



**BOARD MEETING**  
**HELD via conference call**  
**AUGUST 29, 2017 AT 7:00 PM**

**ATTENDANCE**

**Board Members:**

Lisa Ferdinand  
 Dean Hustwick  
 Joanne Davidson  
 Nicole Clarke  
 Ania Ciesielski  
 Chadi Azzi  
 Sarah Boyle  
 John Stevenson  
 Murray Haines

**Staff:**

Ross Ste-Croix

**Regrets:**

Erik Wachman

**MINUTES**

	<i>Items</i>
<b>1.</b>	<b>Adoption of Agenda – Start time 7:03 PM</b>
	<b>Motion:</b> To approve the agenda as amended. <b>Moved:</b> John; <b>Second:</b> Dean; <b>Carried</b>
<b>2.</b>	<b>Declaration of Conflict</b>
	There were no declared conflicts by Board Members.
<b>3.</b>	<b>Adoption of Minutes</b>
	<b>Motion:</b> To approve the minutes of the April 29, 2017 Board Meeting as presented. <b>Moved:</b> Dean; <b>Second:</b> John; <b>Carried</b>
<b>4.</b>	<b>Carried Forward Action Items</b>
	See <i>AO Board Carry Forward Items_29Aug17 V2.doc</i> . The carried forward items were reviewed and updated.
<b>5.</b>	<b>Board Business Conducted Since April 29, 2017</b>
	See <i>AO Board Briefing - Board Business Conducted Since 29Apr17.pdf</i>

	<p><b>Motion:</b> To ratify decision made by executive committee on July 24, 2017 to broaden the scope of work by the Smith Valeriotte Law Firm.</p> <p><b>Moved:</b> John; <b>Second:</b> Ania; <b>Carried</b></p>
<b>6.</b>	<b>Athletics Canada AGM Summary</b>
	<p>Lisa provided a summary and materials from the Athletics Canada AGM. See <i>AO Board Briefing - AC AGM 2017 - Summary.pdf</i></p> <p>Documents posted to AO's Dropbox repository for Board members' informational purposes.</p>
<b>7.</b>	<b>2017 Audited Financial Statement</b>
	<p>Murray presented AO's audited financial statement which was followed by Board discussion. See <i>2016-17 DRAFT Audited Statements.pdf</i></p> <p><u>ACTIONS</u> -</p> <ul style="list-style-type: none"> <li>• Murray to meet with auditors for clarification on a couple of accounts payable items.</li> <li>• Murray to discuss with auditor the financial adjustment related to OHPSI underspend and the potential to reflect this amount in the 2018 Fiscal year instead of 2017.</li> <li>• Dean and Murray to meet with auditors to address the reason/rationale for OHPSI underspending to be included as a footnote in the report.</li> </ul>
<b>8.</b>	<b>Q1 Quarterly Financial Report</b>
	<p>Ross reviewed Q1 Financial report with the Board. See <i>AO Quarterly Report Q1-2017-18.docx</i></p> <p>Noted by the Board that in future years the initial draft of the fiscal year budget will be prepared by the ED in consultation with staff, before providing to the Finance Committee for review.</p>
<b>9.</b>	<b>Quest for Gold Selection Criteria</b>
	<p>Updated Quest for Gold Selection Criteria were presented by Nicole. See <i>DRAFT AO QfG Selection Criteria.docx</i></p> <p><u>ACTIONS</u> -</p> <ul style="list-style-type: none"> <li>• Nicole to send updated version with tracked changes. (via email)</li> <li>• Lisa to send her comments to Nicole. (via email)</li> <li>• Suggestion to upgrade the AO Quest for Gold athlete contract to include a provision for athletes to give-back to AO and/or the sport of athletics – Nicole to Action.</li> </ul> <p><b>Motion:</b> To approve Athletics Ontario version of Quest for Gold subject to amendments as discussed.</p> <p><b>Moved:</b> John, <b>Second:</b> Ania; <b>Carried</b></p>
<b>10.</b>	<b>Risk Management Policy</b>

	<p>Draft Risk Management Policy was presented by Joanne. See <i>Risk Mgmt Policy - Proposal 26Aug17.pdf</i></p> <p>Board discussion followed.</p> <p><u>ACTION</u> - Small changes to policy requested - Joanne to action</p> <p><b>Motion:</b> To approve Athletics Ontario Risk management Policy subject to amendments as discussed.</p> <p><b>Moved:</b> John; <b>Second:</b> Nicole; <b>Carried</b></p>
<b>11.</b>	<b>AO Complaint Processing Fee</b>
	<p>See <i>Board Briefing Note - Complaint Processing Fee.docx</i></p> <p><b>Motion:</b> To approve a \$50 Complaint Processing Fee for anyone wanting to file a complaint with the Association. The Fee to be refunded if the complainant is successful with their complaint.</p> <p><b>Moved:</b> Dean; <b>Second:</b> Chadi; <b>Carried</b></p> <p><u>ACTION</u> – Ross to amend Complaint Policy to add the fee.</p>
<b>12.</b>	<b>Board Nominations Process</b>
	<p>Ania outlined the process used last year to recruit new board members. See <i>AO BoD Application Form.docx</i> and <i>BoD Job Description_August 25, 2017.pdf</i></p> <p>Five sitting board members have completed their current terms of service.</p> <p>Dean to lead the nominations committee with Sarah assisting.</p> <p>Assessment of this year’s Board and Committee effectiveness to be solicited. Survey will be sent out via Survey Monkey.</p>
<b>13.</b>	<b>2017 AGM date</b>
	<p>This year’s Athletics Ontario AGM will take place on Sunday Nov 19, 2017 with the Board meeting to take place on Saturday Nov 18, 2017.</p> <p><b>Motion:</b> To approve the AGM date of Sunday Nov 19, 2017.</p> <p><b>Moved:</b> Nicole; <b>Second:</b> Sarah; <b>Carried</b></p>
<b>14.</b>	<b>2017-2018 Operational Planning</b>
	<p>See <i>Draft 2017-18 AO Operational Plan_Overview.docx</i></p> <p><u>ACTION:</u> Ross to send more detailed operational plan to Lisa &amp; Dean. To be distributed to remainder of the board members and discussed at next Board Meeting.</p>
<b>15.</b>	<b>Staff Reports and Update from Executive Director</b>
	<p>Staff reports were posted to AO’s Dropbox repository for Board members’ informational purposes.</p>
<b>16.</b>	<b>Upcoming Events</b>

	See <i>AO Upcoming Events.docx</i>
<b>17.</b>	<b>New Business</b>
	<p><b>Motion:</b> Board to convene a disciplinary panel to review the conduct of an AO member during National championships.</p> <p><b>Moved:</b> John; <b>Second:</b> Dean; <b>Carried</b></p>
<b>18.</b>	<b>In Camera</b>
	<p><b>Motion:</b> To move in camera at 9:45 PM.</p> <p><b>Moved:</b> John; <b>Second:</b> Joanne; <b>Carried</b></p> <p><b>Motion:</b> To move out of camera at 9:47 PM.</p> <p><b>Moved:</b> John; <b>Second:</b> Dean; <b>Carried</b></p>
<b>19.</b>	<b>Meeting Adjournment</b>
	<p><b>Motion</b> – To adjourn the Board meeting at 9:50PM.</p> <p><b>Moved:</b> Dean <b>Second:</b> Murray; <b>Carried</b></p>

\_\_\_\_\_  
Lisa Ferdinand, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ross Ste Croix, Executive Director

\_\_\_\_\_  
Date