

Date and time:	11 March 2020
Meeting topic:	WODS Board Meeting
Location:	Arrow Lofts
Present:	Hannah, Jameson (dial in), Aline, Kim, Sam, Kristen, Andrew (Dial in), Patrick
Regrets:	

Agenda item	Action
1.0	Call to order
1.1	Approval of last meeting minutes - Motion to approve - Hannah, Patrick seconds Approval of the agenda - approved
2.0	Agenda items
2.1	<p>Action Items from previous meeting (2020/01)</p> <ul style="list-style-type: none"> <li>● Kristen - delete duplicate accounts in Zuluru (ongoing)</li> <li>● Patrick - Update website, Clean up old things off website ✓</li> <li>● Patrick - Make the merch store easier to find ✓</li> <li>● Consider an indoor 4x4 hat tournament at UW - Andrew</li> <li>● Attach ABBA charts to score boards - Kristen <ul style="list-style-type: none"> <li>○ For summer league</li> </ul> </li> <li>● Follow up with the city about overpaying for fields (some has been corrected, ongoing) ✓</li> <li>● Kristen - check for some field availability for women's development series (Kymme, Aline) ✓</li> <li>● Need concussion code of conduct and removal/return to sport protocol prior to summer league ✓</li> </ul>
2.2	<p>Youth league</p> <ul style="list-style-type: none"> <li>● Do we want to require certifications for coaches and/or volunteers? <ul style="list-style-type: none"> <li>○ Head coaches should have highest level Tier 3 (might not be possible for this summer) - encourage</li> <li>○ For this year, say just the first level (NCCP community introduction), increase this later</li> <li>○ WODS to cover costs of the courses</li> </ul> </li> <li>● Rowan's law and concussion policy <ul style="list-style-type: none"> <li>○ Need to have concussion waivers set up as part of the WODS waiver</li> <li>○ Consider having Rowan's law pop up and have click button to accept it's been read</li> </ul> </li> <li>● Touring teams - policy changes are coming and they will be expected to follow them (coach certification) <ul style="list-style-type: none"> <li>○ <b>NOTE TO KRISTEN</b> - talk to Jason about this. Is this relevant to us since these teams only come to us for insurance?</li> </ul> </li> <li>● UC - any team at CUC will have to have a certified coach</li> </ul>

2.3	<p>Audit results</p> <ul style="list-style-type: none"> <li>● Audit results back with unreconciled amounts for 2017-2019</li> <li>● Reconciliations have sorted out 2019 - all has been repaid</li> <li>● 2015 (Pants) cash payments which never made it into the account - fall league registration (\$2,025), Ann Arbor payment, 2 party tickets <ul style="list-style-type: none"> <li>○ Total amount missing \$2,805</li> </ul> </li> <li>● 2016 perfectly fine</li> <li>● 2017 - 2 x \$6000 withdrawals never deposited back</li> <li>● 2017 - 2 team registrations missing from Oktoberfest - Ann Arbor (\$900)</li> <li>● 2018 - \$7027 missing that don't match invoices</li> <li>● Total of \$19,927 missing from 2017-2018</li> </ul>	Receipt of cash payments in the policy?
2.4	<p>Moving forward with Alex amount owing</p> <ul style="list-style-type: none"> <li>● Go to Alex and ask him to pay</li> <li>● Tell him we will go to the police with this</li> <li>● Take Alex's response to the police (whether he is cooperative or not)</li> <li>● Need him to agree to a payback schedule</li> <li>● Consultation and audit fees - if he agrees to, great, otherwise this would be difficult to recoup (as per Jason's advice) <ul style="list-style-type: none"> <li>○ Jason is not a lawyer - he is a parliamentarian and expert in running sports organizations, has consulted lawyers in some cases</li> <li>○ \$2900 for audit</li> <li>○ ~\$1000 for Jason (200 per hour plus HST) <ul style="list-style-type: none"> <li>■ This will be more post AGM</li> </ul> </li> </ul> </li> <li>● Email to Alex drafted - Kristen will share this with BOD in the next day or so. Will confirm with Jason prior to sending out.</li> <li>● Similar letter to Pants. Let him know the police will see this information. A member not in good standing cannot be part of our leagues - we may need to revoke his membership (indefinitely). <ul style="list-style-type: none"> <li>○ Alex had gone through the accounts previously, so he may believe he has paid it all back.</li> <li>○ We can provide the proof of the missing funds - include with the letter</li> <li>○ Captain of 1 team, co captain of another for winter league</li> </ul> </li> </ul>	<p>Kristen - ask Jason about what to do about Pants</p> <p>Hannah - validate 2015 numbers</p> <p>Kristen, Aline, Kim - write up short summaries of the reconciliations</p>
2.5	<p>Alex membership</p> <ul style="list-style-type: none"> <li>● Alex reached out to Kristen to ask when he can play again.</li> <li>● We need to clarify our expectations with him (he was told "indefinitely")</li> <li>● Should he get his membership back upon repayment? After 3 years? 5 years?</li> <li>● Membership needs to see that he is being punished</li> <li>● Wait to decide until after AGM, gauge member reactions and status of repayment</li> <li>● Keep the membership indefinite for now.</li> </ul>	

2.6	<p>AGM prep</p> <ul style="list-style-type: none"> <li>● Venue is booked, food is ordered (same as last time)</li> <li>● Do we want to have a call with Jason to talk about how to handle the AGM? <ul style="list-style-type: none"> <li>○ He has given us detailed information on what to say and do over email</li> <li>○ Kristen will write a speech and Jameson will present it at the AGM (will share with BOD ahead of time)</li> </ul> </li> <li>● Email to membership with summary - will not mention Alex, but that the reason for reschedule will be addressed</li> <li>● Reach out to potential board members and make sure they are still interested</li> <li>● Financials are ready to go pending inventory finalization</li> <li>● Budget - similar to what was prepared for previous AGM with some amendment <ul style="list-style-type: none"> <li>○ Statement of operations (same format)</li> </ul> </li> <li>● We will use Jon's projector, Kristen's laptop for presentation</li> <li>● Sign-in sheets (2), ballots (with space for write ins) - HG</li> <li>● pens (Aline to bring or give to Kristen)</li> <li>● Auditor / reconciliation / financial review for 2019 - need to vote to approve for 2020 <ul style="list-style-type: none"> <li>○ Internal or professional (MAC LLP) - ask public</li> <li>○ MAC LLP for this year to show we're taking it seriously, switch to membership audit in future</li> </ul> </li> </ul>	<p>Email to potential board members to see if they are still interested</p> <p>Send budget to Aline</p> <p>Kristen - Touring support for 2019 - hand out</p> <p>Kristen and Kim - email Aline summary of what is outstanding for 2019</p> <p>Kristen - update Alex timeline document</p>
2.7	<p>Taxes</p> <ul style="list-style-type: none"> <li>● Quick walkthrough</li> <li>● Taxes submitted for last 6 years, all dues have been paid</li> <li>● Online payment not possible with TD - need to go to a teller and make the payment in person</li> <li>● Summary of outstanding fees should be provided soon</li> <li>● Interest and late fees daily from when taxes were entered to when payment was received - may be a few dollars outstanding</li> <li>● We don't charge members HST - taxes submitted are for GST/HST. We get charged HST from vendors, but we don't charge the members HST.</li> <li>● We should offset income per year with purchases for supplies, discs, etc.</li> <li>● Taxes are fiscal year, total income HST vs total expenses HST.</li> <li>● Lesson learned - keep the revenue more balanced to avoid paying more in taxes. Budget management.</li> <li>● Aline has started a document for how to do taxes.</li> </ul>	<p>Kristen - update CRA with new board members and new addresses (post AGM)</p>
2.8	<p>Women's clinic fields time vs. re-purposing (low registration)</p> <ul style="list-style-type: none"> <li>● 2.5 hours of field time.</li> <li>● Scrimmage</li> <li>● Cash or e-transfer (in advance) - \$10 per person. Sign in sheet at the thing</li> <li>● All levels welcome</li> </ul>	<p>Patrick - facebook it</p>
2.9	<p>KWSSC, teampay - no more handshakes</p> <ul style="list-style-type: none"> <li>● Email to captains to tell players not to play if sick, wash hands, etc.</li> </ul>	<p>Kristen - email captains about COVID-19</p>

2.10	Payments <ul style="list-style-type: none"> <li>● Checkques co-signed</li> <li>● Many vendors will want e-transfers             <ul style="list-style-type: none"> <li>○ \$1.50 per e-transfer</li> </ul> </li> <li>● Consider switching accounts / banks</li> <li>● Monthly audit - status of accounts, minimize risk of money disappearing</li> <li>● Limit reimbursements by forcing cheque payments with dual signatures</li> </ul>	
2.11	Individual Updates <ol style="list-style-type: none"> <li>1. Executive Director – Kristen             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>2. President – Jameson             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>3. Communications – Patrick             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>4. Treasurer – Aline             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>5. Events – Andrew             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>6. Youth – Jon Hines             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>7. Leagues – Kim             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> <li>8. Secretary - Hannah             <ol style="list-style-type: none"> <li>a.</li> </ol> </li> </ol>	
3.0	Business Arising	
3.1	Financial statements <ul style="list-style-type: none"> <li>● Financial statements for TUC were more comprehensive than what we've done in the past, and Aline is following this. Will be 4-5 pages.</li> </ul>	
4.0	Future Agenda Items	
4.1	Corporate events <ul style="list-style-type: none"> <li>● Jon Walsh's proposal</li> </ul> Summer league plans <ul style="list-style-type: none"> <li>● Mon/Tues/Thurs again</li> </ul>	
5.0	Adjournment	
5.1	Motion to adjourn - Hannah Second - Kim	