

Minutes Halifax Ultimate Recreational League Board Meeting

September 18th, 2006 Uncommon Grounds 8pm – 11:30pm.

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

Approval Past Minutes

August 21st, 2006

September 4th, 2006

Not approved. Defer to procedure discussion.

Correspondence

Mail delivered by JM to CF before the meeting.

Greg will mail in Joint Stock form. GV has three cheques for discs; and a cheque for a HURL team fee.

Approval of Agenda

Addition in procedural issues section.

Reports from Committees

CUC. No final meeting yet. There will be a party/wrap up meeting this weekend at Roy's. GV expects a report back after that. It is a volunteer by invite only party having a board member there is not necessary.

Old Business

1. AGM

- Make corrections, additions, notes, etc to the budget and business plan from feedback at the AGM.
- JM can do these corrections. CF will change the budget piece.

2. Touring Team Policy

- Final draft vote on as a Board.
- We need standard format for policies with a sheet of signatures, headers and footers etc.
- Grants policy needs to be developed as well.
- GV, JM, JW will form the smaller group to review and finalize the existing policy.

3. Fall League Registration

- GV reported that Bruce sent tentative schedule times just before the meeting. He had received verbal agreements on the phone for these times. There was discussion about leagues and times. JW, and JM felt it was important to have a women's league. The league committee would need to meet and form a plan.
- We would like to open registration Friday at 9am. We need to give notice.
- JM will e-mail Mike M. to be on stand by.
- GV will send an advance warning notice to the list – a draft will be circulated – BOD members have until noon tomorrow to respond with changes.
- BS will e-mail conveners about fields and to set up meeting for Wednesday.

4. Website Revamp / Online Payment System

- We can stay on the Dal servers with our GIAI sponsorship arrangement.
- There is a general consensus that the organization of the website is an issue for our members. Information is not always easy to find.
- It is the job of the web committee to come up with recommendations for the Board to review and make decisions.
- The Board can give guidance / direction about what they would like to see on the website.
- We want a better payment system, easier to tell what payments are for.
- We want pictures of the Board of conveners.
- We would like a better content management system – so we can easily post things ourselves.
- Mike M. is currently the head of the web committee. Joanne is the director that reports to the Board on behalf of the committee.
- Our recommendation to the committee is to update and revamp the website and organize the information better.
 - **EVALUATE THE ONLINE PAYMENT SYSTEM**
 - CF will evaluate the online payment system and come back with a report before Christmas.
 - Our goal is to have a good system in place for next summer league.
 - CF's priorities as Treasurer are: budget, investment, online payment system / web revamp.

5. Committee on Financial Investment

- CF is the head of this committee and the director that reports to the Board.
- JW and EE are also on the committee and will work with CF.
- JM will forward any names from the AGM that were interested in financial investment.

6. SNS Application Update

- JW will post latest application information on the wiki.
- Hand delivered the application on September 6th.
- Spoke with Helen Goodwin, she researchers applications for the Board.
- The Board is meeting on September 21st.
- What is uncertain is what our membership status would be.
- We might not be able to get active membership
- We want active membership.
- JW will call on the 22nd.
- GV – articulated our goal is the Olympics.
- JM – we also want access to funding for individuals, juniors, coaching funding.
- JW will follow up with Helen. JW asked to attend the meeting she said it was not necessary.
- Look into other Ultimate organizations see if anyone other than BC has provincial affiliation.

NEW BUSINESS

1. Procedural Issues

- New Board is unfamiliar with the turf; new people and old people.
- How can we improve the way we do things?
- We need to agree on a strategy for communication; and minutes formatting.
- **AGENDA**
- Is posted on the wiki.
- Same framework every week.
- Anyone on the Board can add an agenda item; make sure you add your initials next to the item.
- Please add items by 5pm on the day of the meeting.
- **MEETING MINUTES**
- Minutes need to be accessible to our members.
- Board members like the current style.
- We need to have names beside action items.
- Action items should be broken out at the end of the discussion or in a separate section.
- GV used google calendar to send out meeting reminder, this could be used to send out reminders of action items.
- Minutes on the wiki are the working copy, and they need to be approved at each subsequent meeting.
- Have minutes posted online people can post changes or comments.
- At the meeting the changes can be approved minutes formalized and then pdf'd. to be ready to provide to any member.
- Final version needs to be saved and un-editable.

- Until we explore more wiki options, JM can e-mail the minutes to GV and he can post them on the wiki.

- **COMMITTEES**

- The Board forms committees based on tasks.
- There needs to be at least one Board representative on each committee, but there can be more.
- The Board can provide initial guidance/ direction / recommendations to a committee.
- Next we receive reports from committees and decide on action items and give feedback.
- WE also need to get more people involved.
- As a Board we need to decide soon what committees we would like to form and what we want them to do.
- We need to make committee lists accessible so people can inquire about joining.
- We should look at our list of goals and our list of things we want to do.

- **EMAIL**

- We do not want to make decisions over e-mail, unless we have decided in advance to do so.
- Some people don't like the amount of random e-mail discussions that happen. Other people need to have as much information as possible before the meeting.
- How can we present and discuss information between meetings?
- Wiki is one option.
- We want to limit e-mail discussions unless required.
- If we need to work over e-mail keep only those who need to be involved in the loop. (But remember to invite everybody to participate at first).

- **BOD Communication and Public Awareness**

- How do we want to communicate as a Board to our members and the greater public?
- For example, on the BBS – we should distinguish our personal opinions from Board opinions.
- E-mails that are going to the bulk of the membership generally get sent around to other Board members for review prior to them being sent out.
- When posting on the BBS, regarding common communication items – we need to identify as Board members.
- We need to remain conscious of our role.

- **WIKI and Document Editing**

- EE described the groupHub online collaboration tool, and demonstrated how it works.
- The current wiki is not user friendly.
- It is not able to upload documents, the interface is not user friendly.

- The syntax is difficult and could be easier.
- The wiki is not good for creating a document.
- There is no document server.
- GV / EE will look at other brands of wiki and find one they think is suitable.
- We would like to be able to make certain sections accessible to certain groups.
- GV / EE will have an update at the next meeting.

2. UPA Coaching Clinic

- We need to decide if we want to give them money.
- We sent Mike Lovas to be certified last year at a cost of about \$500.CDN.
- Mike Lovas has submitted an application for us to be a host city.
- We agreed over e-mail to spend a total of \$500.
- \$250 should go to scholarships for people to attend.
- \$250 for facility.
- Up to the committee on how to disperse the scholarship funds.
- Decision: guideline to the HUU; make sure to publicize and make transparent the availability of scholarships; and give priorities to juniors coaches, then HURL members.
- CF needs to confirm the line item in the budget this is coming out of.
- GV is the director for the juniors committee.

3. Privacy Policy

- If we don't already have one – we should.
- It needs to be posted on the website.
- JW will do a draft document.
- Our policy should be on the home page of the website.

4. Grants / Equipment Lending Policy

- A grants policy needs to articulate how we give money to individuals and what criteria they need to meet to get money.
- We need to post this on the website.
- A grants policy would cover anything/ anybody who is not a touring team.
- We have a tent policy; we should re-draft it to be an equipment lending policy.
- JW will draft a grants policy.
- JM will re-draft the tent policy to make it an equipment lending policy.

5. Soccer Nova Scotia Sports Dome

- Soccer NS is now in the process of building their own dome.
- They are very well connected.
- Soccer NS contact is George Athanasiou, they will have more details on their project in the next couple of weeks.
- GV spoke with him and did not commit us to anything. Rumour is the dome will be built in Bedford.

- GV will follow up with him in a few weeks. He may need a letter similar to Brandon's.
- We need to check on the status of Brandon's project, because we committed to that first.
- If Brandon's project is not going ahead we need to look for a venue for winter league.
- GV will follow up with Bruce Roosen on winter league booking availability at the Stadacona gym.

6. League Committee

- A small group of people over e-mail, some former convenors have been working on a document – an official set of rules for league play.
- This group is essentially creating an updated captains manual.
- There was considerable discussion about this group.
- The Board appreciates that people have taken the initiative to work on something that would be useful for the league.
- Currently, the group working on this is not an official committee.
- There was discussion about whether we should have a large committee that is the "League Committee" that is responsible for co-ordinating all leagues.
- Having consistency among the leagues is seen as important. It is unclear on how best to achieve this.
- There is the option of delegating responsibility to a league committee.
- The Board needs to decide on the best composition and the best way to form this League committee if the board decides having one over arching committee is the best way to go.
- This group can continue to work on the document.
- In terms of Fall league we will approve the budget over e-mail.

Next meeting Monday October 2nd at 8pm. Location DSU Boardroom.