 **ATHLETICS YUKON**

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

**AGENDA/MINUTES**

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

Regrets: Rob Gillis; Kristy Petovello

1. Call to order: 7:10 pm

2. Additions to the agenda: 7.5 January Policy Meeting

3. Approval of the agenda: approved

4. Review of November 2018 meeting minutes: approved

5. STANDING ITEMS

1. Lotteries Applications:
* The online PDF application form is live! We will try to keep reminding people on Facebook about the new deadlines.
1. Funding Applications:
* All applications are complete, nothing needs to be done right now.
1. AY Timelines:
* **Bonnie** looked for the records document so results from this year can be recorded, but could not find it (potentially related to item 7.3) so she will recreate the document.
1. President’s News:
* Kristen attended Athletics Canada’s AGM this past weekend. Other people were excited about Yukon’s participation and offered help to us. Athletics Manitoba said that they would send Kristen a package regarding travel forms.
* Kristen extended an invitation to host the next Athletics Canada AGM. AC will pick the date for this (summer or winter). The plan is to have the AGM coincide with a local competition to make the travel and cost more efficient.
* Kristen also suggested that we give free memberships to youth/people who win races/events as an incentive to remain a member and to raise our membership numbers. We could also have club membership deals with local schools which would cover all of the children in the school.
* There was discussion at the AGM about how the current descriptions for youth (peewee, bantam, midget) will be replaced with less offensive descriptions and as well about how officials country-wide are aging out.
* The board discussed issues we have had with getting officials from the territory certified. Officials are moving towards using digital tools as opposed to analog tools, and Kristen noted that the certification process is now based on competency instead of hours.
* **Amelia** to post about the Track and Field Masters Championships on Facebook.
1. AY website:
* Athletics Canada has released an updated Harassment Policy. Kristen will send this policy to **Rob** to post to the website as our members should be aware that they are bound by this policy.
* We need to clear out the broken links in the News section of the website.
1. FH Track:
* Track construction has been shut down for the season. YG thinks that the track will be complete by the end of June 2019, when they are planning to have an opening ceremony for it.
* They will have a 12x17 structure for operation and maintenance equipment. It is not clear whether they will have another structure on site for soccer equipment. They are also looking into putting in a pole vault box, which will be necessary if the City wants to host the Western Canada Summer Games.
* Kristen spoke with Brian McColder and Peter Fassbender about the track specs, and they pointed out that the shotput circle has a white fiberglass box around it which could cause a mess if a shotput hits and smashes it. The circle is also surrounded by grass instead of sand, which is problematic for younger throwers who can’t throw as far. Kristen is also looking into the location of the discus area.

6. OLD BUSINESS

1. Trailer Inventory:
* **Bonnie** to assign values to equipment items. Marg might have this Excel spreadsheet.
1. Policy Development:
* **Lauren** to do research on other organizations’ background screening policies for chaperones and coaches so we can update our screening policy. She will also make our other policies formatting consistent so they can be formally passed by the board.
* **Lauren** to go back through the minutes to figure out where we left the policies with Nicole.
1. Sponsorship Guide:
* **Everyone** to send a thank-you letter to the sponsor of the event for which they were the 2018 race director and also review the new sponsorship guide.
* Kristen read out some of the proposed sponsorship guide. Tabled for further discussion in January.
1. Amending bylaws to change AGM deadline date:
* This was not completed – when Lauren went to Societies to register the change, they told her that they have to approve changes to bylaws in advance.
* Decision that we will hold a special general meeting to pass the change, so **Lauren** will follow up with Societies to get approval in advance this time.
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. **Kristen** will combine the YG form with the Manitoba form.
1. Track and Field Equipment:
* Kristen has obtained an official quote for all the competition equipment needed to host a full track and field event.
* The next question is who is going to pay for the equipment – us, the City, Education, Sport Yukon – and who owns it? If the governments don’t want to pay for it, we could apply for grants to purchase it, but then we would own it.
* **Kristen** to send a letter to Ministers Strieker and McPhee to ask for a meeting in January to discuss the acquisition of equipment and the operating model, after **Don** sends Kristen an email outlining some of the topics he wants on the agenda.
1. Western Canada Summer Games (August 13 – 18, 2019, Swift Current, SK):
* Don contacted Special Olympics and they did not like the company they dealt with, so that option is out. Don will continue to research possible options for uniforms.
1. Buffs:
* Kristy ordered a ‘real sample’ of the summer and the winter fleece buffs to ensure they look like what we want. We’re now just waiting to receive them.

7. NEW BUSINESS

1. Solstice Run (December 15, 2018):
* **Bonnie** to follow up with the Claim to see if they will be able to provide coffee. Lauren and Amelia to stay with Bonnie afterwards to ensure everyone gets off the mountain.
* **Lauren** to create a Facebook event warning of safety, self-supported event, non-perishable item for Food Bank instead of fee, festive clothing.
1. AY-CMBC Partnership:
* Lauren spoke with Sammy Salter, a member of the CMBC board. They would like to partner with us to produce a short pamphlet/guide to trail etiquette.
* The board agreed this is something we’d like to explore with them so **Lauren** will follow up with CMBC. Don suggests the City could also be involved so they could put signs up at trailheads about etiquette.
1. Dropbox Issue:
* Lauren was looking for a copy of 2017 meeting minutes in Dropbox and realized all of the 2017 and 2016 board meeting minutes have disappeared from the folder.
* Bonnie thinks that she may have deleted documents from Dropbox while cleaning up her computer.
1. Tuesday/Thursday Night Runs
* General discussion about the dropping attendance at Tuesday/Thursdays night runs. Tabled for ongoing discussions at the next meeting.
1. Policy Meeting
* Board decision that our next meeting in January will be focused entirely on policies.

8. Next meeting date: January 22, 2018 at 6:00 pm (we will order in pizza)

9. Adjourn:8:50 pm