

ETFC Board Meeting

Date: August 25, 2022

Time: 7pm

Location: Loretta's house

Attendees: Robyn Webster, Corrine Timmer, Loretta Amerongen, Amy Millar, Rachel Yee

Agenda:

1. AGM Date
2. Bylaw Review
3. Review of Complaints
4. Coach Orientation at Kinsmen
5. RBC Express and Fraud Case Update
6. Equipment
7. Facility Bookings
8. Gas Allowance Request for Robyn
9. Strategic Plan
10. AA Indoor Meets

Meeting minutes:

1. AGM
 - Set for Thursday October 13, 2022
 - Bylaws state that end of the year is Sept 31, but the board would like to change end of the year to August 31 to align with start/end times that the clubs follow – date change will be voted on at the AGM for future years and bylaws will be changed accordingly
 - AGM will happen over zoom
2. Bylaw Review
 - Bylaws will be changed to reflect the end of year date based on vote at AGM
 - Board reviewed roles of board members
 - o Amy will be responsible for handling complaints/issues presented to ETFC
 - o Robyn will continue to prepare ETFC newsletter and agenda. She will circulate ETFC newsletter before sending out in case the board has anything to add. She will also continue to prepare agenda prior to board meetings, but Rachel will continue to take meeting minutes
3. Review of Complaints
 - Complaint was brought forward to discuss with the board
 - Amy/Corrine indicated they would handle the situation
 - For future issues, complaints will be forwarded to Amy as discussed in the review of board member roles

- **MOTION:** To update Rollie Miles policy to include high jump mat needing to stay on apron and strikes given by ETFC are for lifetime, not just a designated time period
 - Motion – Loretta
 - Second – Rachel
 - Opposed – None
 - Passed - Yes

- 4. Coach Orientation at Kinsmen
 - Friday, October 28, 2022 – will aim for 6pm
 - First day at Kinsmen – October 31, 2022

- 5. RBC Express and Fraud Case Update
 - Corrine/Loretta will meet with RBC to inquire about tokens and e-transfer
 - Forms need to be filled out for fraud case investigation – forms given to Loretta to sign and get notarized

- 6. Equipment
 - At TTC, ETFC still has a dumbbell rack and weights that were purchased from the Legacy grant. However, it is not accessible with the site that ETFC books and equipment cannot be moved. TTC has indicated that ETFC would need to book the other site to utilize equipment. Board is concerned that if the equipment sits there too long that ETFC will lose it, so it needs to be moved ASAP
 - Rollie Miles
 - Robyn will get a quote for lockers for Rollie Miles and will bring it to the AGM
 - Equipment and maintenance required:
 - Need new Quonsets for the new high jump mat and pole vault mats – if we make room in the sheds, the weights from TTC could potentially be moved there
 - Sand needed for long jump pits
 - 6 new boards for long jump pits were found, but cannot be used – could potentially sell these. Long jump runways will eventually need to be re-done
 - Maintain shot put circle behind long jump pits – grass needs to be routinely cut and the sector needs to be re-measured and re-marked
 - New blocks needed – pads on currently blocks are wearing and the blocks no longer remain still when older athletes are using them
 - CIP grant – could co-apply with the city for upgrades
 - Kinsmen
 - 2kg and new 3kg indoor shots needed
 - Concerns from last year regarding throws in Kinsmen. Amy has a toe board that she would be willing to sell to ETFC for \$500
 - **MOTION:** Purchase toe board for \$500 from Amy for use at Kinsmen
 - Motion – Corrine
 - Second – Loretta
 - Opposed – None

- Passed - Yes
- Long term, ETFC should rent out equipment – there is an equipment rental form on website already
- Robyn, Corrine and Loretta will do inventory at Rollie and put together a proposal for the city
- Pole vault equipment
 - Thunder asked if ETFC would consider paying for communal poles. Robyn indicated potentially 3 clubs would be interested, but also indicated that 1 pole costs around \$500 and multiple sized poles would be needed. The board feels that the money would be better spent upgrading more commonly used equipment such as blocks, throwing implements etc.
- 7. Facility Bookings
 - Butterdome – facility is booked for TOP starting in Nov on weekends. Could potentially have some other club athletes train there as well
 - Foote Field Dome – will open in Dec
 - Kinsmen – extra high jump time on Tuesdays from 7-7:30pm for older athletes
 - 2 courts would need to be booked, so Robyn will check to see if it is available and how much it would cost
- 8. Gas Allowance Request for Robyn
 - Robyn currently does not get milage covered from ETFC, TOP or AA and would like to ask if ETFC would help cover some of those costs as she frequently drives between facilities as part of her role
 - Loretta indicated that a gas card would be a taxable benefit, so that would not be advisable. CRA has criteria for milage for reporting, so would be useful to know approximate # of kms and Robyn would have to keep a diligent log of travels
 - Loretta indicated that reimbursement would be for specific kms travelled and just reimbursed for gas whereas allowance compensates for wear and tear. The board has asked Robyn for a rough estimate of kms to properly assess how to best move forward with request
- 9. Strategic Plan
 - Corrine provided copies of the 2017-2022 strategic plan and asked board members to review and provide any changes/updates required
- 10. AA Indoor Meets
 - Last Chance – Nov 26
 - AIG – Feb 4-5
 - AITFC – March 4-5

Meeting adjourned at 9:30pm