MINUTES FOR THE 1ST MEETING OF
THE BOARD OF DIRECTORS OF
Saint John Track & Field Club Inc./Club d'athlétisme Saint John Inc.
HELD ATUNBSJ ON MARCH 20, 2014

ATTENDEES: Bill MacMackin, President
Sue Ellis Loparco, Vice President
Luc Cormier, Secretary
Peter Shanks, Director
Violet Brown, Director
Dave Thomas, Director
Jason Reindl,

1.0 Call to Order

The president confirms quorum and declares the meeting open at 6:30 pm.

2.0 Adoption of the Agenda

It is proposed by Sue Ellis Loparco and seconded by Luc Cormier that the Agenda of the 1st meeting of the board of directors of Saint John Track & Field Club Inc. be adopted as is.

Motion accepted and CARRIED

3.0 Minutes of previous meeting / Actions from previous meetings

Since this is the 1st meeting of the Board of Directors, there are no minutes and no actions from the previous meeting to review.

4.0 Business Items

4.1 Appointments

4.1.1 Board - Dave Thomas, Violet Brown, Peter Shanks

It is proposed by Sue Ellis Loparco and seconded by Luc Cormier that Dave Thomas, Peter Shanks and Violet Brown be appointed as Directors of the Board effective immediately.

Motion accepted and CARRIED

4.1.2 Officers – President, Secretary, Treasurer, VP

The position of Treasurer is currently vacant. It is proposed by Dave Thomas and seconded by Sue Ellis Loparco that Violet Brown be appointed as Treasurer.

Motion accepted and CARRIED.

4.1.3 Other Directors

The Board discussed what the appropriate number of Directors would be. It is agreed that the current number of 6 is sufficient. It will be reviewed later on if required.

4.1.4 Signing Officers

The current Signing Officers are Darlene McNeil, Bill MacMackin, Sue Loparco and Alex Coffin. It is suggested that Signing Officers should be Directors. It is proposed by Sue Ellis Loparco and seconded by Peter Shanks that Alex Coffin and Darlene McNeil be removed as Signing Officers and that Luc Cormier and Violet Brown be appointed as Signing Officers.

Motion accepted and CARRIED

4.1.5 Director Orientation Manual

All directors are provided the Director Orientation Manual.

Action: All directors agreed to read it and so it can be discussed at the next meeting.

4.2 Volunteer positions

4.2.1 Registrar / Online registration

Adam Stacey has created a online tool. The online tool requires some adjustments but Bill will review it and determine if it a suitable replacement for the current manual process done by Patti MacMackin who has expressed a desire to pass along the duties to a successor.

4.2.2 Volunteer Coordinator

It is a requirement of the club excellence program to have a volunteer coordinator. Peter Shanks is willing to take on the role of Volunteer Coordinator. Dave Thomas nominates Peter Shanks as volunteer seconded by Sue Ellis Loparco.

Motion accepted and CARRIED

4.3 Summer employee application and hiring

The summer employee application period has closed and we have received 3 applications. Jason Reindl, Dave Thomas and Bill MacMackin will review the applications and make the final selection.

4.4 School program – SJ Middle Schools / HMS

The club has received some funding to work with some under privileged schools. Hazen White and Prince Charles are being recommended. Sue and Luc mention that other schools such as Forest Hills and Beaconsfield should be considered in the future.

4.5 Coaches report

We discussed who should be presenting the report as well as what the format should be for a coaches report. It was unclear what the requirement is.

Action: Therefore Bill agreed to get a better understanding of what the club excellence requirement is for the Coaches Report.

4.6 Marketing and promotions of the club

The directors reviewed the Marketing and Promotions plan. It is proposed by Violet Brown and seconded by Peter Shanks that the Marketing and Promotions Plan be accepted as is.

Motion accepted and CARRIED

4.7 Coaching conference - Halifax

At this point, it is unclear if any of the coaches can attend. The club will provide some funding support for the coaches who attend.

4.8 Club Excellence Requirements

4.8.1 Specific Policies & Documents

Mission Vision & Club Program Document
Coach Training and Certification Policy
Risk Management and Screening Policy
Driver Policy
Athlete Assistance Policy
Hiring Policy
Equity Policy
Code of Conduct Policy
Saint John Track Club Finances Policy
Conflict of Interest Policy
Privacy and Communications Policy

Complaints Policy
Appeals Policy

All policies were reviewed.

Action: Section 2.6 of the Driver Policy will require an amendment which will be reviewed at the next meeting.

It is proposed by Dave Thomas and seconded by Peter Shanks that all 12 Policies and the Marketing and Promotions Plan be accepted as is with the condition that section 2.6 of the Driver Policy be reviewed and amended at the next meeting.

Motion accepted and CARRIED.

4.9 Financial Statement

All statements were reviewed. It is proposed by Sue Ellis Loparco and seconded by Peter Shanks that the financial statements be accepted.

4.10 Athletics NB SAGM – Moncton - April 27th U de M

It is recommended that we have a few directors present. Luc Cormier advised that he will be away on vacation. Others will confirm their intent in the near future.

4.11 Date of AGM

It was proposed that the AGM be held on a weeknight. Thursday April 10 is the recommended date.

5.0 Other Business

It was suggested that the club have a better and more formal cancellation policy and a process to make such decisions**.**

Action: Luc Cormier and Bill MacMackin will put some thought in a policy for the next meeting.

6.0 Next Meeting

The next meeting will be the AGM on April 10th.

7.0 The meeting is adjourned.