



Ultimate Newfoundland and Labrador
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Meeting Minutes

Meeting called by: Suzy Stever **Type of meeting:** Monthly board meeting
Meeting chaired by: Suzy Stever **Minute taker:** Isabel Costa

Date: Thursday, June 11th, 2015 (8-10:30PM);

Location: Techniplex Board Room, St John's.

Attendees: Suzy Stever (President/Chair), Sheila Delaney (Vice-President), Sarah Hoddinott (Treasurer), Isabel Costa (Secretary), Aaron Goulding (Communications Officer), Melissa Wheeler (Member at Large), Rob Langridge (Member at Large), Callista Coldwell (Youth Coordinator), Mark Kavanagh (Volunteer Coordinator), Sophie Blais (SWURL representative) and Jeff Lush (MZU representative).

Absent/Regrets: Craig Stoyles (Member at Large) and Keith Krieger (MAUL representative)

Minutes

Agenda Item: Minutes		Presenter: S. Stever/I. Costa	
Discussion: 1) March and AGM Minutes, Richard to present but was unable to attend. 2) May 31 st minutes, Isabel did not have access to template, will be sent next BoD meeting.			
Action items		Person responsible	Deadline
Deferred to next meeting		N/A	July

Agenda Item: Budget for 2016-2016		Presenter: S. Stever	
Discussion: Executive will meet soon in order to draft a Budget based on the 2014-2015 Budget.			
Action items		Person responsible	Deadline
To be presented at the July UNL meeting		Executive	July

Agenda Item: PSO update		Presenter: S. Stever	
Discussion: Nothing to report. Suzy mentions again that the proposal is now in the hands of the NL government policies committee. Jeff suggests that maybe it is time to approach a local MP.			
Action items		Person responsible	Deadline
N/A		N/A	N/A

Agenda Item: Communications		Presenter: <i>S. Stever</i>	
Discussion: Suzy welcomes Aaron to the board. Email policy/privacy and standards is discussed, particularly when it comes to communications while representing UNL. BoD agrees that it is best to have two people responsible for email communication.			
Action items		Person responsible	Deadline
Email communication responsibilities will be shared by 2 Bod members.		N/A	ASAP
Recover/go back to use email with the UNL domain; Email folder/archiving organization		<i>A. Goulding</i>	N/A

Agenda Item: UNL projects		Presenter:
<p>Discussion:</p> <ol style="list-style-type: none"> 1) Discussion around developing an application form that schools and community organizations can use in order to request UNL to run/organize an event (e.g. clinic). In addition to the application form, guidelines should also be provided in order to inform applicants of requirements and expectations. This will help UNL determine requirements and logistics (e.g. number of required volunteers). Deadlines should also be specified – 1 week (before the event) minimum. In case it is a volunteer (non-UNL) run event make sure the volunteer in question has the required certifications/experience, particularly if they are representing UNL in any form. 2) New projects – Make sure to keep external groups engaged by soliciting new ideas, especially in areas outside metro St. John's. Equally important to evaluate the success of returning projects/initiatives. 3) UNL Strategic Plan – Amy Sheppard suggested: i) Get some business students that would develop a strategic plan under the guidance of a committee/supervisor, estimated cost \$5000. ii) Offer the opportunity to a MBA/graduate student in exchange for some school credit and financial compensation; iii) Offer it as a project for a small business consulting course (free). <p>Jeff suggests approaching a professor in the Business department for input and Melissa points out that for that cost we could hire a trained professional. Given her experience in developing strategic plans Melissa volunteers to get it started. Goal to have a strategic plan drafted and approved before the next AGM (September 2015).</p>		
Action items	Person responsible	Deadline
1) Work towards offering certification for volunteers wishing to run events/clinics. Present volunteers wish opportunities in order to keep them engaged and interested.	S. Stever C. Coldwell	July
2) Evaluation of initiatives post-event (e.g. tournament) with summary of what worked or didn't work, etc.		N/A
3) SWAT documents to be sent to M. Wheeler.	S. Stever	ASAP

Agenda Item: Adult Leagues		Presenter: <i>League reps</i>
<p>Discussion:</p> <p>MZU – Good turnout in terms of registration for the competitive and recreational summer leagues. Expressed some concerns in terms of communications that likely influenced the low number of female players in the Monday Hat League and the lack of interest in the World Record attempt. World Record initiative will be attempted again in September 2015. Membership down from last year by 7%.</p> <p>SWURL – Successful Spring League with both competitive and recreational tiers. Lower registration numbers than expected for Summer League. Have spread League advertisement to radio (Coast Community Messages).</p> <p>MAUL – Nothing to report.</p>		
Action items	Person responsible	Deadline
Shout out to Captains of lower tier teams to encourage the female players to sig-up for SWURL.	N/A	ASAP

Agenda Item: Youth		Presenter: <i>C. Coldwell</i>
<p>Discussion: Callie mentions that there will be 3 big proposals when it comes to Youth. The most timeline sensitive is a Youth Summer League event proposal.</p> <p>Juniors Open team is travelling to Nationals (coached by Grier Hunt). Juniors Women team (coached by Claire Moore-Gibbons and Natalie O'Donnell). Canadians Games are happening in PEI and Co-ed Youth team is being coached by Frank Morin, Sabrina Roberts and Suzy Stever.</p>		
Action items	Person responsible	Deadline
Youth Planning/Developing Document (developed by Amy Sheppard) to be shared with the BoD	<i>C.Coldwell</i>	ASAP

Agenda Item: Tournaments		Presenter: <i>C. Coldwell</i>
Discussion: <ol style="list-style-type: none"> 1) Senior High Tournament ran a deficit due to 2 teams backing out in the last minute and the lack of a refund policy. 2) Junior High Tournament included an Elementary division with 40 kids. 3) NUT and July 4on4 – Waiting for information from Craig. 		
Action items	Person responsible	Deadline
Request Update from Craig	<i>S. Stever</i>	July

Agenda Item: Coaching		Presenter: <i>S. Stever</i>
Discussion: NCCP Competition-introduction Ultimate Course; Eight more coaches certified. Next offering will be sometimes in the Fall. Although there was no option for “Participation Feedback” it is agreed the option should be implemented for future courses.		
Action items	Person responsible	Deadline
Write-up about the courses/Participation Feedback	<i>S. Stever</i>	July

Agenda Item: Clinics		Presenter: <i>S. Stever</i>
Discussion: Discussion around possible clinics to be offered during the summer: Injury prevention/Concussion (Jess Wade); Rules clinic for captains; Catching/Throwing. To follow-up in next month’s meeting.		
Action items	Person responsible	Deadline
To follow-up in next meeting	<i>N/A</i>	July

Agenda Item: Art Hawkins Ultimate Game		Presenter: <i>S. Stever</i>
Discussion: Everything is set-up and in place. Rob will send the results via SMS, receive donations and be in charge of disc sales. Lara Miles has volunteered to take photos.		
Action items	Person responsible	Deadline
N/A	N/A	N/A

Agenda Item: Policies and Bylaws		Presenter: <i>S. Stever</i>
Discussion: Policies currently under review: Player/coach selection; Number of travelling teams (in regards to available funds); Conflict resolution policy. Revision of UNL By-Laws.		
Action items	Person responsible	Deadline
Revision of application form and application guidelines/criteria; implementation of two deadlines per year.	<i>S. Stever</i>	July
Revision of UNL By-Laws (contact Stephanie Fowler).	<i>S. Delaney/I. Costa</i>	N/A

Agenda Item: Ultimate Canada		Presenter: <i>R. Langridge</i>
Discussion: Happening next week. Suzy will report highlights and relevant information.		
Action items	Person responsible	Deadline
Highlights and relevant information report.	<i>S. Stever</i>	July

Agenda Item: Sports NL – SWASP Proposal		Presenter: <i>R. Langridge</i>
Discussion: Discussion around the possibility of hiring a summer student with funds provided by Sports NL. Ideas for duties for this position are discussed.		
Action items	Person responsible	Deadline
To follow-up.	<i>S. Stever</i>	July

Agenda Item: New Business - Membership		Presenter: <i>S. Stever/C. Coldwell</i>	
Discussion: Brief discussion around establishing a youth membership fee and age eligibility.			
Action items		Person responsible	Deadline
To follow-up in July meeting.		<i>S. Stever</i>	July

Agenda Item: Meeting Adjourned		Presenter: <i>N/A</i>
July 9th 2015		