
	<p>Nepean Knights Minor Lacrosse Association Executive Meeting Wednesday, September 20th, 2023 @ 7:00 pm meet.google.com/uug-pcyj-cyo</p>	
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In Attendance

Al Brown, Derek Herfst, Chris Hipwell, Phil Kiazzyk, Mark Lange, Tyler McDonald, Martine McFarlane, Stuart McFarlane, Stuart McFarlane, Paula McNaught, Cheryl Scott, Sheldon Speers, Jessica White, Nicole Zywicki

Welcome, Call to Order, Land Acknowledgement – Al Brown

- Setting the tone for meetings! Only room for safe and respectful dialogue!
- This is the year for doing (bylaw update, policy work, roles and responsibilities), so if you can't commit to the work you are in the way!

1. Summary of NMLA Box Season 2023 - Al + Jess

- **Thanks**
 - Thank you to everyone for stepping up and making it such a successful season!
 - Tyler took on the Referee in Charge role (new title), and it went remarkably well.
 - Nicole transitioned into the Jeffs previous role which took a tremendous amount of time and effort.
 - John successfully ran the Capital tournament with a lot of hard work and dedication.
 - Mark stepped into his new role and handled anything and everything that came up, and did so amazingly.
 - Ashanti stepped in to run the U9/U11 girls program which went incredibly well.
 - Jill ran the house league programme for the kids who want to play but not necessarily competitively. This is a lot of work and she did it wonderfully.

We could not do it without all of your hard work, time and effort – Thank you!

2. What we accomplished this season

- Full season of house league and competitive box lacrosse
- Winter lacrosse
- U13/15 girls house league returned
- Mom's lacrosse

- Knights Giving Back Program to U5/7
- U9/U11 Girls Program

Thanks to everyone who supported the coaches (experienced and new), all the coaches seemed to enjoy the season and had a good year. (Mark)

3. Highlights

- U15G "A" Finalists, U15 Boys "A" Qualifiers,
- U17 Boys "B" Semi-finalists,
- U22G "B" Semi-finalists,
- U13 Boys "B" Semi-finalist,
- U11 "C" Semi-finalists,
- Many Alumni playing on various Junior, University sports, and pro teams,
- Junior "C" advance to East Finals,
- Our largest # of boys and girls playing for Team Ontario,
- Alumni Thomas Kiazzyk drafted to NLL in second round,
- Numerus Zone 5 Championships (U9, U13-1, U15-3, U17-1, U15G, U17G, U22G),
- A number of alumni and current Junior "B" players win Minto Cup playing for Burlington Blaze Jr. A

Our program is producing a number of kids who are moving on to impressive opportunities and we should be proud of how successful its been and the level of quality of programming we've progressed to.

We do all this work for the kids ultimately, and to raise the level of competition and the list above demonstrates we're on the right track and doing well.

Seeking feedback. We can always improve and do things better. At some point lets break things down, collect input and see what we can do to improve more to continue the positive forward movement of our program.

4. The Dale's - Mark+Jeff - Update, #Battleforbeau, further initiatives

- As many already know, the Dale family (U11), were in a tragic accident the week before school started. Steve Dale passed away, and Riley and Beau were injured. Riley suffered a broken collar bone, while Beau remains in hospital with more serious injuries, but is now up and speaking to family. The Knights community has reached out to support the family in any way we can.
- Marty, in collaboration with MegaCity has t-shirts and stickers for sale, with all funds going to the Dale family to help. On the 11th of every month, we encourage our Knights to wear Knights gear to continue showing

support for Beau as he recovers. A Go Fund me page was set up and has surpassed goal after goal and we hope this continues.

- If anyone wants to help, please reach out to Jon Z directly to streamline communications as he is in close contact with the family. Its important we remain respectful to the family and their wants/needs during this difficult time.

5. AGM Planning - Al + Jess + Nicole

👉 Road map to compliance by Oct. 2024 (bylaw and policy meeting), Select a date/location, Slideshows (takers to put this together?), Terry Burgess Award Nominees (volunteer of the year), send submissions to Jess.

<https://docs.google.com/presentation/d/1wm2LTri2pyeZ9ars-n-v6KqMRFQQczp/edit#slide=id.p1>

- AGM put together a road map, worked through some of it with Nicole (she put it together). Al agrees with it.
- If we're making changes we need to be careful how we go about doing so. Line in constitution regarding a number of voting positions limit (to note).
- We have to change our by-laws to be compliant, so this is part of it.
- Reason why we need to be compliant: The OLA AGM in November 2022 requested we be in compliance by 2024. There is a whole list of things we need to do.
- We have to start somewhere; the structure is going to be open for debate, we know we need approval, we will go through the right steps, but leaning into this AGM we need to be prepared to call out to people to get them to join. We can not sustain this board the way it has been in the past. This needs to be considered as we move forward.
- Policy – lots of work to do (outstanding).
- Nicole has found templates from other sports/associations that we can use, or use as guidelines (e.g. safe sport). A lot has been done, but we just need to finalize it all amongst ourselves.
- Policy sub committee – Will need to be formed at some point to move things forward. We have volunteers from the board who will be leaving and we need to replace them, as well as add. With the OLA requesting everything for next October (2024), we need to ensure its ready and done by then as they gave us two full years notice. Call of urgency now.
- We need to get caught up to other associations (e.g. Peterborough and Brampton websites are great examples of how ours should look and the direction we want to head in).
- Members - If you are in a current role, please start a document with your responsibilities (OLA, from our membership), including timelines, dates which things are due/done, description of every aspect of your role. At minimum every person who held a defining role should be putting together what you have been

doing and/or should be doing. If you have two (or multiple) roles, please document all your roles. We know this may be tedious and a little time consuming, but its extremely necessary. If you leave, we need the ability for someone to step into the role and not have to learn everything from scratch, increasing the risk of missing steps/actions. We presently don't have anything shared between us, and we're getting to the point where many of us have a year left, or less. We don't want to leave things to the next person the way we found it/stepped into it.

Put your documentation in shared drive, which will allow it to be accesses by anyone when required.

- We need to set a date/location so we know end point for AGM. Traditionally it was held in November. It does have to be held **after** our year end and our financials **and** policies must be done before it is held, so early December would work. Please send proposals to AI (look at early December).
- Bylaw states the AGM must be held within fiscal end. (x amount of days from end of season or fiscal year). Once no later than, 18months after last proceeding of general meeting. Please keep in mind, we're not pushing it back unnecessarily or unreasonably far if we hold it in December. Yes its slightly later then typical, but we're going to hold it when we're prepared, and can send out the proper notice to people. Also to note, what we've done in the past is in fact not the "normal" process. Typically we need to bring the review to AGM, its not required to be reviewed this year, **but** to be compliant in the future and how we apply for things we need to start at some point and if we want to apply for grants in the future we need to have a review done (so if we want to apply next spring we mut have the review done this AGM).
- If Nicole bought a tool for finances, she could do the financials within a couple of days from when bank account is closed and then receive the final statement (keeping in mind – it will take ore then a couple of days as Nicole has work, kids and life around lacrosse so she'll need more then a couple of days to conduct this work).
- Paula – if we are going to have an AGM (special business) notice to membership, the notice must include the wording and notice of meeting so people can make informed decision on how they want to vote. Which means we need to know where we're going with it when we make the notice (keeping in mind the financial statements review has to be finalized and presented to the board as well).
- Overall – if we have to be compliant by Oct 2024 (next year), lets start right off from the start and do it properly. It may be more effort/work but its worth doing it now instead of duplicating work down the road. Lets not delay it.
- Bylaw amendments – when do we have to amend them? After the AGM, before the AGM? What's the process? How can we amend them to be compliant? (Sheldon)
- As per s11.01 – We must finalise the new bylaws, the wording would auto repeal prior bylaws, the directors approve and they are in effect as of that date. Then the next AGM after approval, they will be confirmed (special resolution). There has to be notice 20 days min before the AGM though, which is just days away

from now if that's our intent (e.g. last day for notice would be Oct 27 to have it on Nov 15).

- How are we thinking of approaching it? A small group formed to discuss the overall frame work, then we can have a larger group get together to look at a more finalized version to tweak it and together decide on a finalized version.
- The executives will vote on it, it becomes bylaw, then membership AGM votes on it (TBC).
- To note, we need to differentiate between officers vs directors. Directors vote. Officers don't. A Directors meeting would need to be held. Notice of change for registered office of directors and officers required (currently waiting to be filed.) Paula has not been able to get a finalization of who would be in that notice of change to be filed with the ministry to get Dan to file. AI – to provide (he has a document to share).
- There is a lot of language that needs to be updated to be modernized. Do we want to look at restating our objects to make it more current? Jess and AL will set up a meeting to do this with Paula.
- Paula, Jessica and AI will sit down in early Oct to discuss further, then will bring together a larger sub committee (for example the directors who had a vote last year) to review/fine tune it, with the goal to have it final by end of Oct.
- Other – Please keep winter lacrosse in mind when we decide upon the AGM date. We usually announce winter lacrosse dates following the AGM and if its to start early Jan 2024 this may not provide much notice (especially considering people are already reaching out to inquire about winter lax).
- OLA AGM is Nov 10/11
- Placeholder in calendar for our AGM: **Tues Dec 5th, 7pm**. Location: **TBD**. We will use this date and work backward for all tasks required.
- AI will work on location with Tyler and others (Minto, Hintenburg, Jack Charron.
- AGM structure – TBD

6. **Board Positions and Nominations - AI + Jess**

 **who is staying / leaving, leading to call for volunteers, nomination forms**

There are people from the board who will step away in the near future. It will be tough to see them leave, they did great work, they stepped in when no one else did and we can not thank them enough!

7. **Upcoming Departures / Changes**

- Chris Hipwell will be leaving his position with us. Chris has a lot on his plate with his family, work, Nemesis and Jr C team. Chris will stay on as GM with the Jr Cs, but this is very time consuming. Chris has indicated that there may not need to remain a Jr C director/liaison person required (as long as there is a GM on the Jr Cs this may be sufficient). Chris's departure will be greatly felt and we'll miss his input. We'll need to reshape the board (what it looks like) as Chris leaves

- Phil Kiazzyk will stay for the upcoming season, but it will be his last year on the board (2024). Derek will take over the Equipment Manager position after the 2024 season.
- Vice President Role – Jessica will remain in this role until a replacement is found. Jessica would like to remain focused on the Registrar position so we will need to start the search for a new VP.

8. Reminder to remaining members:

- Send AI your roles and responsibilities, including milestones/timeline of tasks, as well as upload to the Google drive.
- Deadline – October 15th 2023. A link to exactly where to place it will be sent soon.

9. Board Expansion

- We as a board have been discussing what the executive and board should look like. We've been through lean years where we've individually taken on many roles. But now, we're growing as an association and the association needs to grow as well to reflect this to avoid burning out our volunteers. We may not get people to fill all these positions but let's be proactive for call outs to try to get people involved. We need to be welcoming, and teach and educate. The proposed structure is in the Roadmap, its similar to the other OLA associations (or a variation of it). This is up for discussion.
- As we plan and move forward, we want the goal to be a more robust executive, and to do this we need to add positions. The voting positions can be done appropriately and correctly following the AGM. This is what we're seeing what other associations use/try to use and we want to emulate it. If you have any questions please direct them to AI.
- Suggestion to have a recruitment event at a pub to get together to float ideas, and bring in new recruits, an "Open House" type of event/idea. We'll need to secure a space for this type of recruiting event. Jessica will work on location, and potential dates.

10. Volunteer awards

- Submissions should be given to Jess so they can be provided during AGM
- To note Tylers position has a new title "Referee in Charge" (no longer Chief Referee).


11. Treasurer's Report - Nicole

👉 Where we stand on all fronts (refunds, outstanding fees to Zone 5, to OLA, team fees), Considerations for our AGM - review (to be in good standing for AGM)

- Financially we had a good year.
- The winter lacrosse held some surprises and we did not expect it to be as successful as it was.
- We want to encourage repetition of this, along with additional/similar types of incentives.
- To consider for the upcoming season - fee review. This may be the best time to do a review of fees. Perhaps consider raising fees for the older age groups vs younger (remain as is).

12. OLA AGM - AI

 **November 10-11, in Niagra Falls, Registration deadline is October 9th**

 **Amendment submitted by NMLA and Zone 5 regarding tournaments**

- The Zywicki's have graciously agreed to represent Nepean at the OLA AGM. Thank you for doing this!
- There is an amendment we are proposing that they need to vote on, requiring teams to have to visit tournaments outside their zone. This amendment needs to be written into language so clubs must stay compliant. This amendment should encourage travel equally among associations.
- AGM social media should encourage in person attendance. Traditionally the in-person AGM has not been well attended in the past. We should consider a social media campaign to drive attendance up, but also to use as a recruitment strategy.
- Call out has to be done within a certain time frame. As a group, we can decide on a date and location, we just cant advertise it until we are able to do so as per the constitution.
- There is some area for Trillium grant eligibility that we want to consider (masters, moms night etc.) but to do so we have to participate successfully in a review process, which includes preparation of financials at year end (and we must be compliant with financials to participate).
- Grants - Up to 10k and anything over, there is a different process. Paula looked into it, if we get money from the public that is not from membership, your considered a public benefit corporation which means we can do a review or audit engagement. If we want to wave a public accountant, we need to have 80% member vote (TBC). The board should be set up whether or not we get grants so year to year we would stay compliant as a public benefit.
- Jessica – for your information an officer is not considered employee for not for profit.

13. NEW BUSINESS - open to all

Axeman – Loan Forgiveness

- We received a request from the Axeman for loan forgiveness. We are not in a great financial position this year so this request requires much consideration.
- The request was for \$500 to \$700 forgiveness of what they owe us (\$1900). The Axeman have not paid anything to us at the moment.
- It was a tough year for the Axmen and they aren't asking for the loan forgiveness lightly.
- We have traditionally worked closely with the Axmen, and although we understand why they are reaching out to us now, we'll need to consider our position in the future in regards to our ability to subsidize them, and other programs outside of our association.
- If we decide to consider a loan forgiveness we are considering it to be \$500. A vote will be held with board members to vote on it should it move forward.
- AI will reach out to Jason to discuss if there is flexibility and/or if there is a way we can get the fees back in a non-financial way (ie more help for winter lacrosse, sort outs, at tournaments). The relationship with the Axmen is an important one to maintain so if we can work with them to maintain a strong working relationship, that will be our goal.
- A vote on forgiveness will be on pause until AI has a chance to discuss alternative arrangements with Jason.

Next Meeting: Bylaw and Policy Writing session (in-person) Oct. 7th or 14th

AI – meeting over. Jess seconded it.