



BOARD OF DIRECTORS MEETING MINUTES

Date: October 21, 2020
Time: 6:45 pm - 8:30 pm
Location: MS Teams

1. Call to order – 6:46 pm
Attendees
Melissa Hogg Cunningham
Danielle Inglis
Michelle Wettlaufer
Maureen Condon
Sean Holman
Michele Gower
Grace Bugg
Glenn Gabriel
Tom Worth

Regrets
Bonnie Sacchetti
2. Approval of Agenda
Additional Agenda Item – Toronto Hope bonspiel
(Motion – Sean Holman, Second – Tom Worth)
3. Approval of Minutes
September 21, 2020 minutes approved (Motion – Danielle Inglis, Second – Michelle Wettlaufer)
4. Bi-weekly Club Manager call
 - Most recent call was not well attended, likely due to club closures
 - Open clubs – Donalda (practice), Granite (practice), Oshawa Golf, Whitby
5. TCA events update
 - Oshawa and Oakville are hosting the TCA Youth event; all other events are cancelled for this season

6. Website update
 - New website is up and running
 - Additional material will be added over time (e.g. bonspiels)
7. Finance Update
 - Signing authority update almost complete
 - Insurance has been renewed, including D & O
 - Fiscal year ended June 30, 2020 Financial Statements are almost complete
 - Need to determine the appropriate uses for the Restricted cash
 - Need to determine appropriate storage repository for financial statements that isn't the Treasurer's personal drive
8. Review of Terms of Reference

The intent with the Terms of Reference documents is reasonable goals and confirmation of responsibilities

- 8.1 President – M Cunningham
Major deliverable is the Strategic Plan
- 8.2 Vice President – M. Gower
This role also is the liaison with Club Reps. There is work to do with respect to the role of the Club Reps. There is a need to hold a Club Reps meeting before the end of 2020.
- 8.3 Secretary – S. Holman
Need to update the role to specify non-financial records and add information about document archival
- 8.4 Treasurer – M. Wettlaufer
Key deliverable is transition to new accounting system and maintaining financial statements in appropriate repository.
- 8.5 Director, Competitions – M. Condon
Significant discussion around some work that Maureen is doing (i.e. obtaining ice) that aren't defined as part of this role – see Action Items below
- 8.6 Director, Youth – G. Gabriel
Additional research required to identify opportunities to increase youth involvement.
- 8.7 Director, Diversity – G. Bugg
Additional research required to identify existing diversity initiatives and then determine how to interact with them.

Action Items: (i) are there TCA policies/guidelines with respect to how the Championship events are to be run and/or administered,

(ii) need to address the most efficient manner to obtain ice for Championship events and what, if any, remuneration will be provided for use of ice

(iii) need to determine the interaction model with sponsors, i.e. central contact for sponsors who support more than one event and Event Chair or delegate for sponsors of a single event. Which Board role has responsibility as the central contact.

(iv) provide any additional feedback on Terms of Reference prior to the next Board meeting

9. Other Business

- Board Approval given for support of Toronto Hope virtual bonspiel
- Still need to consider what appropriate support is for events. Ideally want to be inclusive with support, may need to review some events on a case by case basis.

10. Next Meeting: November 18, 2020 – Provide any agenda items to Melissa and Sean

11. Adjournment at 8:45 pm