


Ottawa -Carleton Ultimate Association

Board of Directors

Meeting #236 - Board Meeting

 Thursday, September 21, 2023

 5:00pm

 [Google Meet](#)

 **Directors** Karlis Bouse (Chair), Kelly Fulton, Maaike van Leeuwen, Robbie Thuot, Tina Tremblay

Staff Britany Gordon (Executive Director)

Officers

Members

Absent Andrea Bombala, Emma Wilson-Pease

1. Call To Order - 5:06pm

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

2. Approval of Agenda Approved

3. Approval of Minutes from July 18, 2023

- [Draft July Minutes](#)
- No meeting in August

Approved

4. Review of Open Action Items

- [Action Item List](#)
 - List reviewed and updated

5. Staff Report

5.1. [Executive Director Report](#)

5.2. Board raised concerns about publishing winter program offerings prior to Budget approval. ED to wait until after Budget is endorsed by Finance Committee.

6. Staffing the Secretary Position

- Adding in an incentive to taking on the role/adding in a section where incentives are outlined - update
- Board members are asked to spread the word within their circles

7. Committee Reports

7.1. Finance & Audit Committee

7.1.1. Results year-to-date

7.1.1.1. A program valuation exercise

7.1.2. 2024 budget preview

7.1.2.1. Budget will be provided to the board for approval at the October board meeting

7.1.3. Upcoming decisions

7.1.3.1. Annual Membership fee

Motion: Finance committee recommends that the annual membership fee remain at \$20 for the 2023-24 fiscal year
APPROVED

7.1.3.2. Cash Flow & Loans - OCUA took out a \$60K emergency business COVID loan (CEBA). To take advantage of the \$20K forgivable portion, repayment is due December 31, 2023 (potential extension to January 18, 2024 to be confirmed with the financial institution). Due to historical cash flows during the Winter season, this may put us in a cash deficit. Finance committee recommends OCUA pay the full amount of the loan in order to take advantage of the forgivable portion. To cover any temporary cash deficits, it is recommended that OCUA source out a line of credit to be used if necessary + to not renew the GIC (\$15K). Interest on the line of credit would be considerably less than the lost loan forgiveness of \$20K.

Board agrees for ED to action the necessary steps to source a line of credit, for Board approval in Oct/Nov. timeframe.

7.2. Governance & Risk Committee

7.2.1. No report for September

7.3. Human Resources Committee

7.3.1. Working on ED annual review

7.4. Safety & Disciplinary Review Committee

7.4.1. SDRC + ED will be meeting to talk about reporting mechanisms

7.4.2. Committee will be looking into: Incident management, enhanced reporting infrastructure

7.5. Strategy & Long-Term Planning Committee

7.5.1. Have met twice to on-board new committee members

7.5.2. Plan to connect with the ED to review priorities and discuss progress and plans to implement initiatives to achieve the Strategic Plan

7.6. EDI Committee

7.6.1. An OCUA member reached out inquiring about joining the committee - they will be on-boarded shortly

7.6.2. Committee is reviewing

7.6.3. Looking at socio-economic barriers particularly as it relates to strategic priority areas

ACTION: create a section on ocua.ca on existing committees and listing any openings (operational)

8. UPI Status Update

Meeting

Outside group coming to chat to Task Force about alternative options

9. Ultimate Canada Conference

Board members to submit their interest in attending either in person or virtually. Process to do so to follow.

10. Ontario Ultimate AGM - debrief

OU is meeting in-person in October - Britany has been invited and will report back to the board on any points of interest.

They have hired a part-time staff member

11. [Board Bulletin](#)

Board to provide any edits/additions by Sept. 29 [can add directly into file]

Distribution target: first week of October (before Winter registration opens)

12. Round Table

Timelines around communications:

Coordinator contact: add fall Sunday MGM coordinator contact info

Winter leagues: advertising 3:3 then switching to 4:2 post-registration negatively impacting experience, particularly for the WN2 population, a group identified as a strategic priority area.

Discussion around Winter program offerings, including the mix of team and individual offerings.

ACTION: Board recommends ED review winter program offerings to assess the mix of team and individual offerings as well as the gender ratios for those leagues, to best align with strategic priorities around gender equity and fiscal responsibility. ED to discuss set ratio leagues with the Finance committee to assess impact/risk.

13. In-camera

14. Adjournment

Adjourned 7:58pm