

Board Meeting Minutes

June 16, 2015 - 7:30 pm

Attendance: Gerald Feeney, James McCully, Cory Lamothe, Sue Holland, Thomas Meyer, Jane Logan, Greg Schmidt, Erin McMahon, Carnaby Taylor

Absent: Kristen Diefenbacher, Erin Pleet, Mark Tran, Kenny Zhan

Call to Order: 7:57pm **Adjourned** 8:32pm

Non Contentious Motions

Approval of May 26, 2015 Board Meeting Minutes. Posted in Drive: [/ Board and Committees / Board of Directors / BoD Meetings / 2015 / Minutes](#)

Reports

Executive Report:

- personal request (from Chair) to find a way to get Board members to attend meetings
- has been difficult to make quorum
- perhaps new, smaller Board will have better results
- when commitment made, please keep to it

Executive Director Report:

- See June 2015 report emailed June 9th and posted in Drive: [/ Executive Director / Reports / Board Meeting Reports / 2015](#)
 - MMS section is the same, any updates/changes?
 - some progress, but largely the same
 - still needs to be micro-managed and reminded/ followed up on
 - improvements need to be made on critical areas of the MMS job
 - documenting daily activities?
 - no structure to daily activities. no scheduling of priorities
 - still needs lots of coaching/mentoring
 - do we need to be worried about Juniors?
 - no, ED has stepped in to help and ensure everything is a go

Standing Committees

Finance Committee and Administration

- Audit for April 2014 - March 2015 complete. Draft Financial Statements provided for review and approval (motion to follow)
 - Interfund advances line on Statement of Financial Position
 - represents the amount of general operating funds that has been combined with Field Funds invested into GIC
 - Total amount of GIC investment = \$919,249
 - Total amount of Field Funds = \$815,670 (per Statement of Changes in Net Assets)
 - Therefore, the difference that has been invested in GIC is funds related to General Fund (\$919,249 - 815,670 = 103,579)
 - Current and long-term portion of loans receivable - \$0 for 2015 as loan to RMI was fully repaid

- Special Events line items in Revenue and Expense sections of Statement of Operations
 - represents amounts recognized in TUC books related to WFDF U23 event
 - segregated to allow for better comparison of actual TUC Operations
- Other significant changes on Statement of Operations
 - Salaries and Benefits and Consulting fees - represents the change from contractor to employee model
 - Internet Administration expenses - 2015 actuals includes costs for website re-design
- Management Letter
 - prepared by auditors to inform TUC Board of Directors of possible improvements to the Club's financial reporting and internal controls
 - Closing of prior periods
 - Segregation of Field Fund Balances
 - Collection of league, tournament and membership payments
 - HST reporting
 - Inventory controls
- Comments from the auditor regarding the overall audit
 - New client for the auditors required gaining intimate knowledge about the operations/processes
 - auditors felt rushed in preparing/planning for the audit and the financial statements
 - TUC staff commended for their efforts by the audit team
- Comments from finance committee and ED regarding the overall audit
 - audit staff were a pleasure to work with and very helpful given the time constraint imposed on them by the Club
 - ED and bookkeeper did a great job compiling the info required and working with the auditors while on site
- Overall, this needs to be planned and communicated better by both us and the auditors, however, an overall positive experience
- will recommend engaging Fruitman Kates LLP for the 2016 audit at the upcoming AGM

Human Resources Committee

- Nothing to report

Operations Committee

- Nothing to report

Temporary Committees

Strategic Planning Committee

- Nothing to report

Governance Committee

- Nothing to report

Women's Committee

- Nothing to report

Motion 1: To approve the 2015 TUC Management Letter and the March 2015 Financial Statements as drafted by the TUC auditors Fruitman Kates LLP

Moved by: Cory Lamothe

Seconded by: James McCully

Result of Motion

In favour: 9, unanimous

Motion Approved

Adjournment