

Saint John Track Club Directors Meeting

Date: June 19, 2014

Attendees:

✓ Bill MacMackin	✓ Luc Cormier	✓ Sue Ellis Loparco
✓ Dave Thomas	✗ Peter Shanks	✓ Violet Brown
✗ Jason Reindl	✓ Rachelle McDonald	

1.0 Call to Order

The meeting was called to Order by Bill MacMackin at 6:43 p.m.

2.0 Approval of Agenda

Motion: Dave Thomas

Seconded: Violet Brown

MOTION CARRIED

3.0 Approval of Previous Minutes

It was noted that the last Board of Directors Meeting Minutes and Actions from previous meetings were reviewed and approved at the Annual General Meeting of April 10, 2014

4.0 New Business

4.1 Reports

4.1.1 Ethical Decisions training

It was recommended that the training of *Making Ethical Decisions* on June 25, 2014 to include Erin Kelly, Dan Brown, Sue Loparco, Justin Young, Rebecca Lagace and Violet Brown.

Dave Thomas noted that there are training lessons completed that are not on the list available at Coach.ca. He will review training and certifications for coaches and update the file.

4.1.2 Volunteer screening

It was proposed that all volunteers abide by the standards of the Policy 2.0: SJTC Volunteer / Coach Screening Policy and noted that the screening has been completed by Peter Shanks – Volunteer Coordinator and Bill MacMackin – President for the current season.

Motion: Luc Cormier

Seconded: Violet Brown

MOTION CARRIED

4.1.3 Emergency Action Plan

It was noted that the briefings on the Emergency Action Plan has been completed and all safety requirements met through communication at the practices, meetings, with documents posted on the SJTC website and reviewed with all coaches.

Motion: Rachelle MacDonald

Seconded: Dave Thomas

MOTION CARRIED

4.2 Coaches report

4.2.1 School program update

Coach Jason Reindl's school program was reviewed.

4.2.2 Annual performance objectives

The report was reviewed and it was recognized that a correction was required for two (2) coaches named to a Provincial Team in 2014, that of Bill MacMackin and Sue Loparco. A motion was made to accept the report.

Motion: Sue Loparco

Seconded: Rachelle MacDonald

MOTION CARRIED

4.3 Financial Statements

4.3.1 Internal Statement

Statements were reviewed and a motion was made for expenses to be paid on behalf of the club.

Motion: Luc Cormier

Seconded: Rachelle MacDonald

MOTION CARRIED

4.3.2 Accountant Review

It was discussed that as part of the Club Excellence Program that the statements of SJTC be reviewed, not audited, by an Accountant in the future.

Bill MacMackin will review the process to determine the number of hours it takes and Violet to ask a co-worker if interested in a volunteer capacity.

4.4 Compensation Issues

4.4.1 Officers compensation

The policy of Officers not receiving compensation for 2014-15 was reviewed as per the SJTC By-laws. A motion was made to accept the policy of not compensating the Officers except for out-of-pocket expenses.

Motion: Violet Brown

Seconded: Rachelle MacDonald

MOTION CARRIED

4.4.2 **Staff compensation – ANB / Coach Reindl**

It was noted that Bill MacMackin and Jason Reindl met to review the current contract with funding agreements and that ANB will be reviewing all positions with the recommendation of the extension of contract for four (4) years available several months before current contract ends.

It was proposed that the contract and funding agreement for Coach Reindl be approved and that the pay rate for Dan Brown – Summer Coach be approved at \$12 per hour.

Motion: Luc Cormier

Seconded: Sue Loparco

MOTION CARRIED

4.5 **Policy updates requiring approval**

4.5.1 **Conflict of Interest Policy Update**

It was noted that a change in the Conflict of Interest Policy was requested by the Club Excellence Auditor.

In Section 9.2, it was requested to include, as definition of “member”, members of the Board of Directors, staff, coaches, officials and members of any SJTC committee.

Motion: Rachelle MacDonald

Seconded: Sue Loparco

MOTION CARRIED

4.5.2 **Communication Policy Update**

It was noted that several changes in the Communication Policy were requested by the Club Excellence Auditor.

In Section 10.2, under the collection of personal information, it was asked to include a line: e) To maintain records of membership within the club, Athletics NB and Athletics Canada Databases.

To add a Section after 10.2, renumbered to 10.3, for Disposal of information and include the following two statements:

- a) Paper records may be maintained for up to seven (7) years after which they are disposed of in a secure way.
- b) Electronic records may be considered permanent and do not have a defined timeframe for disposal.

To include a statement in Section 10.5 now numbered 10.6 to line a) which states: The board and staff are jointly responsible for reviewing and updating the information at the start of each season.

To include a final section, now numbered 10.7 which states: Complaints about the handling of communications of private information should be handled through the Club's Complaint Resolution process as outlined in Policy 11.0.

Motion: Rachelle MacDonald

Seconded: Luc Cormier

MOTION CARRIED

4.5.3 Complaints Policy Update

It was noted that a change in the Complaints Policy was requested by the Club Excellence Auditor.

Section 11.1 to change from "Violations of fair play, ethics, conduct and/or proper procedures and processes in dealing with any member or members of the Club shall not be considered acceptable behavior." To "Violations of fair play, ethics, conduct and/or proper procedures and processes in dealing with any board member, coach, official, volunteer member or members of the Club shall not be considered acceptable behavior."

Motion: Violet Brown

Seconded: Sue Loparco

MOTION CARRIED

5.0 New Business

There was no new business to review at this time. It was noted that the Contact Us page on the SJTC website required updating.

6.0 Adjournment

A motion was received to adjourn the meeting at 7:21 p.m.

Motion: Luc Cormier

Next meeting – July 24, 2014