 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING** January 22, 2019 – Sport Yukon

**AGENDA/MINUTES**

Present: Ben Yu-Schott; Kristen Johnston; Don White; Lauren Whyte; Bonnie Love; Amelia Fraser; Rob Gillis

Regrets: Kristy Petovello

1. Call to order: 6:00 pm

2. Additions to the agenda: none

3. Approval of the agenda: approved

4. Review of December 2018 meeting minutes: not completed

5. ITEMS

1. AY Timelines:
* Bonnie found the records document so results from 2018 will be recorded by **Lauren**.
1. Equipment List:
* Don found this Excel spreadsheet in the Dropbox. **Bonnie** to add the values to the list.
1. Policy Development:
* Laurenwent back through the minutes to figure out where we left the policies with Nicole.
	1. June 2017: Email from Nicole - $2500 to do our policy ($25/per hour) Nicole will start September, to be finished by New Years. Board gives the go ahead to Nicole and she will summit invoices.
	2. December 2017: policy development - Don will talk to Nicole tomorrow about this work.
	3. January 2018: Nicole emailed to ask if we still need the policy work done, Don has confirmed that we do.
	4. February 2018: Nicole is working on the policies, but she also has a full-time job and is travelling. As she completes them, she will present them to us.
	5. **Emails:** On February 27, 2018 she sent us a Code of Conduct Policy and a Conflicts of Interest Policy on March 1, 2018 (not clear if these policies were approved by everyone or needed further changes).
	6. She said in an email on March 11, 2018 she would also be sending us a Harassment and Abuse, Discipline, Appeals, Volunteer Screening and Complaints Policies but has not to this point.
1. Appeal Policy - Passed
2. Background Screening Policy - Passed
* **Rob** will get a copy of the letter from Cross-Country Yukon regarding criminal record checks.
* **Amelia** to create forms for volunteers, chaperones and coaches to sign that includes their tombstone information, the applicable section from the Code of Conduct, and an acknowledgment that they have had a criminal records check completed.
* **Lauren** to create criminal records Excel sheet (name and date) to record confirmation of criminal record checks.
1. Code of Conduct Policy – Needs more work
* **Lauren** to amend our Code of Conduct to add points from Manitoba Code of Conduct.
1. Board of Directors Duties Policy – Passed
2. Conflict of Interest Policy – Passed
3. Discipline Policy - Passed
4. Team Selection Policy – Passed
5. Harassment Policy – Needs more work
* **Lauren** to email Tracy Bilsky at Sport Yukon to see if they have a Harassment Policy template, what their mandate is in this area, and to ask whether there is a person who can act as a first point of contact for a complainant alleging harassment.
* **Kristen** to check Athletics Canada’s Harassment Policy to see if it is helpful.
1. Sponsorship Guide:
* **Everyone** to send a thank-you letter to the sponsor of the event for which they were the 2018 race director.
* Proposed sponsorship guide - tabled for further discussion.
1. Athlete Travel Document:
* We now have a copy of the gymnastics travel document. There is also a YG form that Education uses and Kristen would like to re-use the YG form and make it our own. The plan is to include the AY Code of Conduct in the travel document so the athlete has to acknowledge that they have read the Code. **Kristen** and **Amelia** will work on combining the YG form and the Manitoba form and making the resulting AY form into a fillable PDF.
1. Buffs:
* Both samples of the buffs have been received. The board decided to order a box of each type – **Kristy** to place this order. Kristen suggests next time we order buffs, we should have “AY” in the centre of the buff, not just on the bottom where it is difficult to see.
1. Calendar: Rob to bring a mock calendar to the next meeting.
2. Tuesday/Thursday Night Runs
* General discussion about the dropping attendance at Tuesday/Thursday night runs. **Tabled.**

8. Next meeting date: February 19, 2017 at 7:00 pm

9. Adjourn: 9:10 pm