

WSWO Board of Directors Meeting Minutes

Location	Conference Call
Date	6 June 2018
Meeting Called to Order at:	8:07 PM
Roll Call	Mike Spence, Erika Langman , Wendy Durigon, Tom Wheeler, Todd Spalding joined at 8:20
Guests	none
Absent	Geordie Neulands, Steph Collins
Minutes Recorded By:	Mike Spence
Review Minutes from Last Meetings: 1 and 7 May 2018	<p>- The minutes from the Board Meetings</p> <p>Motion to accept minutes from May 1st Wendy, Second by Tom. Carried</p> <p>Motion to accept the May 7th, 2017 minutes:</p> <p>There was a correction noted by Mike to include the specific motion from Steph Collins from his feedback. Approval was parked: Action: Mike to update the minutes and include them for approval at the next meeting.</p> <p>Open actions from the last meeting:</p> <p><u>Transition Plan:</u> There is no plan. The responsibility to develop the plan was with the members voting for the removal of Paul Roberts. Action to create a plan was taken by Erika.</p> <p><u>OASF grant:</u> cheque authorization delay : Mike expressed concerns regarding Conflict of Interest in cheques totaling \$10,000.00 written to Todd Spalding, Erika Langman and Steve Jarrett with no back up contrary to WSWO policy. Erika explained they were trying to get the money spent before the deadline. Agreed to have the \$10,000.00 transferred to the wake account, back up documentation shall be provided to validate the expenditures.</p>
<p>MCTS & Hosting Grant submissions</p> <p>OASF funding</p> <p>➤ Update on Hosting Grant</p> <p>➤ Update on OASF</p>	<p>Hosting grants: the change of venue for both Wakeboard (spray Lake) and Waterski (Puslinch Lake) has been finalized.</p> <p>Meeting planned with Faye Blackwood on June 12th. Wendy has confirmed. Submission date has changed from May 31st to June 12th. The goal of the meeting is to gain improved understanding of the change process, expense eligibility and effective operational and strategic plans. information the Ministry</p> <p>Lessons learned:</p> <ul style="list-style-type: none"> ➤ Clear guidelines for budget reporting aligned with grant requirements; specifically with actuals to budget ➤ WSWO policies & procedures shall be the guideline ➤ Due dates and milestones to assist in keeping on track ➤ Ministry communication protocols ➤ Other items to be tabled when reviewing WSWO communication and with any Ministry feedback
<p>➤ Budgets and the required board approvals</p>	<p>Revised OASF budgets are required from traditional (phase 2). Wakeboard phase 2 is being finalized. The approval of these budgets will need to be done by e mail to meet the submission deadline.</p> <p>Motion: The transfer of \$22,500.00 to the accounts of WaterSki & Wakeboard by Erika, 2ND: Mike Motion is carried.</p>

➤ Update on Website for WSWO, Traditional	The framework is almost done. Planned completion in 2 weeks.
New Membership Structure	Erika presented a structure that aligns with Ministry reporting. Benchmarked with cycling, Skiing, Snowboard, A possible benefit is a membership level that includes insurance. Board to review and provide feedback.
On line membership system	Karelo is still the method used
➤ Nationals Updates - Bare, Ski, Wake	Barefoot on 4 August at Dream Lake Wakeboard on 24-27 August at Spray Lake Waterski on 8 to 12 August at McClintocks
➤ Signing authority and releases status	Jaclyn has made arrangements with the Bank of Nova Scotia to have the signing authority documents done for Wendy & Todd. Tom has completed the required documents. Jaclyn has set up the cheque signing cycle between Tom, Mike and Jaclyn.
Other Business	No candidates for the President position have come forward
Adjournment	<i>Motion: to adjourn meeting made By: Wendy Seconded by: Todd Motion Carried Meeting adjourned at: 9:40PM</i>