



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

**Minutes of the Nova Scotia Curling Association
 Board of Directors Meeting
 January 19, 2020, 6:30pm (via conference call)
 Approved March 22, 2020**

In Attendance: Chris Mosher, Donalda Buckingham, Virginia Jackson, Susan Creelman, Mike Strang, Sean Bray, Nick Hilton, Andrew Abraham, Graham Mowbray, Tiffany Cuthbert and Alison Davidson

Regrets: Robin Nathanson

ITEM	ACTION	SPONSOR	ATTACHMENT/ ACTION
1.	The meeting was called to order at 6:36 pm.	C. Mosher	
2.	Approval of Agenda C. Mosher asked if there were any additions to the meeting agenda that was circulated. MOTION: That the meeting agenda circulated be approved. Moved by: Donalda Buckingham Seconded by: S. Creelman Motion carried.	C. Mosher	<i>Passed: nem.com</i>
3.	Approval of October 27, 2019 Meeting Minutes C. Mosher asked if there were errors or omissions from the meeting minutes as circulated. None was brought forward. MOTION: That the minutes of the October 27, 2019 meeting of the Board of Directors be approved. Moved by: Graham Mowbray Seconded by: Mike Strang Motion carried.	C. Mosher	<i>Passed: nem.com</i>
4.	Business Arising from Minutes a. Policy Review i. Direction from the Board on the development of the Transgender Policy G. Mowbray presented his research on transgender policies. Discussion took place around open vs strict policy and the direction Nova Scotia Curling wants to take. A tally of directors was taken. After further discussion, consensus	G. Mowbray	Discussion.





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<p>was that NS Curling should have a transgender policy that is open with a qualification that provincial representatives attending Curling Canada sanctioned events will have to meet Curling Canada guidelines. <i>6:57 pm T. Cuthbert joined conference call</i></p> <p>ii. Discussion/Approval of the Concussion Policy G. Mowbray summarized the development of a proposed policy for concussion protocol. There is consensus that the policy is well worded and should be adopted.</p> <p>Chris asked if there were any questions or concerns related to the policy. M. Strang asked about enforcement and if head officials/umpires will be notified of the policy.</p> <p>Graham will update the reference to curlers under 12, remove the reference to Junior Slam Series, and send updated policy to C. Mosher.</p> <p>Chris will send draft concussion policy to head umpire for feedback. <i>7:15 pm V. Jackson left conference call</i></p> <p>iii. Approval/reapproval of the “Administration of Policy and Procedures” policy G. Mowbray shared that in his review of current policies there is a policy (Administration 1.17) related to how policies and procedures are reviewed and updated. This policy does not appear to have been formally approved. Graham reflected that there are a few policies that are on the NSCA website that have been rescinded and should be removed. He thanked those directors who have volunteered to help with the review process.</p> <p>MOTION: That the Administration of Policy and Procedures Policy (Administration 1.17) as circulated be approved. Moved by: Graham Mowbray Seconded by: Donalda Buckinham Motion carried.</p> <p>b. Bookkeeping role S. Bray shared that he and S. Creelman had been reviewing bookkeeping portion of the Treasurer role and how the Sage software is working. S. Creelman shared that when she took on the role of Treasurer, she also took on making</p>	<p><u>Action:</u> G. Mowbray will draft a policy and circulate for approval</p> <p><u>Action:</u> G. Mowbray will update the draft policy as suggested and send updated policy to C. Mosher.</p> <p><u>Action:</u> C. Mosher will send draft concussion policy to head umpire for feedback.</p> <p><i>Passed: nem.com</i></p> <p><u>Action:</u> Sean/Susan and Virginia will continue to discuss processes.</p>
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	<p>entries in the accounting system. This has grown to be too much for one volunteer and recommends that the Board examine processes to see if routine tasks can be accomplished with a key volunteer or if it needs to be a part time staff position. C. Mosher shared that he will be meeting later in January with Sport Nova Scotia to discuss the definition of the roles of the Executive Director and Technical Director.</p>	S. Bray/ S. Creelman	<p><u>Action:</u> Directors are encouraged to email President/Vice President with their thoughts and ideas.</p>
5.	<p>Executive Director's Report Executive Director's Report was circulated in advance of the meeting. C. Mosher asked if there were any questions related to the report – none were raised.</p>	V. Jackson	
6.	<p>Technical Director's Report Technical Director's Report was circulated in advance of the meeting. C. Mosher asked if there were any questions related to the report – none were raised.</p>	A. Paris	
7.	<p>Financial Report – Budget YTD S. Creelman reviewed each of the three financial reports circulated in advance of the meeting. On the Balance Sheet note is made that of the 34 clubs in Nova Scotia, 19 clubs have paid membership dues to December 31, 2019. A couple more clubs have made payment in January. The Credit Union Savings Account funds reflect \$8,300 not spent on rock reconditioning that is being held for future reconditioning, money from the World Juniors in Liverpool (\$5,000) and money from Scotties held in Sydney (over \$39,000). Board should discuss what kind of legacy project the funds can be used for – something to grow the sport, to help curlers be more competitive on national stage? S. Creelman noted a challenge in billing clubs for membership. Currently bills go out in early December and are based on the average of the previous two years member numbers. Member numbers are required to be submitted to Sport Nova Scotia along with year of birth and gender – this information is used to calculate grant amounts. Not all clubs collect or submit the information needed. Treasurer is requesting a change to policy that will allow difference in timing of billing and suggests basing bills on number of members as at end of previous season. Discussion took place around increasing fees which have not been increased in 11 years.</p>	S. Creelman	<p><u>Action:</u> S. Creelman will send an email to directors looking for input.</p> <p><u>Action:</u> S. Creelman will prepare outline of proposed changes to fee structure.</p>

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<p>8.</p>	<p>New Business</p> <p>a. Competitions Report Andrew Abraham summarized his report that was circulated in advance of the meeting highlighting recent results and listing upcoming events noting it is going to be a busy February and March. Andrew shared that there has been confusion around criteria for playing in Curling Club Championships and that clearer wording around the criteria should be developed before next season.</p> <p>b. President's Update Chris provided a confidential update on discipline action noting the member involved has been suspended until June 30, 2020.</p> <p>c. Banners at Closing In the past champion banners were distributed at Celebration of Excellence dinner in spring. With the decision not to hold a dinner going forward discussion took place around how to make sure clubs receive their banners. Consensus was that regional directors will reach out to winning clubs to determine if a closing event is being held and deliver banners at those events. If no year end closing event is held, banners will be presented at the start of the next year.</p> <p>d. Future Direction Chris asked directors to consider how the association moves forward with costs increasing and number of volunteers decreasing.</p> <p>e. Retiring Board members Chris shared that he was aware of 3 retirements from the Board of Directors and asked any director who was considering stepping down to send him a note. N. Hilton suggested that a job description for the role of director be developed before asking new members to join and suggested that an orientation for new members be developed.</p>	<p>A. Abraham</p> <p>C. Mosher</p> <p>C. Mosher</p> <p>C. Mosher</p> <p>C. Mosher</p>	<p><u>Action:</u> Clearer wording around what Club Championships are and criteria for competing will be developed.</p> <p><u>Action:</u> C. Mosher will develop a set of questions and circulate to directors to gather their feedback.</p> <p><u>Action:</u> Directors who are retiring are asked to send Chris an email.</p>
<p>9.</p>	<p>Roundtable C. Mosher asked if there were any other items to be discussed or concerns to be addressed. None were raised.</p>	<p>C. Mosher</p>	



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10.	Adjournment The meeting was adjourned at 8:22 Moved by: M. Strang Seconded by: Susan Creelman	C. Mosher	
11.	Next Meeting Sunday March 22, 2020 teleconference call at 6:30 pm		

Alison Davidson

A. Davidson (Secretary)

C Mosher

C. Mosher (President)

