



BOARD MEETING
HELD AT Sports Alliance Building, 3 Concorde Gate, Toronto
NOVEMBER 21, 2015 AT 12:00 PM

FINAL

ATTENDANCE

Board Members:

Staff:

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

- Katie Ozolins
- Randolph Fajardo
- Roman Olszewski

Regrets:

Anthony Biggar

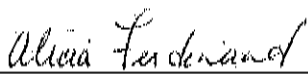
MINUTES

	<i>Items</i>
1.	Adoption of Agenda
	<p>Motion: To approve the agenda as amended. Moved: Paul; Second: Joanne; Carried</p>
2.	Adoption of Minutes: October 27, 2015
	<p>The minutes from the October 27, 2015 Board Meeting were approved. Motion: To approve the minutes of the October 27, 2015 Board Meeting. Moved: John, Second: Dan; Carried</p>
3.	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 21Nov2015.</i></p>
4.	Board Business Conducted Since Last Board Meeting
	<ul style="list-style-type: none"> a) Recommendation from the Executive Director that the National Sponsorship Fund be discontinued for 2016. See briefing note <i>AO_BriefingNote_NationalChampionshipFund.doc</i>. Passed via Board of Directors email vote on November 1, 2015 b) There was an omission with our process in dealing with the 3 XC motions from the 2014 AGM. As such, the motion to approve the 2015 Policy and Procedures

	<p>document, sections 220.3, 220.4, and Appendix 2, with respect to team scoring and overall club championship scoring is set aside and will not go into effect or be implemented at this year's XC Championships. Staff were directed to withdraw information on these changes and communicate with clubs that team scoring and overall club championship scoring will remain the same as in previous Championships.</p> <p>Motion - To accept board business conducted since last board meeting;</p> <p>Moved: Dan, Second: John. Carried</p>
5.	2015 Annual Board & Staff Reports
	<p>15 Board and Staff Reports have been prepared for tomorrow's AGM and uploaded to Shutterfly for Board review.</p> <p>Motion: To receive the staff and board reports</p> <p>Moved: Paul, Second: John Carried</p> <p>Action - Lisa to create an addendum which will highlight Ontario's athlete performance last year for inclusion in the AGM package</p>
6.	2015-2016 Board Slate - Board Information Only
	<p>a) For this year's Board of Directors selection process, the Nominations and Selection committee was supplemented by 2 non-board committee members - Hugh Cameron and Ian Anderson.</p> <p>b) 13 applications were received including applications from the returning board members. Lisa, Dan and John are up for re-election. Joanne and Paul are in the middle of their 2 year term and will return to the Board for 2016.</p> <p>c) Four new Board Members were selected by the Nominations and Selections committee after a thorough interview and reference check process. The skills matrix was used extensively during this process. Resumes have been posted to Shutterfly for Board review. The full slate is now ready to be put forward for elections at the AGM tomorrow.</p>
7.	AO 2016 Registration Fee
	<p>Official's Registration Fees for 2016 will be increased from \$15 to \$20. The \$20 fee will be held at this same amount for the next 4 years. See briefing note posted in Shutterfly entitled <i>Briefing Note - Officials Membership Fee Increase 16Nov15.pdf</i>.</p> <p>Motion: To approve an increase in officials membership fees from \$15 to \$20 effective January 1, 2016. Officials fees to be capped at \$20 for the next 4 years (2016-2019)</p> <p>Motion: Paul, Second: Dan Carried</p>
8.	AO HR Policy Amendments
	<p>See briefing note in Shutterfly entitled <i>Board Briefing - HR Policy Amendments 16Nov15.pdf</i>. Staff has requested that a formal motion be held until a formal meeting with the HR committee can be scheduled. This item to be brought back onto the agenda for the December BOD meeting.</p> <p>Action - Lisa to include on agenda for December 2015 BOD meeting</p>
9.	Athletics Canada

	<p>a) John Stevenson represents Athletics Ontario on Athletics Canada Strategic Planning Committee. See briefing report in Shutterfly entitled <i>AC Strat Planning Report 18Nov15.pdf</i>. John is requested feedback on the report and his representation of AO on this committee.</p> <p>b) Branch President's Meeting Summary.</p> <p>Action – Lisa to send report to other Board Members</p>
10.	AO Hall of Fame Committee Nominations Process
	<p>See briefing note <i>Briefing Note - Hall of Fame Committee approval 16Nov15.pdf</i>. Decision to update the Hall of Fame Nominations process to include a step to notify the Board and Athletics Canada prior to the nominations slate being finalized and the names of the nominees being put into the public domain.</p> <p>Action - Katie to contact the HOF committee leader to update the process. Terms of Reference to be updated.</p>
11.	2016 AGM Date
	<p>We need to establish the AGM date for 2016. Further discussion required around moving it to earlier in the year. There are pros and cons associates with each proposed timing option which should be presented to the membership for feedback.</p> <p>Action – Katie to poll membership through survey or similar vehicle.</p>
12.	AO Operational Plan
	<p>Katie provided a presentation on progress to date on the AO Operational plan. See presentation in Shutterfly <i>AO[StrategicPlanningProcess].pptx</i>. Further information will be forthcoming to the Board as Operational Plan development continues.</p>
13.	Budget and Financial Policies
	<p>a) Proposed 2016-2017 Budget – Version 5 presented and discussed</p> <p>Motion – To approve 2016-2017 Operating Budget for presentation at November 2015 AGM</p> <p>Moved: Dave, Second: Paul Carried</p> <p>b) AO Financial Policy Amendments with proposed changes marked with revision has been uploaded to Shutterfly. This represents:</p> <ul style="list-style-type: none"> • travel policy to be merged into the financial policy • addition of signing authority restrictions. <p>Motion – To approve Financial policy amendments</p> <p>Moved: Dave, Second: John Carried</p>
14.	Competitions Committee Update
	<p>a) 2015 Meet Financial Reports. See document <i>AO CC Financial Report Summary 2015.pdf</i> which has been posted to Shutterfly. There were major gaps in the information we received from the hosting clubs this year. Going forward we need establish clear standards and expectations with hosting organization.</p> <p>Action- AO Staff to address in hosting agreements and procedures for 2016.</p> <p>b) Proposal to combine the Technical & Competitions Committees for 2016. See Briefing document entitled <i>Briefing Note – Tech and Comp Committee.pdf</i> which has been updated to Shutterfly. Draft Terms of Reference for the combined committee has also posted to Shutterfly. See <i>Draft CTS Committee 2016.pdf</i>. This item is deferred for discussion at the December BOD meeting.</p>

	<p>Action - Lisa to put on agenda for December</p> <p>c) A formal bid evaluation process for the 2016 AO competitions was completed by the Competitions Committee. Evaluation documents have been uploaded Shutterfly. See <i>evaluation documents</i> and <i>AO 2016 Hosting Bid Selections Notes.pdf</i> for a summary of Selection Committee findings and recommendations.</p> <p>d) Formal 2016 competitions host selection recommendations are now available for Board approval. See <i>AO 2016 Bids.pdf</i>. There are 3 events that we have not awarded due to lack of successful bids.</p> <p>Action - Further discussion by the 2016 Competitions committee in consultation with staff is required to award remaining competitions.</p> <p>Motion - To accept Competitions Committee host selection recommendations with the condition that staff confirm all appropriate supporting documents were submitted as required from last year's events event.</p> <p>Moved: Sharon, Second: John Carried</p>
15.	New Business
	<p>a) The Board wishes to thank Dave Watt and Sharon Stewart for their years of exemplary service on the AO Board of Directors.</p> <p>b) Results of the Board Committee Survey have been uploaded to Shutterfly. Each committee had better results than previous years. See <i>AO Board and Committee Summary.pdf</i></p> <p>c) Proof of registration and Media waivers. Further discussion required</p> <p>Action - Katie to update membership that this is now part of the online Trackie registration process</p> <p>d) Recording Secretary. The Board has appointed Mehrunnisa Kharodia as the recording secretary for the 2015 AGM</p> <p>Motion - To appoint Mehrunnisa Kharodia as the recording secretary for the 2015 AGM</p> <p>Moved: Dan, Second: John Carried</p>
16.	Meeting Adjournment
	<p>Motion - To adjourn the meeting (5:20 PM)</p> <p>Moved: Paul; Second: John Carried</p>


 Lisa Ferdinand, Chair

December 13, 2015
 Date


 Katie Ozolins, Executive Director

December 13, 2015
 Date