

Board Meeting Minutes

May 17th 2016 - 7:30 pm - Monarch Park Clubhouse - Community Room

Attendance: Matt Denton, Jim Lim, Thomas Meyer, Erin McMahon, Carnaby Taylor, Paddy Ryan, Erin Pleet

Absent: Cory Lamothe, Greg Schmidt

Call to Order: 7:37 pm Adjourned 8:12pm

Non Contentious Motions

Approval of [March 15 2016](#) Board Meeting Minutes. Posted in Drive: [/ Board and Committees / Board of Directors / BoD Meetings / 2016 / Minutes](#)

Business arising from previous meeting

- none

Reports

Executive Report:

- None

Executive Director Report:

- See report emailed May 10 2016 and posted in Drive: [/ Executive Director / Reports / Board Meeting Reports / 2016](#)

Standing Committees

Finance Committee and Administration

- Update on objectives set in November:
 - **Finalize 2016-2017 budget before start of fiscal year (April 1 2016) - Completed March 15 2016**
 - **Improve / Establish Financial reporting to the Board** - ongoing. Report detail and formatting to be established. Target for completion is August 2016
 - **Establish advisory group for the long term planning and ongoing management of the TUC Fields Fund investment** - to be discussed at next finance committee meeting (date tbd)
- Invoice/Receipt for TUC annual membership has been changed per the CRA's recommendation to clearly identify the individual line items for the membership and the Fields Fund contribution. Still awaiting CRA decision of appeal for prior years' income tax submission
- Auditors have been contacted to schedule FY2015-2016 audit
- Will now start work on regular reports that provide relevant information for decision-making (budget vs actuals, both financial and non-financial)

Human Resources Committee

- Update on objectives set in November:
 - **Formalize employment policies and create an employee handbook**
 - Handbook created - Policies to be added in partnership with Governance.
 - **Co-create performance evaluations and reviews with ED**
 - Performance review process and templates created and implemented.
 - 2015 Reviews in Progress/debrief to be scheduled for June

- 2016 Objective Setting Complete - Pending Review & Approval from Executive Team.

Operations Committee

- Update on objectives set in December:
 - **Prepare convenor manual to be posted on TUC website and distributed to convenors at the beginning of every season**
 - *Drafting in process*
 - **Work with TUC staff to prepare an annual calendar of newsletter and club-to-member communications**
 - *No action - not sure if this is still necessary given current MMS communication frequency*
 - **Think about "Leveraging Scarcity": draft an informal policy or board direction to staff on what we would do with hyper-popular leagues like Tuesday intermediate or parity**
 - *No action - also not sure how necessary this is given staff have stepped up consideration of demand in making field/league decisions*
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Temporary Committees

Strategic Planning Committee

- Update on objectives set in November:
 - **Derive near-term (1-2 year realizations) and long-term (2-5 year realizations) strategic plans**
 - **Write sub-set of Strategic Plans for specific groups**
- Need to initiate more active engagement

Governance Committee

- Update on objectives set in December:
 - **Update / Overhaul TUC Policies**
 - This has been the main focus of the committee for the year. After receiving quotes in December 2015, we have formally been working with Sport Law & Strategy Group since January 2016 on building a comprehensive suite of policies needed for an organization like ours.
 - Our committee independently reviewed and then met in April to discuss the first 9 policies received. These are ready for a full Board review. In early May we received the final 7 policies to complete our package. A meeting of our committee is tentative for June.
 - Originally we were quoted and approved to receive 17 policies for up to \$8000 for the completed work. It was discovered that two of the policies overlapped significantly, so only 16 policies are needed. We have received the final bill for the work which was \$5650.00 tax included, so we are well under the budgeted amount.
 - Going forward, I would anticipate the Board to sign off on the final versions of the policies before the next AGM. The project has run slightly behind the tentative schedule, but given that these were not in place before at all, the time line is just a guide.
 - **Bylaw Amendment(s)**
 - Given the larger scope of the policies project, less progress has been made on this objective. During the fall governance meeting, some minor typos were identified. It was also suggested we check with Sport Law & Strategy to see if they can help with the review.

Women's Committee

- Update on objectives set in November:
 - **Pick It Up** - dates set and announcement of the week made/to be made at captains' meetings, addition of feedback survey
 - **Coach for a Day** - Program in place, list of coaches on the website, already received one request
 - **Women's Indoor League**
 - **Clinics** - dates in place, first one was last weekend in the rain, coaches were: Carla, Warren, Joey, Emma,

KPL, Tracy, Greg Lang

- **Inclusivity rating** (see Erin's email and motion)

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Youth & Juniors Committee

- Update on objectives set in November:
 - **Create strategic plan** for youth and juniors programs - 2016-20
 - No progress since last meeting - will resume upon completion of curriculum
 - **Develop teaching curriculum** - graduated levels for age groups & skill; compliant with UC LTAD
 - Curriculum completed for U10, U14, U19 age/skill groups and will be rolled out at coaching clinic tomorrow
 - Some supporting reference materials still to be completed
 - **Develop marketing & promotions plan** for youth & juniors
 - No progress since first sub-committee meeting, need to re-evaluate

New Business

- Prep for next AGM (to be scheduled after the audit is complete)
 - Date will likely be between the latter half of July and the first half of September
 - Mid-term Board members: Matt, Jim, Greg, Paddy
 - End-of-term Board members: Cory, Thomas, Erin P, Carnaby, Erin M
 - Intentions of re-running, if known, would be helpful

Motion 1: That TUC adopt and implement as soon as practicable an Inclusivity rating within league-based post-game spirit scores, to be worded as follows:

Inclusivity

poor not good good very good excellent

Everyone had a genuine and equal opportunity to participate in varied roles, regardless of gender, e.g. getting the disc on open cuts, picking up the disc on turnovers, captaining etc.

Moved by: Erin P.

Seconded by: Carnaby

Result of Motion

In favour: Unanimous

Adjournment: 8:12 pm