



**BOARD ORIENTATION AND MEETING
AO OFFICE, 3701 DANFORTH AVENUE – SCARBOROUGH, ON
DECEMBER 9, 2018 09:00 – 14:00 EDT**

ATTENDEES

BOARD Members

Sarah Boyle
 Jason Bunston
 Petrina Dolby
 Nicole Clarke
 Scott Currier
 Lisa Ferdinand – Chair
 Dean Hustwick
 Brian McClelland – Secretary
 John Stevenson
 Paul Osland – CEO

Invited Guest

Anthony Biggar - AO staff
 Randolph Fajardo – AO Staff
 Kolton Kowalchuk – AO staff

Minutes

	<i>Items</i>
	Meeting Called to Order at 9:05 am
1.	Board Orientation
	The annual Board Orientation Workshop was held prior to the formal Board meeting and was delivered by Professor Richard Leblanc -- Law, Governance & Ethics, York University. The session lasted 2 hours and was extremely helpful in outlining current governance best practices for the Board and Staff.
2.	Break
	Board Meeting Call to Order 11:11 am
3.	Adoption of Agenda
	Motion: To approve the agenda as presented. Moved: John; Second: Nicole; Carried

4.	Oath of Office/Declaration
	<p>It was suggested that the Board Confidentiality portion of the Oath of Office document needed to be reviewed and updated by legal counsel.</p> <p>Action:</p> <p>(a) All Board members must sign the Oath of Office (current version) and return to Paul.</p> <p>(b) Paul to have AO Legal Counsel review Board Oath of Office.</p>
5.	Adoption of Minutes from November 6, 2018 - Motion
	<p>Motion: To approve the minutes of the November 6, 2018 Board meeting as presented.</p> <p>Moved: Scott; Second: John; Carried</p>
6.	2018 Draft AGM Minutes
	<p>The draft 2018 AGM minutes were provided to the Board for their review and to improve transparency, the minutes will be posted to the website asap for the memberships reference.</p> <p>Action: Paul to post draft minutes on AO website.</p>
7.	2018 Athletics Canada Semi Annual General Meeting
	<p>The 2018 AC SAGM was held in Vancouver, November 29-December 1, 2018. Meeting highlights included:</p> <ul style="list-style-type: none"> • an update on the recruitment of a new AC CEO • an update report on the AC Strategic Priorities by the AC Chair • updates by AC Vice-Chair on NACAC matters • Abby Hoffman provided an update on the IAAF and upcoming elections • updates by AC COO and various AC Committee leads • a presentation and major discussion on transgender athletes • an update on the coach's certification program • The National Officials Committee approved the first phase of amendments to the Officials Certification and Mentoring Program which will impact Levels 1-2 nationally. • There was a half day strategic planning (brain storming) session with all Branches. The AC Staff and Board are to summarize the information and share with Branches. The AC Board to use the document to begin working on AC's next Strat Plan. <p>It was suggested that AO needs to develop a policy on Transgender. As Alberta already has a policy, AO can use it as a template to develop a policy. It was also suggested that we invite Jennifer Birch-Jones to our 2019 AGM to do a presentation on the topic of transgender.</p> <p>Action:</p> <p>(a) Paul to follow up on the Coaching update and provide a copy of the NOC report from AC SAGM to the Board.</p>

	<p>(b) Paul to circulate Alberta’s Transgender policy and look into inviting Jennifer Birch-Jones to AO’s 2019 AGM.</p> <p>(c) Sarah to review Alberta’s policy and compare to IAAF and see what we can adopt to develop an AO Transgender Policy.</p>
8.	Dispute Resolution/Complaint Process
	<p>A discussion was held on the current Dispute Resolution/Complaint Process, specifically on improving the initial intake process and better clarifying the process for complainants and respondents.</p> <p>It was suggested that we need to develop a flow chart as guidance for documenting the process.</p> <p>Action: Paul, Sarah and Petrina, Chadi and Lisa to develop a flow chart, test the model, amend the policy and present to the Board.</p>
9.	Championship Policies & Procedures Amendments
	<p>Randolph presented the amendments to the 2019 PnP document. The document is reviewed annually and amended by the Board at its December meeting. The amendments were reviewed by the Technical Committee and forwarded to the Board for approval. Amendments include:</p> <ul style="list-style-type: none"> • Rule 110.1 – continue to produce the coaches’ package, do not cancel the pre-meet meetings. • Rule 50 - Point 1. The use of starting blocks is optional for age group below U16. <p>Motion: To accept the proposed rule changes subject to the amendments made. Moved: Nicole; Second: John; Carried</p>
10.	Ratification of 2018 Hall of Fame Inductees
	<p>Paul presented the Board with the list of nominees, selected by the Hall of Fame Committee. Nominations were received by the Committee, vetted and voted upon.</p> <p>Motion: To accept the Hall of Fame Committee’s 2019 nominee recommendations subject to any further input from Athletics Canada. Moved: Petrina; Second: John; Carried</p>
11.	AO Membership Policy
	<p>Paul walked the Board through the proposed changes to the Membership Policy. The Board discussed the rationale behind club incorporation, coaching and other requirements.</p> <p>Action: Sarah, Anthony and Scott to will work with Paul on reviewing the membership requirements and proposing possible amendments.</p> <p>Motion: To extend existing club membership requirements to the end of 2019. Moved: John; Second: Scott; Carried</p>

12.	Board Committee Terms of Reference & Members
	<p>The Board annually reviews all of the AO Committees Terms of References and members (Board & Operational) to ensure the are aligned with the Strategic Plan. There was a discussion on the need for additional Operational committees in 2019: Facilities & Installations Committee and Sponsorship & Marketing Committee.</p> <p>Action: Paul to review all Operating Committee Terms of References and make any necessary additions and changes.</p>
13.	Election of Officers
	<p>The election of Officers occurs annually at the first Board meeting following the AGM and is managed by the CEO. All elected Directors are free to stand for one of the Officer roles on the Executive Committee. This year there were several Directors who expressed an interest in serving as Officers. The following Board members were elected by their fellow Directors to serve as:</p> <ul style="list-style-type: none"> • Chair - Dean Hustwick • Vice Chair - Sarah Boyle • Secretary - Brian McClelland • Treasurer - Scott Currier
14.	Upcoming Events
	<p>Paul will send the Board a list of upcoming championship events for the 2019. Board members are to indicate which event(s) they can attend. The requirement being that all Board members should attend at least one indoor championship.</p>
15.	Adjournment
	<p>Motion: To adjourn the Board meeting at 2:01 pm. Moved: Dean; Second: Nicole; Carried</p>

 Lisa Ferdinand, Chair

 Date

 Paul Osland, CEO

 Date