



## Board Meeting Minutes

<b>Date:</b> October 28th 2020	<b>Meeting Time:</b> 7:00pm	<b>Location:</b> Baseball Academy
<b>Meeting Called By</b>	Board of Directors - Monthly Meeting	
<b>Minutes Taker</b>	Tess Peterson	
<b>Time Keeper</b>	Tess Peterson	
<b>Attendees</b>	Tess Peterson, Jason Evans, Carrie Welsh, Ginnette Leclair, James Schweyer	

## Agenda

### Welcome and Call to Order

**Approval of Previous Meeting Minutes:** No previous meeting held, this is the first meeting of the year.

### Adoption of the Agenda

#### 1. Codes of conduct for board members & volunteers (non-board roles)

- Jason to combine existing Code of Conducts to form a Board specific Code of Conduct
- This will be circulated, reviewed and agreed to by all Board members
- The new Board Code of Conduct will then be uploaded to the website under policies

#### 2. Petition Submitted by Joanne Beachamp

- Decision stands to not re-elect the Director of Operations in the meeting September 9th, we will continue to follow the continuity in the constitution that states the role is held for 2 years - changing on the odd year.

#### 3. Capture awarding of roles to Kayna, Francine, Erin

- Reviewed and accepted by all board members

#### 4. Board Members holding dual roles

- These roles do not have a time frame so board members with multiple roles can remain in those roles as per the constitution.

#### 5. Grassroots program - Board vote on whether or not this is something we want to move forward with.

- The main issue is going to be court time and gym availability
- Will be a great benefit to build volleyball in Sudbury and develop athletes young.
- Also a great opportunity to develop new and young coaches.



- The Board agrees that we will have a Grassroots Program and the tech team will develop a Pilot Program

#### **6. OVA Friendlies - note that you cannot participate in any interclub scrimmages 14 days prior**

- This is an optional decision to be made in conjunction with parents, athletes, coaches
- Region 2 AGM being held Nov 2nd; Jason to follow up with local clubs to see if they're interested in scrimmages

#### **7. Club Scrimmages with Vision & Northbay**

- How will we cover the gym cost & ref cost? Determined that whoever is hosting will absorb the cost and split between the teams playing
- Current team fees do not include scrimmages from November 1st 2020 - January 1st 2021
- Protocol to be determined to ensure all COVID-19 guidelines are being followed

#### **8. Finance - agree on reporting out monthly on costs**

- Monthly report out on budget agreed upon by the board to ensure finances and spending are on track

#### **9. Review of second secretary application and assign role**

- 5 Votes Mackenzie Hill
- Board unanimously voted Mackenzie Hill in as the Secretary
- Tess to reach out to Mackenzie to notify her of the position and clothing order

#### **10. Coaches reimbursement process (for MRS, police checks, courses, etc.)**

- Jason to develop flow chart to unify process
- James to notify coaches of reimbursement process

#### **11. Process for requesting equipment purchases**

- Jason to develop flow chart to unify process
- Tech team to receive requests and determine approval
- We had Litzen rebate of \$4,500 in total from the 2019-2020 season; used for coaches gear & board role clothing, whatever is left over is given to the Tech Team for equipment and facility needs
- Moving forward we will notify the members of our Litzen credit amount for the 2020-2021 season

#### **12. Suggestion from Kayna: auto response on the emails so that the sender knows it has been received, and maybe give an idea of how long before we should expect a response**

- Determined that no auto-response will be set up however, emails that are sent to the [info@northernchillvolleyball.com](mailto:info@northernchillvolleyball.com) will be answered within 5 business days
- Any emails sent to board members will be redirected to the [info@northernchillvolleyball.com](mailto:info@northernchillvolleyball.com)

#### **13. Cleaning and sanitation of the CNIB building**

- A cleaning cost associated with using the CNIB building, this is a budgeted facilities cost already included in the seasonal fees.



**14. Social media submission email or drive folder**

- Tess to look into options to have 1 drive for submissions

**15. Gmail and google drive best practice**

- Organizational meeting to be set to go over best practices

**16. Board communication/role review**

- Organizational meeting to be set to go over best practices and organization

**17. Coach in Training program**

- Board agrees a Coach in Training Program needs to be developed
- Tech team to develop CIT program

**Organizational Meeting Set for November 11th at 7pm - CNIB Building**

**Action Items**

Person	Item
Jason Evans	Review and combine existing Code of Conducts to develop Board Code of Conduct
Tech Team	Develop Grassroots Program
Jason Evans	Follow up with Vision, Wild and Lakers Clubs to arrange scrimmages
Carrie Welsh	COVID-19 Protocol for Scrimmages
Tess Peterson	Notify Mackenzie Hill of Secretary Position & gather clothing order
Jason Evans	Develop Coaches Reimbursement Process Flow Chart
James Scheweyer	Notify coaches of Reimbursement Process once Jason completes flow chart
Jason Evans	Develop Equipment Requesting/Purchasing Flow Chart
Tess Peterson	Options for Social Media drive - Develop photo/video submission process and where everything will be stored
Tess Peterson	Book and chair Organizational Meeting with all Board Members
Tech Team	Develop Coach in Training Program
Tess Peterson	Complete and format meeting minutes and post to the website