



BOARD MEETING
HELD IN PERSON AT AO OFFICE
JUNE 2, 2018. AT 10:00 AM EST.

ATTENDANCE:

Lisa Ferdinand – Chair
Dean Hustwick
John Stevenson
Chadi Azzi
Petrina Dolby
Nicole Clarke
Paul Osland
Joanne Davidson – Guest for morning session.
Scott Currier - Guest
Brian McClelland – Secretary

Regrets:

Sarah Boyle

Minutes

| | <i>Items</i> |
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| | Meeting Called to Order at 10.13 AM |
| 1. | RE: Adoption of Agenda |
| | Motion: To approve the agenda as amended. Moved: Petrina; Second: Nicole; Carried |
| 2. | Conflict of Interest. - Declaration |
| | No conflict of Interest items introduced. |
| 3. | Adoption of Minutes from March 21, 2018 - Motion |
| | Motion: To approve the minutes of the March 21, 2018 Board meeting as amended. Moved: John; Second: Nicole; Carried. |

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| 4. | Risk Management Workshop |
| | <p>Brian and Joanne gave the Board an overview of Risk Management principles and followed up with a group discussion as to what key risks might be facing the Board at a strategic level.</p> <p>It was suggested that Risk Management be included on the Board agenda for future meetings....Both from an AO operational level and Board Strategic perspective.</p> <p>A draft Board Risk Management Registry will be circulated to the Board following the June 2 Risk Management Workshop.</p> <p>It was also suggested that the Board meet offsite for a retreat to further flush out the Board Strategic risks.</p> <p>Action:</p> <p>Board members are to submit to Paul their availability for a half day/evening retreat to discuss Strategic Risks.</p> <p>Action:</p> <p>Include Risk Management on Future Board agendas.</p> |
| 5. | Lunch |
| 6. | Carried Forward Action Items – March 21, 2018 Review |
| | Active items updated and reported on Carry Forward Action Item report. New action items from June 2 Board meeting will be added. |
| 7. | Draft 2017-2018 Year End Financials |
| | <p>Paul led the Board through a review of the draft P&L statement.</p> <p>Highlights:</p> <p>Total Revenues were 43% above Budget.</p> <p>Net income was \$37k.</p> <p>Paul will be giving quarterly financial reporting + projections to the Board.</p> <p>AO will be taking over the management and running of all AO sanctioned Championships in the future.</p> <p>Audit taking place June 12-14.</p> |
| 8. | 2017 – 2018 Year End Report |
| | <p>Paul gave the Board an overview and handout of the 2017 Branch Report.</p> <p>AO office has upgraded their conferencing system, now includes web conferencing feature.</p> <p>AO working with the Minor Track Association to participate in Ontario Summer Games and join AO.</p> <p>Investigating a Road Race timing system.</p> <p>Working on a Memorandum of Understanding with Ontario Masters group.</p> <p>Action:</p> <p>Year end Report to be added to the AO website.</p> |

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| 9. | 2019-2021 Strategic Plan - Discussion |
| | <p>Need to tie the next Strategic Plan into the Canada Summer Games 2021. The Board to meet for a work session to start drafting the plan.</p> <p>Action: Set up a date for a Board workshop regarding the Strategic Plan.</p> <p>The Risk Management committee and the Quest for For Gold committees will be moved from being Board committees to Operational committees. Strategic Risks will stay with the Board within the Governance Committee.</p> <p>Motion: To accept the change to move the Risk Management Committee and Quest for Gold Committee from the Board to Operational Committees.</p> <p>Moved: Dean; Second: John; Carried</p> <p>Action: Paul to review updating the Risk Committee and Quest for Gold Committee Terms of Reference for the next Board Meeting in August.</p> |
| 10. | 2018 AO Gala - Discussion |
| | <p>The 2018 Gala will be held at the Chelsea Hotel in Toronto, September 29.</p> <p>Action: Make any Gala suggestions/changes to Paul ASAP.</p> |
| 11. | Quest for Gold Criteria - Motion |
| | <p>The plan is to move away Razza and rank para athletes against international ranking. Nicole is waiting for potential changes from the Ministry.</p> <p>Action: Nicole to remove existing members from the draft criteria. New members to be replaced TBD.</p> <p>Motion: To approve the draft in principle.</p> <p>Moved: Nicole; Second: John; Carried.</p> |
| 12. | Appointment of AO Treasurer - Motion |
| | <p>Scott Currier was introduced to the Board members. Scott gave up an overview of his professional background and personal life. Scott has held senior financial positions in his professional career. Scott is a CPA and CA.</p> <p>Motion: To appoint Scott as an AO Director at Large and serve as AO Treasurer.</p> <p>Moved: Dean; Second: John; Carried.</p> |

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| 13. | Upcoming Events |
| | On Tuesday June 12, Athletics Canada will put on an event in Nathan Phillips Square to showcase the sport of track and field, and to promote the upcoming NACAC Championships. A calendar of upcoming events can be found on the AO website. |
| 14. | New Business |
| | AC has a new Harassment policy. We will review our existing AO policy to see what needs to be updated. Action: Paul to review AO's Harassment policy and recommend any changes in lieu of AC's new Harassment policy. Action: Lisa to post information from AC meetings to the Google drive. |
| 15. | Motion to Move In – Camera |
| | There was no new business needed to be discussed In Camera. |
| 16. | Adjournment: |
| | Meeting adjourned at 2:40pm. Next Board Meeting August 28, 2018. |

 Lisa Ferdinand, Chair

 Date

 Paul Osland, CEO

 Date