 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING** November 6, 2018 – Sport Yukon

**AGENDA/MINUTES**

Present: Ben Yu-Schott; Rob Gillis; Kristen Johnston; Kristy Petovello; Don White;

Regrets: Lauren Whyte; Bonnie Love; Amelia Fraser

1. Call to order:
* 7:04pm

2. Additions to the agenda:

* [Don] Addition of 7.4 Western Canada Games

3. Approval of the agenda:

* Approved

4. Review of AGM meeting minutes:

* Approved

5. STANDING ITEMS

1. Lotteries Applications:
* Email from Colleen Parker about new application process

Bonnie and Don had a meeting (with colleen and Melissa from Lotteries). Afterwards Bonnie and Don met with Kristen and Rob. Lotteries requires all applications for any particular event to be submitted all at once. So if we have two people going to the same event, and they submit their applications at different times, Lotteries requires both applications to be submitted to them **at the same time.**

So, to help mitigate any problems, we have decided to have new cut-off dates based on the date of the event. The first cut-off date we are going to enforce is February 15th, 2019. The cut-off dates for 2019 are as follows.

 For events in Cutoff Date to submit

 April / May 2019 Feb 15, 2019

 June / July 2019 Apr 15, 2019

 Aug / Sept 2019 Jun 15, 2019

 Oct / Nov 2019 Aug 15, 2019

 Dec 2019 / Jan 2020 Oct 15, 2019

 Feb / March 2020 Dec 15, 2019

* **Rob** will finish the online forms and will try to write in rules to enforce these cut-off dates.
* Once the new form is ready we will advertise on Facebook and wherever makes sense.
1. Funding Applications:
* None
1. AY Timelines:
* **Bonnie** to look for records document so results from this year can be recorded.
* **Bonnie** is the Race Director for the solstice run on Dec 15th.
1. President’s News:
* Nothing to add here, all news under new business.
1. AY website:
* **Rob** needs to update news feed and upload the minutes from AGM. There will also be a notice put up about a heads up that there will be changes to the lotteries application process.
1. FH Track:
* [Don] They are still working on it.

They are finished the maintenance on the sewer lines underground. This was done so that the man-holes covers will not affect the track.

There are still some underground (subsurface) maintenance that needs to happen and it will likely take place next year due to ground freezing.

We are still waiting to hear back from Yukon Government to hear results on their action items resulting from the meeting that we (Kristen, Don, Rob) ad with them. **Kristen** will follow up with YG. Don suggested that we have another meeting with them in the upcoming weeks.

We have some additional questions for YG as well such as the thickness / number of layers of material they are using on the track.

6. OLD BUSINESS

1. Trailer Inventory: **Bonnie** to assign values to equipment items.
* Tabled to next meeting.
1. Policy Development: **Lauren** to do research on other organizations’ background screening policies and to make the other policies consistent in format so they can be passed by the board. Reference 7.2
* Tabled to next meeting
1. Sponsorship Guide:
* Don talked about finding sponsors and reference to a guide from Sport Yukon’s AGM.
* We should give lots of lead time and make it clear what we are looking for from them and what they will get for it.
* We should also give lots of lead time (January).
* We should send out a thank you for last year and ask for continued sponsorship.
* **Kristen** will resend this guide to everyone for review at next meeting.
* **Everyone** has been asked to review this document.
1. Amending bylaws to change AGM deadline date:
* **Rob** will follow- up with Lauren to see if this was done but we are all pretty sure this was completed.
1. Buffs:
* We all reviewed samples of buff’s that Kristy had brought to the meeting. The consensus was to purchase a “real sample” of the summer (like previous) and winter “fleece” buffs to verify they look like we want. If we do this and then place a larger order we will get credited back for these samples. **Kristy** is taking care of this.

7. NEW BUSINESS

1. Sport Yukon Awards:

**Masters Athlete of the year**

* + Joanne van Bibber-Widrig

**Most Inspirational Athlete of the year**

* + Allison Schafer

**Youth Athlete of the year**

* + Jack Amos

**Family of the year**

* + Scott Williams & Selena Boothroyd and Tegryn

**Kristen** will send these names in to the people who need them.

1. Athlete Travel Document:
* We now have a copy of the gymnastics travel document. It is pretty basic and nothing fancy but it does collect the information they need. Each athlete has a folder with all the information for that particular person. Some of the things that go in there is a copy of HC card, passport, photo id, copies of boarding passes, etc.
* There is also a YG form that Education uses and Kristen would like to re-use the YG form and make it our own. **Kristen** will send digital copy to **Rob** to see if we can make a similar (or modify) it for AY.
* General consensus is to collect these “per travel” and not hold on to them between events. This is to reduce liability if we loose any documents.
1. Equipment list/estimate:
* Kristen has obtained an itemized list of all the equipment needed to host a full track and field event, including shipping. The total is around **$326,000**. This list is only for competition equipment.
* We had a quick discussion about the size of storage required for all this equipment.
* **Kristen** will get an official budgetary quote for this equipment as well as this copy is just a simple excel document.

 7.4 Western Canada Summer Games

* The Western Canada Summer Games is next August between the 13th and 18th in Swift Current, SK.
* Don talked about purchasing new uniforms for this, and future events. **Don** will contact Special Olympics to see where they got theirs, and will likely purchase from the same place with the same colours so we know what we are getting. **Kristen** and **Don** will work together for sizes. When the order goes in we will order early and make sure we can re-use these uniforms for other events.
* Communications should go out indicating that the Western Canada Games is coming up. We need to recruit / build up interest. We (**Amelia**?) should put something out on the webpage (**rob**) and Facebook.
	+ We are looking for people in all areas of running, jumping and throwing ( 20 and under),

8. Next meeting date:

 **Tentatively selected Dec 4th, at 7 pm.**

9. Adjourn: 9:16pm