



National Capital TFC – Annual General Meeting Minutes

Meeting Time and Location

April 21st, 2018 – Louis Riel High School, 1659 Bearbrook Rd, Ottawa, ON

Board members present:

Andrew Page – President

Michel Pilon – Treasurer

Reba Timbrell – Secretary

Marni Townend – Director at Large

1. Opening of Meeting
2. Approval of Final Agenda
 - a. Agenda accepted unanimously, nothing to be added
3. Director's Report (General Manager) – Reba/Andrew
 - a. Facilities – lobbying for more space/ prime time at the Dome
 - b. Junior development program – 2 days a week (future programming for indoor: once in the west end and one in the east as a speed and sport development program/intro to track)
 - c. Grants and funding – OTG: will be looked into for the upcoming year
 - d. Recruiting – coaches and athletes: maintaining safe and appropriate ratios
 - i. Ratio maximums in place: 1:10 for competitive programs and 1:8 for junior programs
 - ii. Discussion of coach recruitment
 - e. Post-secondary scholarship opportunities: having a liaison for putting together 'marketing' opportunities, direction for pursuing scholarships
 - i. Tabled as a future addition to competitive programming, would need someone willing to take it on who is not already coaching or managing
4. Treasurer's Report - Michel
 - a. Financial Review (2017)
 - i. Balance sheet – positive at the end of 2017
 - ii. Moving forward, although a non-profit there will be funds in reserve for athlete support, coach support, equipment etc.
 - iii. Financial review was circulated for review by members, there were no objections to the review
 - b. Budget for 2018
 - i. Projected 4500 profit for 2018, intention is to support coach travel, aside funds for support of athletes in financial need
 - c. *Vote* – Motion to conduct review engagement instead of audit of financials for 2018 year.
 - i. A unanimous vote to accept a review engagement
 - d. *Vote* – Motion to retain Welch LLP moving forward for financials
 - i. A unanimous vote to accept Welch LLP
5. Review and approval of membership fees

- a. Review of membership fees, no suggestions or questions regarding fees for upcoming year
6. Amendments to By Laws or Club Policies
 - a. None brought forward
 - b. Discussion re: where to find information, codes of conduct
7. Nominations and Elections for vacant Board positions
 - a. Vice President
 - i. Remains vacant
 - b. Directors at Large
 - i. 2 director positions still vacant
 - c. Member representatives – Parent, Coach, Athlete
 - i. Kim Crewe nominates herself as parent rep, no objections
 - ii. Shannon Walton and Eric Mitchell will nominate themselves as athlete reps, no objections and unanimous acceptance of athlete reps
8. Other items
 - a. Questions re: training schedule for outdoor season – all questions answered regarding training times and locations
 - b. Addition of local meets indoors – partnering with other clubs in the area (CANI, Cirrus) this will be a project for the 2018-2019 season
9. Adjournment of AGM
 - a. Meeting adjourned by Andrew Page, seconded by Andrew Gervais

*To be followed by brief Board meeting:

1. Approve January 2018 minutes

January 13th minutes accepted

2. Review of any outstanding items from January meeting

Circulate conflict of interest – circulate to all members for review

Electronic vote to adopt

Financial assistance – on website

Recreational membership has been added to website

Proposal for Dome usage – outstanding formal request

Collective letter as well as club specific

Deadline – May 4, Andrew

3. Other items

Discussion: Andrew and athlete reps re: attire for travel. Not as a policy, but as a discussion to have with athletes.



4. Adjournment and scheduling of next Board meeting

Email vote for dates

Outstanding items:

Proposal letter – Dome	Andrew	May 2018
Circulate Conflict of Interest policy and create electronic vote	Reba	May 2018
Electronic organization of next board meeting	Board	May 2018