

Minutes Halifax Ultimate Recreational League Board Meeting

October 2nd, 2006 DSU Boardroom 8pm -

Present: Joe Willians, Joanne Macrae, Bryce Sharman, Chris Forgeron, Greg VanSlyke

Regrets: Ezra Edelstein

Approval Past Minutes

1. Aug 21st, 2006
Approved.
2. Sept 4th, 2006
Approved.
3. Sept 18th, 2006
Defer to next meeting.
This document is not editable

Correspondence

Mail given to CF.
CF will give key to BS by next meeting.

Approval of Agenda

Action Items

Make corrections to AGM minutes and send budget to CF - JM
Make changes and finalize touring team policy and bring to the next meeting for review – GV, JW, JM
Post something on the wiki about roles and reporting structure for a league committee – GV
Draft Privacy Policy – JW
Draft Grants policy- JW
Fix equipment lending policy – JM
Make a sheet for cone collection and give it to conveners and Board members - GV.
Communicate women's membership sale to Mandy – GV.
Communicate cone return process to captains – CF.
Post shell for special resolution committee on the wiki –GV.
Contact other sports organizations who use the commons - JM

Reports from Committees

1. Web Committee – JM
Clarify direction and committee activities with Mike McAllister.
2. CUC Committee - GV
No update yet but they had their final meeting.

3. Juniors Committee – GV
No news about clinic. Not active currently.
4. Financial Investment Committee – CF
Meeting week of October 10th.
Collecting information from various banks.

Treasurer Update:

Currently, \$80000 in savings leaving \$21000 in chequing account. Telephone and online banking are activated. How do we keep someone from “fleecing” HURL? Discussion about security of funds, should we switch to require two signatures? Get bulk of money locked into something that would be difficult to transfer money out of quickly. CF recommends looking at varying degrees of funds. Have some money in GIC’s that could be liquidated with no penalty, and have a higher sum in a more locked in long term investment.

Old Business

1. **AGM – JM**
JM will finish notes this week.
JM send budget to CF, electronic format.
Budget 06/07 is not ready yet.
2. **Touring Team Policy – JM**
JM, GV, JW will discuss and make changes to bring to next meeting.
3. **Fall League – BS**
Field info a week before league starts not the ideal situation.
BS met with convenors, schedule for league.
Valid point previously raised over e-mail: are we for profit or not for profit? Needs to be discussed.
Committee agreed fees are reasonable at the time.
We anticipate making a bit of profit.
Pylons, default deposits not brought up at meeting.
That needs to be done by a bigger group beforehand perhaps.
BS will do a summary of his reflections and make recommendations for next year.
Application process for Fall league. It is ridiculous we have to wait so long. The issue is not on our end. We really pressured the city to get schedules. We only confirmed what we had on Friday September 29th for a league that was starting on October 3, 2006.
GV wants to meet with Bruce and the city. GV wants to find out exact agreement with soccer; get information and go and have a

meeting. Grass fields are clear. Process for all weather fields is not clear. GV has been talking to Bruce about possibly setting up a meeting. We need to wait and get a strategy to address a process for fields. JM has contacts at HRM we could use after we start a process if we don't feel we get enough information at first.

4. League Committee – GV

Same issues come up again and again because people at league convenors meeting have different levels of understanding about what has happened in the past. There is no continuity in the way league is run. The league depends on the Board to be able in a two week period to drop everything and do things.

Bigger leagues have a league coordinator. Toronto has a huge structure, which is warranted by the membership size. We need some continuity and responsibility. There is no schedule for women's league currently, because no one has that as their task. There are a lot of people doing lots of things but no one co-coordinating it all. There is a lot of experience in the league. A league co-coordinator position could oversee this.

We need to reduce dependency on the "person" and focus it on the position.

League co-coordinator would report to / oversee a League Committee – which could have a minimum of two Board members. League is currently our main activity; and 100% of our revenue but according to our bylaws league represents 25% of our activities. Finances need to be reported to the Board because the Board is accountable. Proposal for league would be approved by the Board in this structure. Process wise – give them fields and budget they return with breakdown and Board approves it.

League committee coordinator has to be able to make certain decisions. Timelines are important – need to not come back the night before; The Board is responsible to ensure a fair and transparent process. We need to define the process – league makes recommendations, and define roles and responsibilities. GV will put something on the wiki – roles and reporting structure and responsibility. Add an honorarium to the league coordinator position? Build in volunteer appreciation for positions with a lot of work. Post online templates job descriptions / profiles. Post the information on the website.

5. Update on Sport NS Application – JW

Meeting with Blaise Landry (NS Health Protection) and Jamie Ferguson (SNS). JW and GV going to that meeting. Our active membership application does not look good. We are not a

Provincial Sport Organization for ultimate. JW unsure of criteria of becoming a sport organization.
BC, Ontario, Alberta, Manitoba have status.
Industry Canada website has in its register a national sport organization for Ultimate. Question what do you have to do to be a PSO? We (HURL) are arguably a PSO and set up to be one.
Burden of proof would be on us. Recognized by national organization as the PSO. Probably won't be an active member this year. In Health Canada it can be difficult to recognize new sports. Now the active living agenda is more welcoming to new sports.
NSDSA (Nova Scotia Disc Sports Association). We might need to make amendments to bylaws. Membership dues – set aside fees for Disc NS. October 10th 9am at SN offices.

6. Privacy Policy – JW

Started working on the policy. Will have a draft next meeting.
Bylaws typos JW noticed them – we need to tidy them up. Need to keep it on the horizon for Sport NS.

7. Grants Policy – JW

Start it eventually.

8. Equipment Lending Policy – JM

Haven't changed yet. Will send to JW and JM

9. Soccer Nova Scotia Sports Dome – GV

GV send him an e-mail but he has not heard back yet. Bruce e-mailed about Stadacona, there is a new guy. Next meeting we should make decision on location for Winter league.

New Business

1. Wiki Replacement Evaluation – GV

GV created a page on the wiki of different wikis.
We don't need fancy buttons. \$10 / month. We can accomplish with a media wiki, with a plug in to replace the edit box with a text editor. Link on the wiki to play with it. Jot spot was the nicest. Get mike to install media wiki with editor add on. Make a decision next meeting. Go and explore on the current wiki.

2. HURL Membership fee waived for new players – GV

Mandy sent an e-mail asking if we would consider waiving women's draft fee for new players to help them attract women. Give a free HURL membership to attract more women. How would this work? How would we determine who is new? It would take manual input.

Free HURL membership valid until April 2007. Any new women signs up. What do we say when someone comes and play in the summer? People who signed up last week for the start of Fall league. Applies to all new women who register for Fall league. Send it to captains and Mandy, and convenors, "new to Frisbee". GV will do a draft respond with comments by Wednesday at 8am. GV will communicate to Mandy that it is going ahead.

3. Team Jersey Refunds from Gaia – GV

CF is communicating with Mike Lovas. He will give him refunds. Want to get some kind of records of the transaction. Cheques have been received. GAIA orders should be administered through the Treasurer and done differently than last year. If we do jerseys again we need to do things way in advance so we have time to properly place orders. Need a more structured way to place an order..

4. Process for Refund of Cones and Default Deposit – BS

Rip up all deposit cheques. No default money from summer should be taken. It was not consistent. We ask for cones back from everybody. It was not in place in time to be properly enforced. E-mail all captains for cones back, and then rip up cheques. Cones issue still need to be decided. Give a form to convenors and have them ask for cones back. Exceptions (ie. If people want their original cheque back send them to CF. We should have convenors or set number of people that own cones. All convenors and Board members have cones. No teams get cones. Board members, convenors only. CF will communicate collection process. E-mail summer league captains and ask for cones back – tell them to drop cones off. List to convenors. GV is going to make the sheet and give it to conenors and all Board members.

5. Discussion on profit goals for HURL – CF

How much do we want to make? Committee formation to address the special resolution, basically do research. Special Resolution Review committee. We should strike this committee to look at what plan is to accumulate fields. GV will put up a shell for special resolution committee. Other option is we make a decision as a Board we do not want to own our fields and we amend and replace our special resolution. Profit goal for this year? What do we want to make towards the war chest? SR discuss at next meeting. Profit goal for HURL discussion. What is a reasonable fee? We should not be afraid to make money. Accessibility – look at profit and what can we do. Balance is to remain accessible but we want money to improve our competitive program and have a better juniors program. Look at ways to increase revenue without raising

fees. We can add leagues – we had field times on non-traditional league days. Ongoing discussion.

6. Presentation of request for Accounting Software for HURL – CF

\$399.00 +HST – quickbooks. Buy a HURL copy of quickbooks. Software goes to Treasurer each time. Don't need to buy new version. You can always keep using older version. No NPO pricing. Looking for discounted fees and a book keeper to help. Not tied into our book keeper. Get form cheques for quick books once we decide on the bank. Need to record as much information as possible. We have \$1000 budgeted for professional services. Voucher form cheques could be used in the future. Pay for a new set of cheques. Blank cheques approx \$150. Buy electronic cheques. JM to give name to CF. CF will create format and structure. Look at finding a new book keeper. CF has another book keeper \$375 full day. Next meeting decide on book keeper.

7. Question on creation of HURL procedures for important tasks / positions – CF

Duties of what people should do. Wiki constantly updating all positions. Low level stuff is not detailed in the bylaws. Board of directors' handbook, similar to captains manual would be useful. We are not documenting what we do. Start defining tasks on the wiki. Do things bigger than individual people. Collect into something more organized. Vice Treasurer position – unwritten rule – Vice Treasurer becomes Treasurer. Qualifications so we don't have two "knobs". Have a test for someone in the treasurer position to gauge qualifications? Should be testing people in the vice role? We may need to add a position to the Board to test vice treasurer position.

8. Stones concert field situation.

GV did a radio interview and it was on the CBC website and radio. There is a potential that the concert did not make enough money to pay for the repairs and lots of damage because of rain. The details were never confirmed. Rumour there is no contract – timeline – no anything. Nothing will get done this Fall. Potential – Spring go out to tender. Concern it will be repaired next summer. Contact softball – who is the who – be positive and polite. Youth baseball, touch football, cricket. Get Bruce to ask if he has heard anything about the clean up to Chrystal – find out the details. Dawn Sloane is the counselor. JM to make contact with other sports organizations who use the commons.

Closing thoughts:
Next Meeting October 16th DSU Boardroom 8pm.