



non-profit and volunteers

Board Meeting Notes
Monday, April 21, 2020 | 7:00-8:15 pm
Location: Via Zoom Call

Meeting called to order at 7:00pm by Jess Smith

Present from Board: Jess Smith, Peter Beaumont, Marc Danneker, Paul Waxlax, Christina Beddies, Sarah Trachet, Kristin Marriott, Ronda Maurer, Nick Eull, Kathy Robideau, Jen Mackay,

Sports represented: Volleyball, Lacrosse, Soccer, Football, Basketball, Winter Skiing, Tennis, TR Softball, Wrestling, IH Baseball

21 participants

AGENDA

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| 1. Review and Approve March Meeting Minutes/Notes | Peter |
| 2. Update from Covid-19 Task Force - refund policy | Nick |
| 3. Outstanding Actions | Peter |
| 4. Debrief on Covid-19 Task Force | Jess |
| 5. Ronda Update attachment | Ronda |
| 6. Action Items: | |
| • 90 day Activity Summary | |
| • Risk or Opportunities for Big BOD to consider | |



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1. Review and Approve March Meeting Minutes/Notes

Peter

Motion to approve minutes: Jess
Seconded by Marc

2. Update from Covid-19 Task Force - refund policy

Nick

Nick reviewed the various options that have been discussed and outlined what the refund would look like. Work needs to be done on processing and time it will take.

Denise: Won't take \$20 refund out Volleyball as this is a large amount from the \$55 registration fee. They aim to refund the \$55 at any time and via Sports Engine. 42 players involved.

Nick: Valid point and we should review.

Jess: The decision on the refund should be the programs but we should not be left with any credit card fees.

John: Telling Lacrosse that's it's going to take a while. Most refunds will be via credit card and checking on all will take time.

Kristin: Estimate refunds can take 40 per hour, so to do 100, 2½ hours.

Jess: If all sports were refunded, what that figure be?

Ben: We should ensure we know what our fixed costs are and ensure we cover them, such as insurance, salaries, storage and Sports Engine fees.

1st 3 months (Jan-March) costs were \$26,000.

3. Outstanding Actions

Peter

All designated action from the previous meeting have been carried out.



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4. Debrief on Covid-19 Task Force

Jess

Jess: Shared discussions that have been taking place regarding virtual programs to keep kids interested and fit and healthy as well as the initiative proposed by Matt Percival to have the in house PD's connect with their opposite numbers at Eastview HS.

We need to get the programs cancelled, make refunds and move on to the planning for the Fall.

5. Ronda update attachment

Ronda

Ronda: Shared the detail of the Program Updates attachment she had prepared and that we need a better feedback loop. She explained the input required.

We need an estimate of when the budget should be reviewed.

She will share this with PD's.

6. Action Items:

- 90 day Activity Summary
- Risk or Opportunities for Big BOD to consider

Paul: Reviewed the 90 day activity summary and the format. Great feedback. It still needs some work, but when completed will drive the agenda and attendance for Big Board meetings based on the priorities for discussion.

Kathy: Discussed marketing and advertising budget. Posed the question as whether we survey people at this time.

Nick: Commented that the devil is in the detail on the risks and opportunities.

Jess; Concluded the meeting and said good time to get things like concussion training done.



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ACTION

- Share Program Updates with PD's with requested input. - **Ronda**
- Completion of 90 Day Activity Program for review at next Board meeting (May-18) - **Paul**
- More work on the Refund Program - **Nick/Kristin**