

April 21, 2015
Minutes
Biathlon PEI Board Meeting

Present: Judy Hale, Lynn Boudreau, Connie MacKinnon, Alison Jenkins, Steven Woodman

Regrets: Becky Townsend, Michelle Corderio, Bob Bentley

Call to Order: 6:27

Approval of the Agenda: Connie MacKinnon moves to accept the Agenda. Alison Seconds. Motion passed.

Strategic Planning Update:

Joe Lund

Last March the plan was to be posted onto the website and that didn't happen.

We'd like to post it to the web before the May 9 AGM.

Joe will circulate the Strategic Plan document again (via Alison)

2014-2015 goals have been generally achieved. Budget: 1000\$ used, interim report submitted to Gemma and was approved. Where is the remaining 4000\$?

AXN: Alison to reconcile the Strategic Plan goals with the season's accomplishment sin order to present it at the AGM

Would like to publish it on the website with a web publishing format (rather than a simple PDF, as the document is quite large.) There was money in the budget for this. However, before hiring someone, Joe has a contact and he will check into the feasibility of getting it done with this person.

Approval of the Minutes of the March 24 meeting: Lynn moves to accept the minutes form the March 24 meeting. Alison seconds. Motion passed.

Business arising/ action Items from the March 24 meeting minutes

- **AXN:** Alison will re-order signs.

AXN: get on it as Rumour has it cycling is getting some done.

- **Volunteer Award** – Proposed that our BPEI volunteer award be named after the late Jack MacKinnon to honour his vast contributions to our organization. To be given out at Atlantic Cup.

Approved via email

- **AXN:** Alison to invite Joe to next meeting or any meeting to share his findings.

Joe was here!

- **AGM**

Checklist from Sport PEI was circulated with guidelines for PSOs' AGMs.

- Awards Policy

Approved via email

- Board Terms

Board agreed to Lynn's proposed Change to 4.4. This means that two directors, Judy and Lynn, will complete their terms at this AGM. Two directors, Bob and Becky, will complete their terms next AGM. The Secretary, Alison, will complete her term next AGM. The Past President position will remain vacant this year. A President, Treasurer, Vice President and two directors will be elected this year

The Board terms will be voted on at the Special Meeting and will go into effect immediately.

Also discussed the need for a Policy pertaining to the Bears Club structure.

New Business

1. Inventory (Judy) and Wax Report

Equipment and Wax report are to be included in budget.

- Judy Hale moves a request to purchase wax in the amount to to exceed 3000\$ with a discretionary fund of no more than an additional 500\$ per year. Lynn Boudreau seconds this motion. Passed unanimously.
- Judy Hale moves a request to purchase roller ski gear in the amount of 2500\$ to be from the 2009 Legacy funds. Connie MacKinnon seconds this motion. Passed unanimously.
- Judy Hale moves a request to purchase shooting related items in the amount not to exceed 600\$. Connie MacKinnon seconds this motion. Passed unanimously.
- Lynn Boudreau moves that 4000\$ from the 2009 Canada Games Legacy Committee to be used as outlined in the application. Alison Jenkins seconds this motion. Passed with one abstention.

2. **Sport for Life:** Physical Literacy Expanding Nationwide – RBC Learn to Play Project funding

Bob and Judy are pursuing this opportunity.

3. **AGM Agenda**

Steve proposes we put a budget before the membership.

AXN: Lynn to talk to Karla regarding the preparation of a budget for the coming season.

AXN: Alison to prepare Membership report for AGM

AXN: Judy to prepare coaching report for AGM

AXN: Steve to prepare CWG report for AGM

AXN: Connie to prepare Officials report for AGM

4. Nomination Update

Karla has consented to let her name stand for Treasurer

Steve Woodman has consented to let his name stand for President.

Paul Ellis has contented to let his name stand for Director.

Lynn Boudreau has consented to let her name stand for Director.

Extra Items to be captured in the minutes:

- There is no word on the Leadership Funding for Executive Director yet.
- Sent Chelsea a 75\$ gift card to Sporting Intentions as a big thank you for helping with the Third Party Review of our finances.

Reports

1. President

Everything is on Schedule.

Good work as usual. Thanks to Judy for presenting the inventory and to Lynn for preparing the proposed budget and her work through the year.

AXN: Alison to distribute Zone 4 phone list to the Board in order to obtain RSVP form membership.

AXN: Alison to deposit 2 cheques as the remaining board member with signing authority.

2. **Treasurer** - no treasurer present.
3. **Membership**- no report
4. **Introductory Programs** – no report
5. **Coaching Development** – no report
6. **Athlete Development** –

Does the Board have a role to play in athlete development? Suggestion of a coaching liaison on the Board. Suggestion of a “job description” for directors.

7. **Fundraising** – 163\$ from Fall Camp

Club Updates – no club representatives present

Round Table

Thank you to Connie MacKinnon for being on the Board since Forever....2007..... the beginning.

Next Meeting – to be scheduled at the AGM

Adjournment 8:24 Alison moves to adjourn