

**November 10, 2015**

**Minutes**

**Biathlon PEI Board Meeting**

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**Call to Order:** 6:36 by Chair, Steve Woodman

**Present:** Bob Bentley, Paul Ellis, Steve Woodman, Karla Thompson, Alison Jenkins, Lucas Boudreau

**Regrets:** Becky Townsend, Lynn Boudreau

**Approval of Agenda:** Chair called for a motion to approve the agenda. Karla Thompson so moved and Bob Bentley seconded the motion. There were no contrary minded. Motion was passed.

**Approval of Minutes from Oct 6 meeting:** Alison Jenkins noted missing information on the previous minutes in the item regarding re-dedication of funds. The Board determined that Lucas Boudreau had seconded the motion. Chair called for a motion to approve the minutes with the preceding amendment. Bob Bentley so moved. Paul Ellis seconded. As there were no contrary minded, the motion was passed.

**Business arising from minutes**

**Building**

Wiring is all done and hook-ups are complete. Bob Bentley advised the board that he has paid \$357 for the electrical work. Chair called for a motion to reimburse Bob Bentley for his expenses. Karla Thompson so moved. Paul Ellis seconded the motion. There were no contrary minded and one abstention. The motion was passed.

A ramp was constructed with materials that were on hand. Two hangers were purchased and one sheet of plywood. Bob estimates the total cost to be under 100\$ but has no firm numbers at this meeting.

Shingles were purchased. Karla put the money against the cost of the building.

RE-bar Caps. Alison to bring an estimate to the board by Nov 16.

Thank you to Corderios for their work on the building. Steve has drafted a letter thanking the family for their generosity. Michelle recently donated several mats to Bears. The letter should also cover this additional generosity.

Sign for building dedicated to Darryl Boudreau. Came to 39.90\$. it was presented at the fall Run and Shoot. Still needs to be hung up.

Bob still to sign up Bears on the Biathlon Canada site.

**Officials Training**

AXN: Steve to speak to Scott Nixon about coordinating officials training with Cadets.

AXN: Alison to circulate the notice of Range Safety Officer in Shearwater in December.

**AXN:** ED Position, pending structure review  
**AXN:** Coaching development, still need a plan.

### **New Business**

#### 1. Finance Committee (Financial Accountability Framework for PSO's)

Karla and Steve attended a workshop put on by Sport PEI. A gap was identified in our operations: According to our financial Policy developed in 2013, BPEI is required to have a Finance committee that meets annually. The committee is to consist of the Vice President, Treasurer and one other Board member.

AXN: Steve to Ask Lynn to be on this committee due to her experience with budgeting trips and events

AXN: Item for AGM: establishment of the finance committee.

There is a new reporting system to demonstrate grants were used for intended purposes.

There will also be changes in End of Year reporting: We will require a "Notice to Reader" engagement to be completed by an accountant in public practice. BPEI will incur the cost.

**AXN:** Karla to seek out accountant to do our "Notice to Reader" engagement by someone in public practice..

We just need to continue being accountable.

Bob asked about how clubs will handle this. There will not be a lot of reporting requirements from the clubs.

Was there any information about HST? Karla has looked into it in the past and feels that our practices are adequate.

#### 2. AED for Nordic site

According to an email from Bob via Allan at the Park, there will be an AED there this winter, Allan has applied for one from the Heart and Stroke foundation, there is also one allocated to Golf that is not in use over the winter.

#### 3. Event Funding

Bob will apply for hosting grant for Atlantic Cup.

#### 4. Atlantic Cup planning committee

Planning committee to be struck by December 1. Karla and Alison are tentatively committed to help with planning, but were both uncomfortable taking the lead.

### **Reports**

#### 1. President

There is shelving up for grabs and Steve has applied for some for use in the new building.

Biathlon Canada –there is a new High Performance Director Operations Coordinator

- They have released a draft financial statement
- The events calendar is up on the Biathlon Canada Website
- There is a call for nominations for the 2016 IOC (?) Women in Sport

There is a Sport PEI Leadership event happening at the Rodd Royalty on Nov 27 & 28. Alison is interested and recommended the event to anyone interested.

2. Treasurer

Karla presented her reports. She recommends GIC's for some of our balance. This is something the Finance committee will look into.

Chair calls for a motion to accept the Treasurer's report. Bob so moves and Lucas Seconds. As there were no contrary minded, the motion is passed.

3. Fundraising

Lynn is not present, there is no report.

4. Membership

BPEI	60
Supporters	6
Souris	4
<b>TOTAL Records</b>	<b>71</b>
Male	44
Female	26

Bob reminds parents to sign up as supporters.

**Round Table**

Paul – no new business

Lucas – no new business

Bob – hope to have a report from the organizational study at the Dec 1 meeting.

- Fall Schedule is underway
- Promotional activities planned:
- Give it a shot Day Nov 21 – needs help from athletes
- Sport Fair on Nov 18
- Bronze Silver coaching course on Nov 28 & 29 (4 people signed up)
- Charlottetown Christmas Parade Nov 28
- Give it a shot Mill River and Souris are planned – bob suggests honorariums to athletes who help, due to the costs associated with transportation etc
- Brookvale pre-registration day for Dec 13 (Brookvale Open House at Alpine Site)
- Bears Start up Dec 19&20

Karla- no new business

Alison – no new business

**Steve** – because we're coming up to the busy time of year, he'd like a 24hour turn-around time on e-mail replies.

**Next Meeting:** December 1, 2015

**Adjournment:** Karla moves to adjourn.

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**Items brought forward**

AXN: Alison to create budget for paint, caps, cutting the pile of rebar we have (came with the supplies

AXN: Lynn to send Steve a revised draft to Steve for distribution (re: Bears Fun Days to be open to all)

AXN: Bob to sign up Brookvale Bears club with BICan and will encourage other clubs to do the same.

AXN: Paul and Lynn to work together this fall and early winter to come up with a plan to present to the board in preparation with hopes to apply again in 2016 (ED position) (in progress)

AXN: Table again for next meeting - coaching development plan

AXN: Alison to email membership regarding interest in Officials Course, and availability

AXN: Board member attendance policy (Lynn). Still looking into it, tabled until next meeting.