out to the membership for rebidding. Additional risk mitigation strategies for the February meet to be discussed at the next board meeting.</p> <p>Moved: Paul, Second: Erik, Carried</p>
10.	<p>2016 Board Meeting Calendar</p> <p>To be distributed via email</p> <p>Action – Ania to work with Joanne and Lisa</p>
11.	<p>New Business</p> <p>Deferred to next BOD meeting due to time constraints</p>
12.	<p>In Camera</p> <p>Deferred to next BOD meeting due to time constraints</p>
13.	<p>Meeting Adjournment</p>

	<p>Motion - To adjourn the meeting (5:54 PM) Moved: Paul; Second: Nicole Carried</p>
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Lisa Ferdinand
Lisa Ferdinand, Chair

February 23, 2016
Date

Katie Ozolins
Katie Ozolins
Executive Director

February 23, 2016
Date