



Nepean Knights Minor Lacrosse Association
Executive / Board Meeting – Monthly Meeting
Thursday, June 8, 2023, 7:00 pm



Google Meet: <https://meet.google.com/viu-dkkn-ahh?hs=224>
Join by Phone: 1-226-316-6712, PIN: 274093805
Alternate Phone: <https://meet.google.com/tel/viu-dkkn-ahh?pin=7952132956431&hs=0> Use PIN: 795 213 295 6431

Welcome and Call to Order: Al Brown

Land acknowledgement: Al Brown

Motion to start: Al Brown, Seconded by Nicole Zywicki

Present: Al Brown, Paula McNaught, Nicole Zywicki, Jill Balcom, Jon Zywicki, Lisa Nowostawski, Dan Leduc, Sheldon Spears, Cheryl Scott

Absent: Chris Hipwell, Derek Herfst, Jessica White, Phil Kiazzyk, Jo-Anne Green, Tyler McDonald, Jason Bosomworth, Marty McFarlane, Stuart McFarlane, Mark Lange

1. Welcome and Opening Remarks – Al

- Thank you to everyone joining. The summer months are busy for all so your participation today is much appreciated. As we move forward, we will be moving toward the new, expected process for regular reoccurring meetings. Please keep this in mind.

2. Budget Update and Approval – Al & Nicole

- It was questioned if we in fact had quorum today to make decisions. There are nine in attendance today at the meeting, however we require half the voting board members to vote and determine decisions.
- We can not approve the budget without quorum. We can discuss today informally and go through the budget line by line to identify outstanding and/or items of concern, then email it to all members for a vote.
- Informal meetings may be help, at any time, as long as all voting members are invited, with voting done at a later date.
- Nicole shared the budget via screen share and displayed the budget is still not complete. It is unclear if all members took a moment to review and populate their relevant lines. Nicole reviewed each line and indicated areas that need follow up such as:
 - Competitive team recovery fees – Outcome: Nicole to follow up with Jessica.
 - Equipment – are we done for this year? Outcome: This line will be left as is for now
 - Cleaning of equipment, confirmed as required annually, we pay for it at the end of each season in November. Outcome: Nicole will double the amount to ensure we are caught up on payment.
 - Competitive Team Recovery includes the provincials and qualifying tournaments, which will be invoiced to each team at the end of the season. Outcome: TBD confirmed ok as is.
 - Non-Direct Costs, Are any missing?
 - GameSheet cost identified as missing.
Is this cost rolled up and part of the KNMLA Competitive team fees (\$650)? Nicole to follow up and clarify with Jessica.
GSI cost is \$5 per home game, with each team responsible to pay their fee. All tournament costs are the responsibility of the home association (host).

To confirm with Jess the total is in fact \$5 per game, and if this is already built into the standard team fees provided in the budget templates provided to managers or if they need to be notified this cost is coming.

- We may be running a deficit this season and should conduct a full review in August 2023 of registration fees to determine if they should be raised, and by how much for the upcoming season to address the deficit.
- Junior C budget – to note the Junior C team is part of our association, they fall under us, so we are liable for their team. This means we should be monitoring their activities, approve their budget and at year end, we should be consolidating their budget with ours.
- The Jr C team is also expecting a deficit this year, but they had a profit last year. So this may be noted.

3. Roles & Responsibilities

- The Junior C team was asked to do this and have provided an excellent document. The Jr C document includes information as to how they run their budget, what exactly they each do, as well as some of their main processes. Their document won't be the same as ours, however, please start thinking about when you can input to a document and put it on shared drive.
- We are asking all of the board members to do the same activity as the Jr C team. Please identify what your position is, what tasks you perform, what your role is in relation to others etc. Provide a description of what you do so that should you depart, a new member may step in and pick up where you left off easily and with minimal transition required. Include all your tasks (with descriptions, and in sequential order), your contacts including emails/phone numbers, detailed processes, provide any templates required, identify all relevant milestones or due dates and any other information relevant to the position.
- A timeline for this to come (Nicole).

4. Policy Tasking and Timelines

- Please start working on the policy taskings, roles and responsibilities now and into July.
- We are fortunate to have Lisa offer to help organize this tasking and create a plan on how to roll it out.
- Lisa will require access to the Shared Drive so she can assess and establish timelines. Once obtained she'll create a plan and share it. Al to work with Jess to provide Lisa access.
- In general, the group expressed a more realistic timeline to start the tasking is in July, due to time management limitations among members.

5. Compliancy / Articles – Paula & Dan

- Paula suggests we amend the articles. Although its not necessary, we are going through the effort to update everything, so its logical to do all the necessary amendments including updates to the legal name.
- The amendment changes may require a separate AGM to approve them. Members will have to approve the amendments before they are filed, which may impact timelines.
- Dan will help with the official notice of change, and then Paula may file the annuals. Paula will send Dan a detailed email regarding this, including requesting that the key go to Als home address. There should not be a charge for the annuals.
- The articles of amendment should be a budget line in the budget for approximately \$150. Nicole indicated we have a line of "slush" that will/can cover this cost.
- Paula was kind enough to draft initial bylaws, however we require all members to review and input to their positions as soon as they can, this includes documenting the boards vote process (how they previously operated, what we want them to change towards).

- Paula started the narrative of each board position, but we'll need each person to review and amend as needed. Paula researched and used non-profits examples, integrated with Nicole's input to create a rough draft.
- Paula suggested a specific meeting for bylaw be held, perhaps with having each position reviewed and documented at that time. It would be easier to do in person vs virtual. Al agrees that if we all sit down at once and work at a table together this may be the most productive and efficient way to complete the task.
- We need to have the bylaw with articles of amendment completed before the AGM. In theory, the Directors will approve ahead of time and members will approve after the fact. Keeping this in mind, we may want to move the bylaw timeline.
- Bylaws – In a perfect world, having everyone review next week and update asap would be great, however with conflicting schedules, this isn't realistic. End of June or early July will be the goal. In July we can focus on the policy and map out bylaw at that time.

6. Role / Position Emails Required - Al

- To ensure we follow association regulations and processes, we must stop the utilisation of personal emails by board members for all communication related to the association.
- If you have been using a personal email – please be aware this must and will change. You will be provided a designated association email that you will be expected to utilise moving forward once received.
- Jessica has committed to establishment of these association emails (one for each board member) over this season/summer. She will be in touch with each of you individually to provide you the email address to utilize.
- Should you have any questions please speak to Jessica.

7. Need to have certain roles within board - Al

- We require a **Risk and Safety Director** – Someone to overlook the portfolio and how our disputes are reconciled (Safe sport policy). Upon review Al has identified there are seven or eight items that pertain to us. Jess and Al will solicit interest in this position] fairly soon, however if there is anyone currently on the board with bandwidth or interest in this position, please reach out to Al or Jess regarding asap.
- **Departure of Members** – If you plan to leave the board at any time, please provide Al or Jessica some notice. Having advance notice that members are stepping down allows the board to find replacements in a planned, efficient and timely manner.

8. Other

- Al - Thank you to everyone for all your hard work with these important and essential tasks. Compared to last year, we're in a much better position and it shows! We can not thank you enough for the time you're putting into the association.

Move to adjourn the meeting: Al moved to end the meeting; Sheldon seconded the adjournment.