



Ultimate Newfoundland and Labrador  
P.O. Box 7015, St. John's, NL, A1E 3Y3  
[www.ultimatenl.ca](http://www.ultimatenl.ca)

## Meeting Minutes

---

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

**Date:** Sunday, May 31<sup>st</sup>, 2015 (4-5:30PM);

**Location:** 14 Cuckholds Cove Rd, St John's.

**Attendees:** Suzy Stever (President/Chair), Sheila Delaney (Vice-President), Isabel Costa (Secretary), Craig Stoyles (Member at Large), Melissa Wheeler (Member at Large), Rob Langridge (Member at Large/via Skype) and Callista Coldwell (Member at Large).

**Absent/Regrets:** Sarah Hoddinott (Treasurer) and Mark Kavanagh (Member at Large).

## Minutes

---

Agenda Item: Minutes		Presenter: N/A	
<b>Discussion:</b> April Minutes – No Discussion AGM (May) Minutes – No Discussion			
Action items		Person responsible	Deadline
N/A		N/A	N/A

<b>Agenda Item:</b> New UNL Board of Directors (BoD)		<b>Presenter:</b> <i>S. Stever</i>
<b>Discussion:</b> Suzy welcomes the new board members.  1) Guidelines and role of each position is discussed as well as the ideal timelines for meeting items/actions. A description of the responsibilities of each position is available in the group’s Google drive.  <i>Secretary:</i> Agenda: 48h before a meeting (via email); Minutes: one week after the meeting (via email), approval via doodle pool.  <i>Treasurer:</i> To include management of UNL merchandise  2) Members at Large are assigned their main role/responsibilities for the upcoming mandate: <ul style="list-style-type: none"><li>• Callista Coldwell – Youth Coordinator.</li><li>• Craig Stoyles - Tournaments Coordinator.</li><li>• Melissa Wheeler - Clinics and Events Coordinator.</li><li>• Rob Langridge - Will help with any activity when necessary (work/schedule conflicts).</li><li>• Mark Kavanagh – Volunteer Coordinator (to be confirmed, absent from meeting).</li></ul> 3) Board Vacant Positions:  Communication/IT position remains vacant, Suzy received interest from Aaron Goulding to step up and fill the position.  4) Setting a day for UNL’s monthly meetings, first Thursday of every month.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Get back to Aaron Goulding and re quest BoD approval by email vote.	<i>S. Stever</i>	ASAP

Agenda Item: Upcoming UNL-related events		Presenter: S. Stever
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Art Hawkins Game (June 12<sup>th</sup>; Gushue Sports Complex, Mount Pearl).</li> <li>• Multicultural Day Sports Event (June 30<sup>th</sup> 2015). <ul style="list-style-type: none"> <li>○ Bring the popular ultimate target to the event.</li> <li>○ Possible Donation of 1-5 UNL discs.</li> </ul> </li> <li>• Tely 10 Water Station. <ul style="list-style-type: none"> <li>○ July 26<sup>th</sup> 2015, requires about 10 volunteers.</li> <li>○ Inquiry if Wreckhouse would like to run it in exchange for the volunteer appreciation “incentive”.</li> </ul> </li> <li>• Fun Days at School (Mondays or Fridays).</li> <li>• Acadian Games (Frank Morin and Sabrina Roberts, coaching).</li> <li>• Coaching Course (competition coaching), June 6<sup>th</sup> and 7<sup>th</sup> 2015. Eight people currently signed-up.</li> <li>• 4on4 Summer Tournament (July 2015), potentially replacing Gender Split.</li> </ul>		
Action items	Person responsible	Deadline
Art Hawkins – sign-up sheet/google doc/facebook event	<i>M. Kavanagh</i>	ASAP
Multicultural Day Sports Event – Follow-up	<i>C. Stoyles</i>	ASAP
Tely 10 water station – Approach Wreckhouse for interest	<i>S. Stever</i>	N/A
Fun Days at School – Follow-up	<i>M. Kavanagh</i>	ASAP
Coaching Course (competition coaching) – forward information to schools	<i>C. Coldwell</i>	ASAP
4on4 Summer Tournament – Follow-up	<i>C. Stoyles</i>	June

Agenda Item: Communications		Presenter:
<p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1) Discussion around UNL communication policies and on how communication to general members can be improved. Make more active use of social tools such as Facebook and Twitter, update information on UNL website and continue to use the UNL Newsletter (sent via email on 1<sup>st</sup> of each month, information for distribution must be sent to Communication Officer or the President by the 15<sup>th</sup> of each month).</li> <li>2) Internal communication: Follow-up presentations for the BoD after each UNL event: Summary presentation of the outcome, do(s) and don't(s); costs/revenues, reach, etc.</li> <li>3) Promotion of sponsorship. Keep communication active with our sponsors and supporters. Following-up with sponsors on a regular basis and promote their support (e.g. UNL website). Exploring new sponsorship opportunities (e.g. Subaru). Review/draft a sponsorship request letters for youth and adult audiences.</li> </ol>		
Action items	Person responsible	Deadline
1) Communications Committee	Communications Officer	June/July
2) Event Summary: NUT Junior's Tournament Beginner's clinic	C. Stoyles C. Coldwell S. Stever	June May AGM June

Agenda Item: Clinics & UNL membership – Insurance concerns		Presenter: C. Stoyles
<p><b>Discussion:</b> Brief discussion regarding offering clinics across the province and the possibility of bringing someone from away to run different clinics. Craig asks for clarifications regarding players that are not members of UNL in respect to insurance coverage in case of injury. Rob mentioned that there is a bit of a grey area when it comes to coverage in those situations, particularly when it comes to players from outside the province.</p>		
Action items	Person responsible	Deadline
Make sure Leagues are aware of this situation; forward discussion to next meeting (generation of a waiver/sub-charge).	S. Stever	June

Agenda Item: Strategic Plan		Presenter: S. Stever	
<b>Discussion:</b> The previous UNL 3-year strategic plan ends this summer, it was a good exercised and helped focus UNL resources. Discussion around the steps required to develop a new strategic plan (i.e. hire of a new facilitator).			
Action items		Person responsible	Deadline
Follow-up next BoD meeting		N/A	June

<b>Agenda Item:</b> Meeting Adjourned	<b>Presenter:</b> N/A
<b>June 11<sup>th</sup> 2015</b>	