



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

**Minutes of the Nova Scotia Curling Association
 Board of Directors Meeting
 April 26, 2020, 6:30pm
 (via Zoom meeting)
 APPROVED May 31, 2020**

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

Regrets: Robin Nathanson

ITEM	ACTION	SPONSOR	ATTACHMENT/ ACTION
1.	Call to Order MOTION: That the meeting be called to order. Moved by: N. Hilton. Seconded by: S. Creelman. Motion carried. The meeting was called to order at 6:34 pm.	C. Mosher	<i>Passed: nem.com</i>
2.	Approval of Agenda C. Mosher asked if there were any additions or changes to the meeting agenda that was circulated. MOTION: That the meeting agenda be approved. Moved by: N. Hilton. Seconded by: S. Bray. Motion carried.	C. Mosher	<i>Passed: nem.com</i>
3.	Approval of Minutes of March 22, 2020 meeting C. Mosher asked if there were any changes to or omissions from the minutes that were circulated. MOTION: That the minutes of the March 22, 2020 meeting be approved as circulated. Moved by: D. Buckingham. Seconded by: S. Creelman. Motion carried.	C. Mosher	<i>Passed: nem.com</i>
4.	Arising from minutes a. Bookkeeping Role Update S. Bray reported on the development of templates to aid in data entry.	S. Bray	Action: S. Bray will arrange a conference call to review with V. Jackson and S. Creelman.





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	<p>b. Loose Ends League Update V. Jackson reported that she had followed up by email with the Loose Ends League in response to their inquiry about membership in the NSCA.</p>		<p>Action: Virginia will reach out again to follow up with contact.</p>
<p>5.</p>	<p>Executive Director's Report V. Jackson began her report with special thanks to C. Mosher for extra time and support he has been able to provide to her over the last couple of months.</p> <p>NSCA continues to look ahead and plan for season opening on or around October 1st, knowing that the final direction will come from provincial public health officials.</p> <p>The Annual General Meeting will take place on Saturday June 13, 2020 as planned. Sport Law Group has been contacted and have agreed to facilitate the meeting providing technology to hold a virtual meeting and make sure legal requirements for the meeting are met.</p> <p>An ad-hoc committee has been assembled to consider resources needed to orient new board members at and after the AGM. D. Buckingham, N. Hilton and V. Jackson have been working together to identify and write information needed. Documents will be prepared and placed in Google Drive. A hard copy of the material will also be printed and given to each Board member.</p> <p>Weekly meetings with Curling Canada continue and efforts are being made to identify opportunities to gaining funding lost due to early closures related to COVID-19. Curling Canada is working on a two-prong plan, a "return to play" plan and a "return to competitions" plan.</p> <p>Plans for Celebration of Excellence continue with an incredible group of volunteers. With a new Vector wordmark provided thanks to D. Buckingham the banners are being produced in the next week. Mini banners for each Under -21 winner have been sponsored by The Curling Store and will also be produced in the next week.</p> <p>V. Jackson shared that Beth Atherton has agreed to assist with updating coach's accreditation statues and contact information.</p>	<p>V. Jackson</p>	<p>Action: Invitation to attend the ADM will be prepared and circulated in advance of the April 29, 2020 deadline.</p>

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	<p>NSCA continues to work with CSCA on the Technical Director position. The job description is close to being finalized. The job posting has been prepared and sent to CSCA. Approval is anticipated the week of April 27th. It will then be posted for 2 weeks, followed by video interviews. If there is any change to this approach the Board will be advised.</p> <p>V. Jackson thanked G. Mowbray for the outstanding work he has done with the NSCA policies.</p>		
6	<p>President’s Report C. Mosher reported that COVID-19 continues to provide uncertainty around the start of the curling season and the ability to host competitions. He shared that the Executive Directors’ Report covered all of the other updates he had prepared.</p>	C. Mosher	
7	<p>Treasurer’s Report S. Creelman reported that NSCA finished the 2019-2020 fiscal year in a healthy position.</p> <p>Highlights of the financial statements circulated included a savings in salaries related to the Technical Director leaving the position in mid February. In terms of expenses, officiating expenses were substantially lower than budgeted, and officials were thanked for their efforts in controlling these costs. Board of Directors were also thanked for controlling costs related to Board engagement. Note was also made of efforts by Executive Director to control administrative costs.</p> <p>C. Mosher asked for questions about the financial statements, none were received. C. Mosher thanked S. Creelman for preparing the statements.</p> <p>V. Jackson noted that the budget for 2020-2021 is close to being ready for review by Board. Approval of the budget needs to take place before the AGM. N. Hilton suggested the inclusion of the cost for Zoom in next years’ budget.</p>	S. Creelman	

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	<p>Seconded by: G. Mowbray. After discussion D. Buckingham moved the proposed amendments to Finance Policy 3.06 be approved except for the change to number of entries to championship events. Motion carried.</p> <p>iii) Membership Affiliation Fees</p> <p>MOTION: That proposed amendments to Finance Policy 3.01 Affiliation Fess, as circulated, be approved. Moved by: S. Creelman. Seconded by: D. Buckingham. Discussion took place. Motion: That the proposed amendments to Finance Policy 3.01 Affiliation Fees be approved with the addition of gender to the list of required data points and the removal of dollar amounts to specified elements of affiliation fees. Motion carried.</p> <p>e. Streaming for 2020/21 C. Mosher reported that the company who provided streaming services during 2019-20 has not been in touch since the service for Provincial Seniors was cancelled. The status of streaming for the upcoming year is uncertain.</p> <p>V. Jackson shared that NSCA is open to looking at other options and encourages directors to make suggestions.</p> <p>f. Creation of Legacy Fund and Legacy Fund Committee S. Creelman shared that she would like to see a Legacy Fund created to focus spending of the monies received from Scotties held in Sydney and the World Juniors held in Lunenburg. She recommends the creation of a Legacy Fund Committee to develop terms of reference around use of revenue.</p>	<p>S. Creelman</p> <p>C. Mosher</p>	<p><i>Passed: nem.com</i></p> <p><i>Passed: nem.com</i></p> <p>Action: Item will be carried forward to next meeting to allow directors time to consider committee makeup and direction.</p>
<p>9</p>	<p>Round Table C. Mosher asked if there were additional items for discussion. None were received.</p>	<p>C. Mosher</p>	



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10	Next Meeting The next meeting will take place the week of June1-7, 2020 after receiving audit report.		C. Mosher will canvass Directors for best date and time.
11	Adjournment Motion: That the meeting be adjourned. Moved by: S. Creelman. Meeting adjourned at 8:52 pm.		

Alison Davidson

C Mosher

A. Davidson (Secretary)

C. Mosher (President)

