

HURL BOD Meeting Minutes - November 4th, 2008

Date: Tuesday, November 4th, 2008

Location: Greg's House

Time: 8:30-10:00pm

Attendance: JW, MS, GV, SF, LS

Approval Past Minutes: deffered to next meeting

1. October 23, 2008

Correspondence

Approval of Agenda

Reports from Directors (if required)

Reports from Committees (if required)

1. Juniors Committee - JH
2. Web Committee - JW (Director)
3. Field Acquisition Committee - Mike Stoddard (Director)
4. League Committee - GV (Director)
5. NSDSS -NSDSS meeting was held on November 3, 2008. NSDSS Directors were in attendance, representative from Acadia and members from the disc golf society. Members in attendance are going to investigate how other sports are structured.

Action Items

NOTE: (please do not renumber the action items. The #'s of each item should be the same from week to week. Completed items can be removed, new items get a brand new number)

NO.	Item Description	Assigned To	Due Date	Status
1.	Get a quote from HUB for D&O L. - application is very long, do we want to fill out one for another company? Yes. CF has done one and is doing another. - EE sumbitted paper work to HUB.	GG	December 1.	
3.	In the Directors' Handbook, change Manual Refund Instructions to Refund Instructions, incorporating the new automated Skipjack refund process.	JW	December 31	
13.	Set up a meeting for NSDSS to review where we are	JH	October 15, 2008	late
18.	Pay HURL's HST/GST for this year (\$4,397.22)	JW	October 31, 2008	Done

19.	Send 08/09 HURL budget to accountant	JW	October 31, 2008	Done
20.	Obtain proposal from Jodrey & Company for accounting/bookeeping for this year	JW	November 7, 2008	Done
22.	Count discs and cones (inventory)	LS	Dec. 1.	
23.	Email MS about accounting costs/activities that the accountant completes for HURL	JW	Oct. 31	
23.	Obtain quote from 2 other accounting companies for accounting/bookeeping/tax filing services	JW	Nov 19	
24.	Contact Manulife and determine how to make it more difficult to remove money from our Manulife savings account	JW	Nov 19	Done
25.	Complete HURL grants policy	LS	January 1	
26.	Look into how HURL might get a grant for providing ultimate kits to high schools in NS	MS	Jan. 1	

Old Business

1. Director's Liability Insurance
2. Fall League - discussion on restructure of fall league for 2009. This will be further discussed closer to next Fall league season.
3. Status of Financials Documents - approved w/ 25 people in attendance at the financials meeting.
4. NSDSS - see above
5. HURL Mailing Lists
6. TAPHE Conference - 16-20 teachers participated in the workshop. We could do more to promote ultimate (kits.. lesson plans etc.)
7. CUPA League Organizers Conference
 - GVS bought a plane ticket to TO for \$680.16
 - CUPA offered assistance of \$200.
 - Questions for CUPA and presenters? What do we want to know/ask?
 - (JW) When/how do we get the assistance money from CUPA?
8. Winter League- registration opens on Monday.

New Business

1. Request for grant
 - Amy Rees requested funding for cleats for a junior who has only sneakers that are falling apart. She will look for used/free cleats or buy new if no suitable used ones are found. A budget of \$50 will be allocated.
 - We should decide if we will give a grant and set a budget.
 - (JW) We should finish the grants policy that was started awhile ago so that people know they can ask for grants, what they can ask for, and the process for applying, etc. LS will review, finish the grants policy.
2. Team/School Kits
 - GVS ordered more rule books.
 - We should put together a package that includes more than just discs.

- Packages for schools could be funded in part from the junior's program money, we could sell them to league teams and a discount from our retail price. (i.e. 10 discs @ <\$100 plus cones, etc.) . Mike Stoddard will look into where we might get grants for this.
 - Instructional video from PlayUlti
3. Jodrey & Company Accounting/Bookeeping Quote (JW)
- Will charge \$1950 total (tax included and to be paid quarterly) to produce four quarterly reports.
 - Will charge \$250 (tax included at time completed) to prepare the annual T2 corporate tax return.
 - For this fee, they would prepare a quarterly financial statement, advise as to quarterly installments for HST, and insure that any government requirements were filed on time.
 - They do not charge extra for meetings or phone calls and would make themselves available to us when needed, with advance notice.
4. Manulife Savings Account (JW)
- Best way to increase security on Manulife savings account is to add additional signing officers to the account. Right now it is just myself and should be Mike Stoddard, as vice-Treasurer as well.
 - We should add the Treasurer, President/Chair and Secretary as signing officers but we can add more if we would like. We just need to fill out some paperwork, which is already explained in the treasurer document.
 - Once we add the extra signing officer we send a letter signed by all of the signing officers to Manulife and instruct them not to release any money from our account without a letter indicating how much to release and the details on how to release it. We would also indicate that we want that letter to be signed by all three signing authorities in order to release any funds.
 - If we do it this way:
 - No one signing authority can, on their own, change the way the money can be released or allow it to be released without the other signing authorities agreeing via the signed letter.
 - Does not limit the future BoDs to decide to do something different with how they control the money.
 - Each time the board of directors changes and new officers are elected the old signing officers are removed and the new signing officers are added. How this is done is also described in the Treasurer document.