



Ultimate Newfoundland and Labrador
P.O. Box 7015, St. John's, NL, A1E 3Y3
www.ultimatenl.ca

Agenda for UNL Board Meeting

Date: 6:00 pm, April 2nd, 2017

Location: Engineering Building at MUN room 2100

Agenda:

- 1. Discuss fundraising and Sponsorship opportunities for the Youth Tournament**
 - Review how we would like to approach potential sponsors so that we all have a consistent message
- 2. Ultimate Canada quarterly report**
 - Review 2017 PTSO Directed Funding Drafts.pdf & 2017 UC Update-March.pdf
- 3. Travel team funding document/process**
 - Review Ultimate NL team funding
 - Review Travel Subsidy Application
- 4. Financial update and vote on Gros Morne Ultimate funding**
- 5. Update on Callista Coldwell and outstanding payments**
 - Callista has been contacted by both E-mail and Facebook by Sarah and Suzy and she has had zero response. The invoice of the field booking and the invoice of BE ultimate were forwarded to her.
 - On March 26th, 2017 Callista was given a 48 hour deadline in which to respond in some form to our inquiries and as of March 30th there has been no response.
 - As per the Ultimate NL outstanding debts policy Callista is banned from participating in any Ultimate NL or associated events, leagues, or teams indefinitely until these amounts have been paid and the board reviews. This has been communicated to Callista.
 - Ultimate Canada has been approached regarding any further steps we can take. We need to notify leagues, associated teams and associated businesses (ie Techniplex) that Callista is not to be associated with Ultimate NL.
- 6. Vote on Code of Conduct Policy and vote on Conflict of Interest Policy**
- 7. Ultimate NL membership**
 - Add an Ultimate NL "Membership" tab on Ultimate NL website for setting up Ultimate NL membership registration.
 - A proposal: Ultimate NL go to a set \$30 membership throughout the year
 - Usage of zulu or ultimate central
- 8. Board members' work flow**
- 9. Other Business**

Meeting Minutes

Meeting called by: Suzy Stever **Type of meeting:** Monthly board meeting
Meeting chaired by: Suzy Stever **Minute taker:** Yolanda Kuai

Date: Sunday, March 2nd, 2017 (6:00 – 8:00 PM)

Location: Engineering Building at MUN room 2100

Attendees:

1. Suzy Stever (President)	2. Jill Henderson (SWURL Rep)
3. Sheila Delaney (Tournaments Coordinator)	4. Aaron Goulding (IT Coordinator)
5. Mark Kavanagh (Volunteer Coordinator)	6. Allan Johnson (MZU Rep)
7. Kurtis Thornhill (Youth Coordinator)	8. Yolanda Kuai (Admin Officer)
9. Sarah Hoddinott (Finance Coordinator)	10. Nick House (Sports Dev and MAUL Rep)
11.	

Absent/Regrets:

Kyle King (Communications Coordinator)

Minutes

Agenda Item 1: Discuss fundraising and Sponsorship opportunities for the Youth Tournament		Presenter: N/A
Discussion: <ul style="list-style-type: none"> - The way to approach: physically go to talk to managers and give them sponsorship packages - Find out the contact with Boston Pizza - If multiple businesses are interested in the same sponsorship such as jerseys, we would figure out a solution accordingly. 		
Action items	Person responsible	Deadline
		N/A

Agenda Item 2: Ultimate Canada quarterly report		Presenter: N/A
Discussion:		
Action items	Person responsible	Deadline
	N/A	

Agenda Item 3: Travel team funding document/process		Presenter: group discussion
Discussion: <ul style="list-style-type: none"> - Sarah Hoddinott, Suzy Stever and Nick House reviewed the document together. - In the "Ultimate NL funding" document, the maximum funding was decided for each annual event we are hosting or supporting. - One travel subsidy is for one team per year. - The document "Travel Subsidy Application" will be posted for review and voted on Trello. 		
Action items	Person responsible	Deadline
<ul style="list-style-type: none"> - The document "Travel Subsidy Application" will be posted for review by Wednesday and a vote will be processed by April 9th, Sunday 	Suzy Stever	One week

Agenda Item 4: Financial update and vote on Gros Morne Ultimate funding		Presenter: group discussion

Discussion:

- The new group should follow a project proposal form, filling up the estimation of what they need for the funding.
- Put their link on Ultimate NL's FaceBook page.
- Ultimate NL is only helping out and giving support they need, but not taking any responsibilities.
- Ultimate NL will donate some used or new equipments to the group, including discs, cones and so on.

Action items**Person responsible****Deadline**

Contact Greg Knott and provide him with a project proposal form link to outline what specifically is being requested from Ultimate NL.

Nick House

N/A

Agenda Item 5: Update on Callista Coldwell and outstanding payments

Presenter: *Suzy Stever*

Discussion:

- Callista has been contacted by both E-mail and Facebook by Sarah and Suzy and she has had zero response. The invoice of the field booking and the invoice of BE ultimate were forwarded to her.
- On March 26th, 2017 Callista was given a 48 hour deadline in which to respond in some form to our inquiries and as of March 30th there has been no response.
- As per the Ultimate NL outstanding debts policy Callista is banned from participating in any Ultimate NL or associated events, leagues, or teams indefinitely until these amounts have been paid and the board reviews. This has been communicated to Callista.
- Ultimate Canada has been approached regarding any further steps we can take. We need to notify leagues, associated teams and associated businesses (ie Techniplex) that Callista is not to be associated with Ultimate NL.
- Suzy Stever contacted Ultimate Canada for advice. Their response is this is never happened to Ultimate Canada and so they do not have the best practice for this situation and no corresponding policies. They will support us, but nothing they can do.

Action items**Person responsible****Deadline**

Follow up with Ultimate Canada to express our disappointment towards the initial response from Ultimate Canada and to seek for further supporting

Suzy Stever

N/A

Agenda Item 6: Vote on Code of Conduct Policy and vote on Conflict of Interest Policy

Presenter:

Discussion:

- Since most of the members haven't had time read all of them before the meeting, everyone will read them through and vote on them on Trello by April 9th, Sunday.

Action items**Person responsible****Deadline**

- Suzy Stever will post a vote for the two policies before April 9th, Sunday

Suzy Stever

April 9th

Agenda Item 7: Ultimate NL membership

Presenter:

Discussion:

- Add the tab in the menu on Ultimate NL website. The page will explain the membership, where and how to pay, and the waiver.
- The link of the waiver should be attached to the membership registration so that one time players or short time players (for example subs for MZU leagues) or visiting players can easily find and sign it.
- A discussion on getting subs for the leagues to sign the waiver was initiated. But there was no best solution coming out from the meeting. So we will keep figuring that out.
- Flat rate proposal:
 - A list was sent to Nick House by Sarah Hoddinott. There are about 7 people from MAUL haven't paid the membership fee yet. Nick House will notify them.
 - A proposal is called for vote by Suzy Stever: a flat rate \$30 for full year (June current year - May next year), and a flat rate \$15 for half a year (January next year – May next year). Sheila Delaney seconded. The motion was passed unanimously.
- Usage of Zuluru or Ultimate central
 - We will use spot check (honor system) to check
 - Ultimate NL will in charge of going through profiles for checking. Ultimate NL will work with other leagues for this. Sheila Delaney will take this responsibility: working on comparing lists.

Action items	Person responsible	Deadline
- Aaron Goulding will be in charge of add the membership tab to the menu of Ultimate NL website	<i>Aaron Goulding</i>	ASAP
- Nick House will notify the people on the list Sarah Hoddinott sent to him to pay their membership fee.	<i>Nick House</i>	ASAP
- Sheila Delaney will compare lists.	<i>Sheila Delaney</i>	By the end of June

Agenda Item 8: Board members' work flow**Presenter:** *Aaron Goulding***Discussion:**

- The access permission to Google Drive will be cleaned up.
- Trello should have the details of the tasks and projects, while Slack is just for communication.
- Aaron Goulding will reset the notification of Trello in Slack.
- In general, everybody is comfortable to use Slack and Trello for Ultimate NL works.

Action items	Person responsible	Deadline
- Aaron Goulding will reset the notification of Trello in Slack.	<i>Aaron Goulding</i>	ASAP

Agenda Item 9: Other Business**Presenter:****Discussion:**

- Nick House: Art Hawkins funding application for Wheelchair Ultimate pilot program. Suzy Stever suggested putting it as a project.
- Nick House: if the merger goes through, he will run MAUL through his own company. He wants to get Ultimate NL's opinion on this. Suzy Stever suggested that we will ask other organizations' suggestions, for example, HockeyNL.
- Nick House: one more volunteer is needed for multiple sports clinic over Easter with Soccer NL.

<p>Suzy Stever volunteered. So Kyle King and Suzy Stever will run this for Ultimate NL.</p> <ul style="list-style-type: none"> - Sarah Hoddinott: will order some discs for the youth tournament and outside that. Sarah will post the designs of the disc from her to Trello for voting. She also mentioned that the merchandise from each league should put at the youth tournament for sale. 		
Action items	Person responsible	Deadline
<ul style="list-style-type: none"> - Provide Ultimate NL with project proposal for Wheelchair Ultimate. - Look into possible accommodations/conflicts with running a "for profit" organization as an affiliated member under Ultimate NL. - Ultimate NL discs to be ordered with new designs. 	<p><i>Nick House</i></p> <p><i>Suzy Stever</i></p> <p><i>Sarah Hoddinott & Suzy Stever</i></p>	