

**Minutes of the Nova Scotia Curling Association
Board of Directors Meeting
July 16th, 2018
6:30pm**

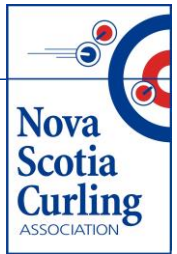
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In Attendance: Cathy Dalziel, Mike Strang, Chris Mosher, Teri Udle, Graham Mowbray, Marion MacAulay, Robin Nathanson, Harry Daemen, Virginia Jackson, Susan Creelman, Nick Hilton & Carolyn Kavanagh

Regrets: Donalda Buckingham, Chuck Dyke

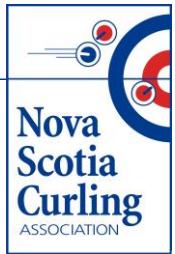
ITEM	ACTION	SPONSOR	ATTACHMENT/ ACTION
1.	The President called the meeting to order at 6:40 p.m.	President	
2.	Consent Items: 1. Approval of Agenda 2. Minutes of meeting June 25, 2018 Motion: To approve the Consent Items Moved by: T. Udle Seconded by: R. Nathanson	President	Passed: <i>nem.con</i>
3.	Business Arising from Minutes (June 25/18) a. Draft Bylaws Bylaws were circulated to BOD and comments were received from 4 members. Motion: To refer the draft bylaw revisions to the Constitutional Review Committee approved by the Board in this meeting, further review to the BOD. to the BOD. Moved by: C Dalziel Seconded by: G Mowbray	President	Passed: <i>nem.con</i>





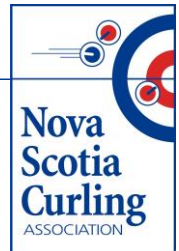
<p>3.</p>	<p>b. Board Committees – terms of reference Dealt with in Agenda Item 4.2</p> <p>c. Operational Committees – terms of reference Dealt with in Agenda Item 4.3</p> <p>d. Report on receipt of emails re; code of conduct C Kavanagh reported that she has yet to receive replies from C Dalziel, D Buckingham, M MacAulay and M Strang</p>	<p>Secretary</p>	<p>Action: Replies from the remaining four Board members to be sent to Secretary.</p>
<p>4.</p>	<p>New Business:</p> <p>1. Google Drive Primer for Directors</p> <p>2. Board Committee Terms of Reference & Solicitation of Committee Members</p> <p>a. Calendar Project Committee</p> <p>Motion: The Board approve the terms of reference for the Calendar Project Committee and further approve T Udle as chair of the committee. Moved by: C Dalziel Seconded by M Strang</p> <p>b. Constitutional Review Committee</p> <p>Motion: The Board approve the terms of reference for the Constitutional Review Committee and further approve G Mowbray Chair of the Committee.</p>	<p>V Jackson</p> <p>President</p> <p>President</p>	<p>Action: Question or suggestions on either accessing the drive or folders within the drive can be referred to C Kavanagh or V Jackson.</p> <p>Passed: <i>nem.com</i></p> <p>Approved TOR in shared folder</p>





	<p>Moved by: C Kavanagh Seconded by: C Dalziel</p> <p>Following discussion regarding accountability and documentation for all committees, a friendly amendment to the motion was offered by G Mowbray and accepted by the chair:</p> <p>Amended Motion: That the Board approve the terms of reference for the Constitutional Review Committee with the following change: sentence 2 of the Section entitled Authorities shall now read: "The committee shall save relevant documents such as drafts, memos, communications and documents to a designated folder in NSCA's Google Drive."; and further approve G Mowbray as Chair of the Committee.</p> <p>Moved by: C Dalziel Seconded by: S Creelman</p> <p>c. Finance and Audit Committee</p> <p>This item was tabled.</p> <p>d. Nomination Committee</p> <p>Motion: The Board approve the terms of reference for the Nomination committee. Moved by: Cathy Dalziel Seconded by: G Mowbray</p> <p>e. Strategic Planning Committee Motion: The Board approve the terms of reference of the Strategic Planning Committee and approve its composition being C Dalziel as chair, and S Creelman, V Jackson, G Mowbray, H Daemen and C Mosher as members. Moved by: C Dalziel Seconded by: R Nathanson</p>	<p>President</p> <p>President</p> <p>V Jackson</p>	<p>Passed: <i>nem.con</i></p> <p>Amended TOR in shared folder</p> <p>Passed: <i>nem.con</i></p> <p>Approved TOR in shared folder</p> <p>Passed: <i>nem.con</i></p> <p>Approved TOR in shared folder</p>
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<p>3. Operational Committees Terms of Reference & Solicitation of Members</p> <p>V Jackson introduced draft terms of reference for, and solicited Board discussion on the following proposed operational committees, and solicited and received board member participation as follows:</p> <p>a. Host Committee C Kavanagh offered to be part of this committee</p> <p>b. Events Committee It was noted that there should be revisions to the draft terms of reference as this committee’s work would not include anything to do with logistics for Championship events as logistics would rest with the Competitions Committee. C Mosher offered to be part of this committee.</p> <p>c. Partnership Committee C Dalziel offered to be on this committee. She also pointed out that committee members do not have to be board members, and invited board members to put forth committee member suggestions.</p> <p>d. Website and Social Media Committee It was noted that this committee is more about strategic direction than being the webmaster. Discussion was held around A Paris’s involvement and whether we could find other members outside of the BOD. T Udle indicated that she would like to contribute to the committee; M Strang offered to chair.</p> <p>Motion: That the Board approve the terms of reference of the Website and Social Media Committee and further approve M Strang as chair of the committee and T Udle, Technical Director A Paris as members. Moved by: S Creelman Seconded by: R Nathanson</p>		<p>Action: V Jackson to submit to the board for approval terms of reference for all operational committees not yet approved by the Board.</p> <p>Passed: <i>nem.com</i></p> <p>Approved TOR in shared folder</p>
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<p>e. Competitions Committee</p> <p>Motion: The Board approve the terms of reference for the Competition Committee as submitted and constituted.</p> <p>Moved by: C. Dalziel Seconded by: S Creelman</p> <p>In discussion on the motion it was noted that the terms of reference should be revised to include two sections from the Event Committee's draft terms of reference as follows:</p> <ul style="list-style-type: none">• Item 2 under the Objectives heading and• Bullets 3 and 4 under the Composition heading <p>It was also noted that there must be a strong working relationship between the host, ice and competitions committees.</p> <p>C Mosher offered to serve as a member of this committee.</p> <p>A friendly amendment to the motion was offered by V Jackson and M MacAulay and accepted by the chair:</p> <p>Amended Motion: The Board approve the terms of reference for the Competition Committee, subject to the revisions above noted and highlighted, and further approve C Mosher as a member of this committee.</p> <p>Moved by: C Dalziel Seconded by: T Udle</p>		<p>Passed: <i>nem.com</i></p>
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	<p>2. Curling Canada/MA Board Structure Task Group</p> <p>The President advised that she is a new member of this task group and will report to the Board any relevant doings of this group.</p> <p>3. Curling IO Implementation Plan</p> <p>V Jackson reported that all championship competitors' entries will be processed through IO and Curling Canada continues to encourage clubs to sign on to the IO system.</p> <p>4. Credit Card Limit to Technical Director</p> <p>S Creelman advised the Board that the current credit card limit for the Technical Director is inadequate.</p> <p>Motion: That the Board approve and increase in the Technical Director's credit card limit from \$500 to \$2,000.</p> <p>Moved by: S Creelman Seconded by: N Hilton</p>	<p>President</p> <p>Executive Director</p> <p>Treasurer</p>	<p>Action: V Jackson will update the Board on IO implementation plan as it evolves.</p> <p>Passed: <i>nem.com</i></p>
<p>8.</p>	<p>Adjournment:</p> <p>Motion to adjourn the meeting at 8:40 p.m.</p> <p>Moved by: S Creelman Seconded: N Hilton</p>		<p>Passed: <i>nem.com</i></p>
<p>9.</p>	<p>Next Board Meeting: TBD</p>		

C. Kavanagh (Secretary)

C. Dalziel (President)

Approved Sept 10,2018



...dedicated to the administration, promotion, development and coordination of the sport of curling...

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