

# **September 2018 Athletics Manitoba Board Meeting**

**September 19, 2018**

**7:00 p.m.**

**Sport Manitoba, 145 Pacific Ave.**

## **MINUTES**

**Present:** G. Mitchell, K. Kelly, J. Schofield, B. Walker, K. Ferris, J. Vince, J. Kist, T. Turner, A. Boudreau, N. Merkel, M. Sutherland, K. Wiens, O. Babalola (7:10 p.m.), C. Boyd (7:14 p.m.) and J. Howe (7:27 p.m.)

**Regrets:** S. Murray

1. Call to Order: 7:06
2. Motion to Adopt Agenda- K. Ferris (2<sup>nd</sup>- J. Kist)-Approved
3. Approval of Minutes- K. Kelly (2<sup>nd</sup>- K. Ferris)- Approved
  - i. Discussion: Victor Mager Facility- Grant confirmed that he followed up with Brian Mayes and asked if there would be an opportunity for people to individually make donations that would be tax-deductible. He did not receive a response.
4. Treasurer Report:
  - i. We are currently carrying a deficit of about \$12,000.00. This is approximately where we were at this time last year. We are projecting a total deficit for the year of \$19,000 deficit (this is because we budgeted the equipment levy incorrectly). We still have an overall healthy accumulated capital leaving us in a pretty healthy position despite running a deficit.
  - ii. Discussion: Alanna and Brian confirmed that the forecasted salary costs for staffing are fairly consistent with the actual expenses occurred despite the changes that have transpired. Brian also confirmed the total equity shown in the documents reflects the book value of the capital assets.
5. Questions/Updates from Submitted Report-
  - i. Office Report:

Alanna will be having further discussions with the RJTW Clinic in The Pas about cost sharing. It was agreed that this is an opportunity we should pursue if a reasonable cost sharing arrangement can be put in place.

The Milk Cross Country Event is scheduled for September 26<sup>th</sup> (this is a school competition). Alanna confirmed we are getting some additional equipment and two of our summer students are assisting us as well that day. Gord Flett and Richard Winton have also agreed to attend. There will be a number of teachers assisting as well. The deadline was today for registration and Alanna confirmed we have lots of schools registering.

There had been some discussion about a change of venue for this event but given all of the changes in staffing, this was not possible this year and it has been agreed that we will re-evaluate after the event.

The MHSAA is being hosted in Roseisle (this needs to be updated on our website). The age class provincials are on October 28th at Kilcona Park.

ii. MRA Report-

Membership is as large as it has been in twenty years other than two years. A big part of this is youth membership. Five years ago they had 30 youth members and now there are over 100 youth members. Every single youth event put on by MRA has two different distances. Kathy confirmed that they have a link for our website/club information and that she refers people there frequently. She asked for any further information that we can provide. There are more adults in the MRA series than there has been in the last ten years. It is more competitive than in previous years as well.

The Run 4 Your Cause event is scheduled for October 21st this year. This is the second year for this event and they are hopeful it will be a success again this year.

6. Discussion and Information Sharing

- i. Open Board Positions- Alanna followed up with Larry but has not heard from his candidate. Alanna also indicated she can follow-up with the other clubs as well as the coaches. Kathy suggested we speak to some coaches to see if we can also fill the role of coach's rep on the Board.

Perhaps a rotation could be set up for this position between the various coaches. In terms of the open board positions, Kathy suggested we should broadcast it via e-mail and put it on the website to see what interest we get. There was also a suggestion that we could benefit from a person from a marketing background given that we need someone to assist with fundraising opportunities. Michelle indicated that we might want to look at the Volunteer Manitoba and using this service. Grant confirmed that he will be stepping down from the board after his term as president is completed.

- ii. Introduction to the AM Board Handbook- Alanna confirmed that she and Karen are continuing to work on this project. Grant suggested that she contact Sport Manitoba for a template.
- iii. Finance Policy- There was an electronic approval of this policy. There was a follow-up question with respect to the equity reserve from Sport Manitoba. We should consider adding to a line about this to the policy. Brian confirmed that 3-6 months is standard for an equity reserve. Karen confirmed that she recently did this sort of thing for her work and that she was told it should be "Core expenses" not all expenses. The standard wording provided from Sport Manitoba references "committed expenses". Alanna will prepare a revised policy and circulate it in advance of the November 20<sup>th</sup> board meeting. Brian suggested that we put a range of months rather than a fixed figure. The travel rates, expenses and per diems are standard from Sport Manitoba.
- iv. Strategic Planning- We need to consider our process for Strategic Planning as four years has passed since our last Strategic Planning took place and Sport Manitoba requires this process to take place every four years. Last time, we had a series of different meetings with various stakeholders. Alanna is looking for guidance in terms of the process this time around. Grant suggested it would be helpful to engage Caroline again (Alanna concurred). Alanna confirmed that there was a cost that was based on an hourly rate. Kathy confirmed that she agrees with the

sentiment that we should try re-engage Caroline. Alanna confirmed she had contacted Caroline and she is interested in assisting us again. This will likely be a meeting for two half days over a weekend. Grant suggested a meeting between the executive and Caroline in the near future.

- v. Awards Banquet- Sturgeon Heights Community Centre on November 16<sup>th</sup> (last year's venue is not available). Alanna is in the process of confirming those details. We are looking into the Park Theatre for next year but this space is not available for this year's event. Grant, Jessica, Kathy and Janice confirmed they'd help with preparation for the awards. Connor confirmed he'd ask his mother if she would be prepared to MC again this year. It was suggested that we have a projector and should have games and prizes to help engage attendees.
- vi. Max Bell Spot Checks- Grant did a couple of these last year. We need people to do this again this year. Karen volunteered. Alanna said she'd look into signing options so that we can have clear signage to facilitate removing unauthorized users.
- vii. Performance Pathway- Alanna will be sending around the tracking list. We are also working on a performance pathway for athletes with intellectual disabilities. Perhaps we can address this during strategic planning process. Alanna is having a meeting with the parent that raised this and with other stakeholders. Grant also referred Alanna to Athletics Canada (Alanna has already set up a meeting with them on this as well as Dr. Melanie Gregg at U of W who is involved with the classification system for para athletes)
- viii. AC SAGM- November in Vancouver, BC- Alanna will be attending.
- ix. Coaching conference in Vancouver from Oct. 19<sup>th</sup> and 20<sup>th</sup>- Alanna would like to attend in her capacity as Provincial Throws Coach. It's \$120 to register and she could share a hotel. She has access to a \$500 grant that she could access and was requesting the opportunity to use AM's travel points. It was confirmed that AM funds our staff coach once a year for one

PD in full and he is not attending this conference. This board agreed to consider this request in camera.

Adjournment- Brian- 8:45 p.m. (following the conclusion of the open meeting, an in camera session took place for a further 45 minutes).