



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

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Athletics Manitoba Board Mtg Agenda 5:30pm Tuesday, March 23rd, 2020 ONLINE

Attendees (via Skype): Alanna Boudreau, Ted Daigle, Doris Sawatzky-Dickson, Grant Mitchell, Omena Babalola, Janice Howe, Jared Kist, Jeff Vince, Karen Ferris, Kathy Weins, Brian Walker, Jessica Schofield, Tegan Turner

Regrets: Dimitri Gray

1. Call to order - 5:35 p.m.
2. Additions to the Agenda- None
3. Approval of Minutes
 - a. Minutes were distributed electronically and have been posted online.
 - b. Motion to approve the minutes as posted (G. Mitchell) (2nd - O. Babalola)
4. MRA report
 - a. Membership was going very well until the beginning of the March, but since the Covid-19 outbreak there have been none. All city parks are closed until July 1st (this doesn't include Assiniboine Park or CMU). They have already lost a number of races.
 - b. Manitoba 150 Virtual Run is getting a lot of interest. Kathy is doing an interview with the Winnipeg Free Press tomorrow on it.
 - c. Hall of Fame banquet is postponed until June. Their AGM will take place online.
5. Office report - Alanna reviewed the pre-submitted office report including:
 - a. Sport Manitoba has confirmed that base funding will continue. The funding scheduled for July is also going to proceed as usual. Sport Manitoba has indicated that they anticipate that they will have an answer from the Provincial Government regarding funding within the next ten (10) days.
 - b. For the scoreboard campaign, we are close but still short (we have \$9,400 CDN). Bison Sports is not able to contribute given the cancellation of the U Sports Volleyball Championships and everything that is going on. Alanna confirmed that there are no anticipated installation costs but there could be other minor expenses once we have the scoreboard here. Alanna has made a request to Sport Manitoba that we be able to defer the grants for one (1) year given the circumstances. It was agreed that the deferral of the grant would be the best option and so we will touch base on this again once we have an answer from Sport Manitoba.
 - c. Cancellations- Alanna is trying to determine what opportunities there are to do some of our events online/remotely.
 - d. Sport Manitoba has requested that each organization adopt an Inclusion in Sport Policy and provided a template which Alanna has filled out with our information and included in draft in her Report.
 - e. The Equipment Committee draft terms of reference has also been circulated as part of the Office Report
6. Treasurer report
 - a. After the next two weeks of expenses- we are projecting a deficit of \$16,000. This is essentially right where we expected to be and given that the fiscal year is almost done, the impact of Covid-19 will be quite minimal. Brian confirmed that the amortization is reflected in the \$16,000 deficit.
 - b. The impact of Covid-19 will be felt much more significantly in the next fiscal year.
 - c. We discussed re-creating the budget for the next fiscal year considering the impact of Covid-19.
 - d. Brian and Alanna prepared a forecast for April through July assuming no meets, no teams and no revenue outside of our regular Sport Manitoba funding. This results in \$50,000 of grants and bingo funding of about \$11,000 (so \$13,000 of funding a month for this period, although it is not distributed evenly each month). Just on our base expenses, there is \$16,000 of payroll a month plus roughly \$3,000 of administration expenses monthly. This means that we will have a short-fall.



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- e. Alanna confirmed that she has put together project lists that can and should be done by all of the staff. She confirmed that there is ample work for the staff and suggested that we should re-consider this issue in mid-April once we have a better idea of what our funding looks like. This would also give us the opportunity to check with Sport Manitoba about the conditions of the funding (for our coaching positions).
- f. Brian confirmed that there would be no waiting period for Employment Insurance if we issued a lay off to one of our staff. The expectation in this scenario would be that they would be hired back after eight (8) weeks. We need to have a strategy in regard to what needs to be done, including how long each task will take and confirmation that it can be done remotely. Alanna indicated that she is hopeful that within the next ten (10) days, we will have an answer regarding the coaching funding.
- g. We agreed that the Executive will touch base at the end of next week with the hope that we will have more information at that point.

Discussion/Decisions

1. Inclusion Policy (Appendix 1)

- a. Kathy suggested that if anyone with suggestions or corrections e-mail Alanna as this policy needs to be approved as soon as reasonably possible.
- b. As noted in the policy, this does not apply at the international level.
- c. Alanna indicated that this policy came out of a presentation facilitated by Sport Manitoba. Noelle attended the presentation and Alanna will communicate with her and review the minutes to determine what exactly is required as it relates to training. Doris suggested that there may be a way to possibility to provide training jointly with other sport organizations in the province.
- d. Alanna confirmed that our membership and registration forms do not ask registrants to identify their gender, at the moment membership forms require that participants indicate sex. This is for the purpose of indicating what race they want to be registered in. We do not have to amend our forms; however we should provide communication around the purpose of the question so that there is no confusion.
- e. Once the policy is finalized, we will share a post to the website to notify our membership and clarify language.
- f. Motion to approve the policy in principle, with any feedback or edits provided within one (1) week, March 31st. (O. Babalola) (2nd – D. Sawatzky-Dickson)

2. Athlete Council (Appendix 2)

- a. Once we have a council formed, we will ask them to look at the terms of reference and make any changes that they believe are required. Once the Athlete Council has approved it, it will be brought back to the Board of Directors for final approval.
- b. Alanna confirmed that Tegan has prepared a draft list of athletes to approach. Patti raised that it will be important to include athletes outside of Winnipeg. Alanna confirmed that this was considered and that she is happy to circulate the draft list to the board (the list includes Special Olympic athletes and Janice indicated that she can provide a list of potential candidates who have experience in this regard to consider). Alanna confirmed that it had been contemplated that we would include U18 athletes but no minimum age was specifically contemplated.
- c. Document must be updated to include statement regarding the minimum requirements for the composition of the council, to reflect previously mentioned concerns.
- d. Karen also noted that it be a clear and transparent process for athletes to be named to the Council. That process will need to be drafted.



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3. Equipment Committee (Appendix 3)
 - a. Alanna suggested that the draft policy may need revisions which we could either consider at the board level or ask the committee to consider this and get back to the board on this. In the current circumstances, we may want to consider spending more significantly than contemplated in the policy.
 - b. Doris suggested that rather than have an official sit on this committee it may be more effective to have one joint meeting between the official committee and equipment committee a year (Alanna indicated she would make this change to the policy).
 - c. Alanna proposed that the next step should be to confirm the committee members and then the committee will choose a chair.
4. MRA Membership fee Payment Request (Appendix 4)
 - a. Kathy indicated that MRA has already lost \$4,500 in participation fees and there will for sure be more in the weeks to come given the current circumstances. As a non-profit, the budget runs very close to the bottom line. It would help the MRA significantly to waive or at least defer the \$3,200 membership fee due on March 31st. Kathy understands that Athletics Manitoba has some tough decisions to make and all MRA is asking is to be part of this discussion. Kathy confirmed that she has lots to do especially with all of these cancellations.
 - b. At the race directors meeting in November, MRA suggested that each race should include something in their waiver regarding refunds so that this is done before payment is made (this arose at the time because of the situation last year with the WFPS event). Kathy is aware that some of the events did not include anything to this effect in their waiver.
 - c. Kathy left the meeting to allow the remainder of the board to discuss MRA's request.
 - d. Alanna confirmed that the payment that is due is for the 2019/2020 fiscal year. Jeff indicated that their fiscal year is based on the calendar year.
 - e. Jeff indicated that the road races across the world are being cancelled, deferred, delayed, etc.
 - f. Alanna confirmed that our membership fees are not refundable and has not to date received any requests from the membership for refunds.
 - g. There is also a distinction regarding the clubs versus MRA because the clubs are not supporting staff. Kathy K. suggested that we come up with a creative solution including potentially a payment plan. There may be some possibility of MRA receiving funding from the Government given the recent announcements.
 - h. Omena suggested that we defer the payment (without a penalty) until we have more information. Kathy K. confirmed that the MRA virtual race does not have a registration fee. Jeff indicated that the Police Half Marathon is considering putting on a virtual race.
 - i. Motion to defer the payment (with no penalty) until we have more information and note that Athletics MB is committed to working together with the MRA to ensure the survival of the organization. (G. Mitchell) (2nd- J. Schofield)
5. Club Membership Fees - Discussion regarding fees that are outstanding from one club.
 - a. Alanna confirmed that there are outstanding bingo monies owed to them and there are also some exclusive use fees that were paid in advance that need to be refunded. There is a history of this club being late in their membership fees.
 - b. Kathy proposed that Alanna e-mail them and advise that we require their memberships fees to be paid so that we can issue the refund to them for exclusive use and pay their bingo funding.
 - c. Karen indicated that we may wish to consider whether the bingo fees should be paid to them if they are scheduled but she confirmed that she agrees we should withhold the exclusive use fees until membership fees are paid.



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- d. The outstanding membership fees are approximately \$4,800, the bingo funding is about \$2,000, the exclusive use fees would be approximately \$1,800.
- e. Janice raised that the bingo fees are contingent on membership fees and accordingly these should be paid before bingo monies are released.
- f. Karen suggested that we add language in our registration process to allow us to withhold funding if membership doesn't get paid.
- g. Motion to move forward with a letter to requiring full membership fees following which Bingo (Now Sport Program Funding) and exclusive use refund would be issued. (T. Daigle) (2nd - ?)

Adjournment- 7:40 (G. Mitchell)

Upcoming Board Meeting dates

Additional meetings may be added on short notice as necessary

May 19th - 7pm*

AGM June 16th **

* In May – We will assume this will have to be online again. We'll ask Ted to set up again via Skype.

** June AGM – Online? Or do we postpone into July?