

Ottawa-Carleton Ultimate Association

Board of Directors

2025 Retreat



Saturday January 11, 2025



10:00am-3:00 pm



Dymon Storage Boardroom, 300 Greenbank Road



Directors Emma Wilson-Pease, Tina Tremblay, Leona Campbell, Kelly Fulton, Yang Xu, Karlis Bouse

Staff: Jeremy Hill

Officers: Martine Bergeron

Absent: Andrea Bombala

1. **Call To Order: 10:10 AM**

The Ottawa-Carleton Ultimate Association respectfully acknowledges that the lands upon which we gather and play are situated on the traditional and unceded territories of the Algonquin Anishinaabe People.

1. **Approval of Agenda (5 min)**

Approved

2. **Approval of Minutes from previous meeting(s) (5 min) - deferred**

- [Draft Minutes - 2024-07-21](#) - Karlis to provide the minutes
- [Draft Minutes - 2024-12-15](#)

3. **Welcome and Icebreaker (15 min) - Chair**

Two truths and a lie

4. **Special Projects & Team Building and Visioning Exercises**

- HR items:
 - Jeremy's [6 month](#) reviewed and finalized. 1 year review initiated.
 - OCUA 40th anniversary - Revamping trophies and OCUA Hall of Fame selection
 - 5 / 10 year vision for OCUA - what we'd like to see

5. **Lunch & Wellness Break**

- Jeremy (ED) joined retreat at 1pm
- Yang left retreat at 1pm

6. Retreat Items

- [Operational review](#) (Jeremy)
 - Year in review, plans for next year, staffing, leagues, etc
- Committee Work
 - Strategy and Long Term Planning Committee (30 min)
 - [Strategic Plan](#) overview & discussion
 - Review, discussion, KPIs/metrics
 - Finance & Audit Committee (10 min)
 - Treasurer - no applications yet, need to promote/repost. Determine criteria needed for Treasurer.
 - Discussion to determine who does what in terms of Treasurer, ED and Finance Committee
 - Governance & Risk Committee (20 min)
 - For approval:
 - [Secretary Terms of Reference](#) - approved
 - [Director Terms of Reference](#) - approved
 - For discussion
 - [Delegation and Scope of Authority Policy](#) - deferred
 - [Risk Register](#) & [Risk Management Policy](#) - deferred
 - Update Financial Management Policies w/Finance Committee - deferred
 - To create a Treasurer TOR
 - Human Resources Committee (addressed above)
 - Safety & Disciplinary Review Committee (20 min)
 - [OCUA member Code of Conduct](#) - to be reviewed by next board meeting
 - For review: [Update to SDRC TOR](#) based on the Code of Conduct - deferred pending Code of Conduct
 - EDI Committee (10 min)
 - EDI initiatives, next steps - deferred
 - Nominations committee, election & AGM planning (15 min)
 - Succession planning - remaining directors to make up the nominations committee
 - Karlis to promote Treasurer and Secretary positions
 - Karlis to update address and directors on corporate filing
- Review of Open Action Items (10 min)
 - [Action Item List](#)

7. Round Table and Discussion

8. Closing Thoughts, Reflections, Next Steps

9. 3:02 PM - Adjournment



AGENDA