



**RINGETTE ONTARIO**  
 912-305 Milner Avenue  
 Scarborough, Ontario M1B 3V4  
[www.ringetteontario.com](http://www.ringetteontario.com)

**AGENDA**  
**Board of Directors Meeting**  
**Saturday, January 26<sup>th</sup>, 2018**  
**8:30am – 4:00pm**

(HEREINAFTER CITED AS D4-18)

**1. Roll Call**

Present

President	John Voss
VP Technical	Heather McTavish Taylor
VP Administration	Margareth Peressutti
Athlete Director	Freedom Warne
Western Region Director	Brian Beckles
Northeastern Region Director	Terry Ablett

Via Teleconference

VP Finance	Christine Thorndyke ( <i>left at 12:03pm</i> )
Central Region Director	Colin Deans <i>8:30am – 9:30am/11:37 – 12:01/12:34pm – 1:18pm</i>
Nina Kavalinas	Southern Region Director ( <i>full meeting</i> )
Eastern Region Director NH	Mike Lester ( <i>9:28am – 11:21am</i> )
VP Communications	Justine Janssen ( <i>10:25am – 12:06pm</i> )

Invited Guests

Executive Director	Pamela Julian
Operations Coordinator	Annie Goncin
G&T Committee Chair	Kathy Noxon ( <i>left at In-Camera Session</i> )

**2. Additions and Adoption of the Agenda**

2.1. **Motion D4-18-01 THAT:** The Board of Directors approved the Agenda with changes and additions.

**Moved:** President  
**Seconded:** Western Region Director  
**Carried/Defeated**

**3. Adoption of the Minutes from November 24<sup>th</sup>, 2018 Board of Directors Meeting**

3.1. **Motion D4-18-02 THAT:** The minutes of the November 24<sup>th</sup>, 2018 Board of Directors Meeting are accepted.

**Moved:** Athlete Director  
**Seconded:** Western Region Director  
**Carried/Defeated**

- **Changes:**
  - Under Action Item #6, should be University Rules and not UCC rules as RO does not deal with UCC.

<b>4. Correspondence</b>
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- We have received a number of positive correspondences regarding Marketing and Communications and the visible presence of RO at events.

<b>5. Reports from the Athlete Representative and Regional Directors:</b>
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- **Athlete Director Freedom Warne**
  - Nothing to report
- **Western Brian Breckles**
  - Region to region boundary issues are still an ongoing challenge
  - Within Western, Central and Southern region, a priority was put forward for league that would include all three regions. The working group which Colin has been appointed to run regarding boundary issues will have a couple of board meetings in May to discuss the concerns.
- **Northeastern Terry Ablett**
  - Nothing to report
- **Southern Nina Kavalinas**
  - Nothing to report
- **Central Colin Deans**
  - Nothing to report
- **Eastern Mike Lester**
  - Nothing to report

<b>6. Strategic Plan:</b>	<b>Justine Janssen, Pam Julian, Heather Taylor</b>
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- 6.1. Strategic Plan**
  - Strategic plan summary document was placed into Basecamp for review by the Board
- 6.2. Vision**
  - Strong discussion on the Vision statement as presented and the concept behind it
  - Needs further work to better reflect the intent
- 6.3. Mission**
  - Want more participants (people watching the sport)
  - We need to look at creating and developing new associations in strongly populated areas such as Toronto, Milton and Brampton. Examine all possible areas around the province.
  - Missions are broader than objectives, it is why we exist and what we do everyday
- 6.4. Values**
  - As a coach you can express these values to your athletes. Something we want to build in young athletes.
  - Values should go from the boardroom to the ice.
  - Really wanted to speak to the heart and soul of ringette.
- 6.5. Strategic Pillars**

- These are umbrellas for our operational plans
- When published, it will have each pillar and then the top goals underneath to further explain the concept behind each pillar.
- **NEXT STEPS:**
  - Strat Plan finalized for next round of the Ontario Amateur Sport Fund (Ministry of Ontario Base Grant)
    - Need to have Operational Plan, Strat Plan, and budget ready for May, 2019 Board Meeting
  - Formal process in the May board meeting will be Pam walking everyone through the new plan for final approval prior to presentation at the AGM in June 2019.

## 7. Governance & HR Committee Report:

Margareth Peressutti

### 7.1. Matrix

- Skills matrix:
  - Breaking down and looking at competencies, technical and leadership skills we're looking for
  - What board members have these skills? And what do we want in our board?
    - Ringette Skills
    - Professional skills and expertise
    - People to understand the sport and balance the board with expertise
  - Shows us the depth of certain skills and background knowledge
  - When do we need to have a matrix to recruit board members?
    - Going to try for Mid to End-of-March for presentation to the board
  - What do we tell candidates regarding job descriptions, as we want to ensure someone knows and fully understands the expectations of the job
  - Discussion surrounding 3 year vs 2 year terms on the Board

### 7.2. Governance perspective

- Changes to the constitution need to be prepared for the AGM
  - Package went through for review
  - Changes fall into 3 broad categories:
    - Name Change
- Definition of Officers and Duty of Officers (Article 5 of Constitution)
  - Shifting titles and definitions away from Operational roles to Governance titles
  - For most of these, it's just about changing the title.
- Standing Committees (Article 6)
  - Created Governance & HR, Risk and Audit committees, not reflected into the constitution
  - Risk & Audit Committee becomes the Finance committee

### 7.3. Staffing

- Staff job descriptions are completed and done
  - Reviewing ED description
- Performance evaluations are currently being revised
- Pam/Margareth revising Personnel Policy to reflect changes within the office

## 8. Audit & Risk Committee Report: Christine Thorndyke/ John Voss

### 8.1. Investment policy

- Meeting with bank to finalize terms of investments
- Report will be ready for the next board meeting

## 8.2. Risk management

- Safe sport policy framework being assessed
  - Significant issue of safety of youth athletes, which has caught the attention of federal funding agencies
- Did an inventory of our current policies surrounding safe sport and found some gaps
- Idea of framework is to have 3 pieces in order to be effective
  - Policies
  - Methods
  - Monitoring and Reporting
- For example, the Rule of Two for coaches and officials have been communicated as a new rule, but are not an official policy
- Respect in Sport Certification (only NRL, U16 and U19 coaches have to take that; Ringette Canada is enforcing).
- Hockey Canada – parents also have to take Respect in Sport as part of their child’s initial registration

## 8.3. Volunteer Screening Policy

- Pam did some work on screening policy reaching out to Ringette Canada for theirs
- Have adopted the policy for the PSO but still need to determine the process of implementation and compliance before we release it.
- Ringette Canada has different needs when compared to RO
- Well-structured policy with Level 1, 2, and 3 of risk
  - Defining each level of risk
  - Who gets the most amount of screening etc.

## 8.4. Concept of Duty to Report

- Communicate to people that they have a Duty to Report in the instance where something falls outside of the current policy
- Discussion surrounding having this included as part of the Code of Conduct, and/or having people sign a statement saying that they’re not aware of anything that they should be reporting.
- Further protection for RO as we can then say we have taken every reasonable step to protect our members.
- Look to using an external Whistleblower agency
  - If someone needs to report abuse, people have the opportunity to call someone outside of RO
  - Part of the benefit is you’re giving people a safe place to report different things, as well as the investigation that ensues is completely unbiased and professional
  - Look at focusing our efforts on the Pre-Incident situations – that’s where we can make the most difference to our athletes and the largest amount of vulnerability
  - Whistleblower keeps the identify of the individual confidential and protects them from shame and intimation of reporting to someone they see at the rink all the time.

<b>9. ED Report:</b>
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<b>Pamela Julian</b>
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### 9.1. ED Report:

- **Discussion on a number of areas outlined in the report:**
  - OASF Report (Base Grant Funding):
    - Positive feedback on complexity and comprehensibility
    - Final amount released
  - Marketing:
    - Social Media stats are continuously rising – lots of engagement and positive feedback
    - Clothing has been selling well at events through the Ringette Store
    - Looking at doing an e-commerce website

- Working on next season marketing strategic plan
- MMS:
  - RAMP interactive is going really well so far
  - Being tested in February - planning to roll out in April, 2019
- Key priorities
  - Strategic and operational plans were top priority
  - Risk registry
  - Injury reporting
  - Competition structure
  - By-law Revisions & Committee Restructuring
- Injury Reporting
  - We are now tracking and monitoring injury reports
  - Request to add Officials into injury reports
  - Will be looking to create further support documentation for coaches and bench staff
  - Concussion reporting:
    - Look at tracking Player-game ratio – reporting rates instead of amounts of concussions
    - Meeting with Sunnybrook Hospital Concussion Research Team to discuss collaboration for research and improving reporting tools
- Safe Sport:
  - Pam has been doing research on third party companies to work with on creating a Safe Sport package for Associations
  - Met with a company called Plant to Protect, who works specifically with not-for-profits and vulnerable populations
    - a. Working with them to create a custom package for Ringette Associations which would include volunteer screening, training and advise on policies, etc.
- Budget:
  - Budget is looking good and we are on track with revenue and spending
  - Some adjustments to costs as the year progresses
  - Budget is being recreated for next year to reflect the changes in how we will be spending money
  - Need to add a projected year end number in the final report

<b>10. Administrative Initiatives:</b>	<b>Margareth Peressutti</b>
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**10.1. Administrative Initiatives**

- Nothing to discuss

<b>11. Technical Initiatives:</b>	<b>Heather McTavish Taylor</b>
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**11.1. Development Discussion Paper**

- Meaningful competition is key to athlete retention
  - Creating a set of specific goals for each game and go into competition with a positive mindset regardless of a win or loss
  - Do you have less of a chance than someone else vs a format where everyone starts the competition on an equal footing
  - We need to start thinking about development not as distinct cycles but instead, as a continuum

- Create a development stream for our high-performance teams which is on a 2 to 4-year cycle – have a pool of identified athletes, coaches and officials who are constantly being developed for those AAA or CWG years.
- Half ice-program
  - A pilot has been launched in Guelph but no information from this has been provided so we are unsure of what is working and what isn't
- Coach Mentoring program developed similar to the successful POD program in Officiating
  - How do we bring in the older players, and bring them back into coaching
  - What kind of program can we put together that helps bring the young people back into the mix?
- Creating a manual for starting a new Association
- Next Steps:
  - Have to figure out how all the pieces fit and when and how we implement the new model
  - Working group to be struck to work on this aspect of it with the office

## 12. In Camera Session

*In Camera Session took place after the New Business portion of the meeting.*

## 13. New Business

### 13.1. University Ringette: Brian Breckles

- UCC as a National event plays 20-minute periods as opposed to 15
- In order to keep the level of play at a high level it needs to be maintained at playing 20-minute
- After 2020 want to bring the University level back to playing 20-minute so that we can attract more players to University play
- **NEXT STEPS:**
  - Need to get buy in from Officiating
  - Need to consider ice-time constraints

### 13.2. Appeals: Terry Ablett

- Created a Dos and Don'ts for filing an Appeal to help standardize the appeal process
- Have been seeing a number of appeals where Regions are not following their own processes, and these then come to RO to handle
- Need to encourage Regions to handle their internal appeal process correctly

## 14. Next Meeting

Saturday, May 4<sup>th</sup>,

## 15. Adjournment

**15.1. Motion D4-18-03 THAT:** The meeting be adjourned

Moved:

Seconded:

Carried/Defeated

**Appendix A:**

**Action Items:**

<b>No</b>	<b>Action</b>	<b>Responsible</b>	<b>Complete/Ongoing</b>
1	To Finalize Provincial Budgets	VP Finance/ Executive Director	Complete
2	Present a report to the Board on Banking fees and processes to improve options with GIC	VP Finance	Ongoing
3	Invitation to Board to attend Mission, Vision & Values workshop October 13 <sup>th</sup>	Executive Director	Complete
4	Athlete Advisory Council TOR formalization and formation	Athlete Director	Complete
5	Ask Steve Indig (RO Lawyer) to adjust Inclusion Policy to reflect timeline for registration period	Executive Director	Ongoing
6	University Rules to be put in a separate addendum to rules and sent to University Coaches. Posted on the website as a resource	Technical Director	
7	To Draft a clear mandate on what the Boundary task force should be addressing (problem areas)	Regional Directors	Ongoing
8	Ask other Ringette PSO's what the coaching requirements are for their 18+ coaches/teams	Executive Director	Complete
9	Develop communication protocols for Committees which would have everyone on the same page	Executive Director, VP Technical & VP Administration	Ongoing
10	Ask Steve Indig (RO lawyer) if all Regions must follow the same voting system in their by-laws and what that voting system should be structured as	Executive Director	Complete
11	Mitchell Complaint to be reviewed and addressed	Executive Director	Complete
12	Regional Directors to ask potential candidates in their region and provide names to Freedom.	Regional Directors	Complete
13	Strategic Plan presented for approval at May Board Meeting	Executive Director/VP Technical/VP Communications	Ongoing
14	Operational plans presented for May Board Meeting	Executive Director	Ongoing

15	Prepare a Board Skills Matrix for recruitment of next board members	VP Administration/Gov & HR Committee	Ongoing
16	Prepare Constitutional Changes for Membership to vote on at AGM	President/Executive Director/Gov & HR Committee	Ongoing
17	Personnel Policy revised and updated	Executive Director/Gov & HR Committee	Ongoing
18	Create a Risk Registry	President/Risk Registry Working Group	Ongoing
19	Revise & update safe sport policies	Executive Director	Ongoing
20	Create central document of policies for revision and updates	Executive Director	Ongoing
21	Prepare a status communication piece for membership	President/Executive Director	Ongoing
22	Budget – add projected year end to spreadsheet	Executive Director	Ongoing