

MINUTES FOR:	Executive Council Minutes	
DATE/TIME:	Friday, September 22, 2017	
LOCATION:	OFSAA Building	
IN ATTENDANCE:	Jennifer Knox, President Nick Rowe, Vice President Michele Van Bargaen, West Region Shawn Morris, Central Region Patty Johnson, Metro Region Kendra Read, East Region Tim Lowe, North Region Dale Huddleston, Member at Large Barry Mutrie, Member at Large	<u>Staff</u> Doug Gellatly, Executive Director Shamus Bourdon, Sport Manager Jim Barbeau, Interim Program Manager Pat Park, Communications Coordinator Peter Morris, Special Projects Coordinator Beth Hubbard, Office Administrator, Recording Secretary <u>Regrets</u> Ian Press, Past President Jim Costello, CODE Jamie Mckinnon, CODE Rejean Sirois, CODE Brian Riddell, Special Projects Coordinator

AGENDA ITEM	ACTIVITY / MOTION	RESPONSIBLE
1. President's Remarks	<p>In her first meeting as the OFSAA President, Jennifer Knox, welcomed the council. There are two new members → Nick Rowe, OFSAA Vice President. Nick is Vice Principal at York Memorial HS in Toronto. → Kendra Read is the new East Region rep, replacing Linda de Jeu who has retired.</p> <p>OFSAA welcomes Pat Park, OFSAA'S new Communications Coordinator who brings a wealth of experience, most recently as Director of Media Relations with the Toronto Maple Leafs.</p> <p>Diana Ranken, OFSAA Special Projects Coordinator has retired but will continue with her role for the Try Day program only. Jim Barbeau will be taking on some of her duties for the time being.</p> <p>Brian Riddell suffered a heart attack over the summer and had triple bypass surgery. Brian is on the mend now and doing very well. His plan is to return to his role as Special Projects Coordinator when he is better.</p>	

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	<p>a) Personnel Update – Jennifer Knox Over the summer the hiring committee (Jennifer Knox, Patty Johnson, Ian Press, Shawn Morris and Doug Gellatly) interviewed for the two positions posted – Communications Coordinator and Program Manager. The Program Manager position was offered to 4 people and unfortunately we were unable to fill the position as well as the Communications Coordinator position. Doug contacted Pat Park, who was able to fill the communications coordinator position. The Program Manager position has been re-posted and we will go through the process again. Jim Barbeau has stepped into the role of Interim Program Manager.</p>	
<p>2. Approval of the Agenda</p>	<p>There are two changes to the agenda. 8a) is a duplicate with 1a). 6a will be moved to after lunch. Addition to the agenda: Add 8j) Religious holidays – Shawn Morris</p> <p>Motion: Agenda approved Moved by Michele Van Barga and seconded by Barry Mutrie Carried</p>	
<p>3. Adoption of minutes – June 19, 2017</p>	<p>No changes to the minutes. Motion: Approval of the minutes of June 19, 2017 Moved by Barry Mutrie and seconded by Dale Huddleston Carried</p>	
<p>4. Correspondence</p>	<p>No correspondence received</p>	
<p>5. Administrative and Financial</p>	<p>a) 2017-18 Operational Plan – Doug Gellatly Every summer staff meet to go through the Operational Plan and review the new initiatives. Doug reviewed highlights of the operational Plan as follows: <u>Governance & Operations:</u> A new Strategic Plan is scheduled for this year.</p>	

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	<p><u>Advocacy:</u> Creation of a video is included this year and has been added to the budget. OFSAA provided a report to the Directors of Education meeting this summer and will continue to do so every year as the feedback was very positive. OFSAA has added providing “thank you letters” to the Directors of Education when a championship is hosted in their school board.</p> <p><u>Participation:</u> The coaching committee has talked about recruitment of teacher-coaches. Staff are investigating streaming services to make it consistent for all championships and easier for convenors. Staff are using participation statistics to determine current trends.</p> <p><u>Training:</u> The coaching committee is working on updating the CIOS curriculum. A student leadership program will fall under the Program Manager portfolio who will be responsible to review how OFSAA can provide access to training etc. Staff are also investigating on line courses for high risk sports.</p> <p>b) 2016-17 Financial Report – Doug Gellatly OFSAA fiscal year is September 1 – August 31. Doug provided a copy of the report. The auditor will be coming in this fall so adjustments may be made to the report. The deficit is projected to be about \$24,000. This is a result of unknown rent costs for the year, based on whether the office was going to move location. Salaries were adjusted throughout the year through staff leaving and not being replaced. There is a surplus of \$524,000 of which \$80,000 is restricted – some for football and \$32,000 from Nike clothing.</p> <p>Motion: Adopt the 2016-17 Financial Report Moved by Dale Huddleston and seconded by Shawn Morris Carried.</p> <p>c) 2017-18 Budget – Doug Gellatly Doug provided a copy of the 2017-18 budget. It is projected a deficit of \$111,550 which will need to come from the reserve fund. The deficit is partially a result of the drop in membership revenues due to declining enrolment. Currently the membership fee is .57 per student. Due to declining enrolment revenue has dropped \$30,000 per year.</p>	

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	<p>Historically it has been our goal to keep increases to a minimum. It was 53.5 cents in 2005 and has only increased to 57 cents by 2017. The last increase was in 2012. Line 24 of the 2017-18 budget accounts for a 5 cent increase. If the fee remains at 57 cents the membership revenue drops to \$354,000. Going forward we need to look at regular increases of smaller amounts.</p> <p>Review of the Expense portion of the budget: Rent increase has been from \$17 per square foot to the current \$25 per square foot. Salary increases this year based on the teacher increase. A full time Communications and Marketing position is in place this year. Line 22 – Marketing \$24,000 has been allocated for producing a video and poster for advocacy for this year only.</p> <p><u>Discussion:</u> Our programs and events are break even for the most part but perhaps we should look at making a small amount of revenue. Look at generating revenue through other opportunities such as OFSAA branded clothing. Suggest looking at hosting fees for the following year and perhaps put forward an increase as championships for the most part seem to be making a good surplus.</p> <p>Motion: Executive Council approves the 2017-18 budget as presented. Moved by Barry Mutrie and seconded by Kendra Read Carried</p> <p><u>Note:</u> Doug recommends looking at the next year’s budget at the Executive Council meeting in June.</p> <p>d) Membership Fee – Doug Gellatly Motion: Executive Council approves increasing the membership fee 5 cents to .62 cents per student. Moved by Barry Mutrie and seconded by Dale Huddleston Carried.</p>	

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	<p>e) Sponsorship</p> <p>i) Official Soccer Ball – Shamus Bourdon OFSAA agreement with Molten expired in June. Shamus put out RFP and received two, one from Baden and one from Molten. Baden soccer balls were sent out to 5 coaches and Shamus received 4 out 5 play tests back. Feedback received was the ball was smaller. In hindsight the Molten ball should have been sent out at the same time. Shamus will send out the Molten ball and get the play tests results and give it to the management committee for a decision.</p> <p>Highlights of the proposals: <u>Molten:-</u> Monetary value is the same as the prior year. The total is \$32,111 over the course of the agreement. The product is the same. <u>Baden:</u> Over a 5 year agreement the monetary value is \$55,000. The difference is a .50 cent royalty will be provided in year one. Over 4 years an increase in cash contribution of \$1000 will be given to convenors.</p> <p>Tim noted when making a decision we need to be cognizant of whether schools can afford a more expensive ball. Also, does the size of the ball change the way the game is played.</p> <p>Motion: Executive Council approves that the management committee will make a decision on the official ball at the end of October. Moved by Nick Rowe and seconded by Patty Johnson Carried</p> <p>ii) Official Badminton Eyewear – Shamus Bourdon We received a proposed agreement from Black Knight. We had asked for more dollars and they came back with an increase of \$1000 over the course of the agreement. There is not any other competitor other than Black Knight. They have been fantastic at championships. Shamus recommends we stay with Black Knight.</p> <p>Motion: Executive Council approves the 4 year agreement with Black Knight. Moved by Barry Mutrie and seconded by: Shawn Morris Carried</p>	

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	<p>iii) Nike – Doug Gellatly Our contract with Nike was up at the end of June. Doug and Peter met with them in July. The previous contract included a monetary amount of \$42,500. We asked for \$60,000 in a new contract and to continue with the Nike tent and bibs for cross country as well as the batons for the relay in track & field. In the meantime Nike has had a massive restructuring. Nike will be looking at scaling back on the Athletes Village. This is a huge cost for Nike but it has not been part of the contract. Doug was advised by the Nike representative they should have a response for us next week. This will need to go to the management committee for approval.</p> <p>Motion: Executive Council approves the management committee making a decision on the contract with Nike for cross country and track & field. Moved by Rob Thompson and seconded by Barry Mutrie Carried.</p>	
<p>6. Decisions required</p>	<p>a) Championship Bids – Shamus Bourdon Shamus provided two forms 1) 3 year calendar policy 2) Bid form for 2019-2020. Last year the 3 year calendar policy was implemented. There is a need to make a change to the policy due to a situation we had last spring. Suggested change is as follows</p> <ul style="list-style-type: none"> ○ <i>If only one (1) bid is submitted and it meets championship/festival criteria, no other bids will be accepted for that event. Final approval will be made by the OFSAA Executive Council in June. In the event the Executive Council does not grant approval the championship/festival will re-open and future applications will be accepted according to the procedure described herein.</i> <p>The change means that if one bid is received at the AGM then no other bids will be received and the bid will be presented to the Executive Council in June.</p> <p>Motion: Executive Council approves the updated 3 year calendar policy. Moved by Shawn Morris and seconded by Kendra Read Carried</p>	

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	<p><u>Championship Bids received</u> Boys' AA Basketball – this was put forward in June at Executive Council meeting. We received two bids – one from SWOSSAA and one from EOSSAA. We received the bid from EOSSAA at the AGM. We told the person we won't accept any other bids, and then we received the bid from SWOSSAA and put both forward. Shamus was contacted by EOSSAA asking what happened. Shamus noticed the mistake and the EOSSAA Representative should not have advised the person their bid was accepted. Shamus told both parties this needs to be taken to the Executive Council for a decision. Should it be voted on? <u>Decision:</u> In June the Executive Council voted on this and chose SWOSSAA. The Executive Council had all the information in June and voted in good faith.</p> <p>New bid has come forward for Girls' and Boys' AAA Soccer from GHAC. They have hosted the championship before. The convenor is very organized with a strong committee.</p> <p>Motion: Executive Council accept the Girls' and Boys' Soccer bid for 2019-2020 submitted by GHAC to be hosted by Cardinal Newman SS. Moved by Tim Lowe and seconded by Barry Mutrie. Carried</p> <p>b) Board of Reference General – Doug Gellatly There are 2 Boards of Reference – General appeals taking place today. OFSAA Bylaw states the Executive Council must approve the committee.</p> <p>Motion: Board of Reference General be approved for sanction appeals. Committee will be Dale Huddleston, Tim Lowe, Nick Rowe. Moved by Shawn Morris and seconded by Michele Van Bargaen Carried</p> <p>c) Strategic Plan – Jennifer Knox Due to circumstances last year the renewal of the Strategic Plan was moved to 2017-18.</p> <p>Motion: To organize a Strategic Planning committee with Jennifer Knox, Doug Gellatly, Michele Van Bargaen, Patty Johnson and Peter Morris. Motion: To accept the facilitator for the strategic plan by the end of October.</p>	

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	<p>Moved by Barry Mutrie and Seconded by Nick Rowe. Carried</p> <p>Doug has received 3 proposals. The committee will make a decision on the facilitator. The planning session will take place in February on day 2 of the Executive Council meeting.</p> <p>d) Extra Medals policy – Beth Hubbard Currently the OFSAA Awards policy states that coaches can order extra medals in excess of the number stipulated in the playing regulations. <u>Current policy</u> <i>Should a coach wish to order extra medals for team members in excess of the number stipulated in the Playing Regulations, his/her principal may request them by filling out the form in the “forms” section, and submitting it to the OFSAA office (Ref: Legislative Council, June 2000).</i></p> <p>Sometimes we receive orders for quite a substantial number of extra medals. Schools may be ordering for students who might not have participated in the championship. OFSAA now orders medals based on the participation limit policy per championship. The participation limit allows for extra medals based on the maximum number of students/coaches/managers teams can bring to the championship. There should not be any reason to order extras.</p> <p>We would like to change the current policy and replace the above with the following:</p> <p><i>Coaches may only order one extra medal in excess of the number stipulated in the Playing Regulations, for school display purposes only. Payment for the extra medal must be made through the OFSAA online store.</i></p> <p>Motion: Executive Council approves the change to the Awards policy. Moved by Rob Thompson Seconded by Dale Huddleston Carried</p> <p>e) Officials Agreements i. Ontario Soccer – Shamus Bourdon We received a proposed agreement from the Ontario Soccer Association (OSA) for Match Officials. Shamus highlighted a few items in the proposed agreement Section 1.1 – it is a 5 year agreement.</p>	

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	<p>Section 2.6 and Section 3 refer to costs. \$45 for the middle referee and \$35 for sideline referees. Section 2.6 also refers to the assignor fee for events. This \$5.50 will go to the OSA for local assignors.</p> <p>Section 4 – Discipline The goal of the OSA is to address the player misconduct.</p> <p>Section 4.4 – match officials may refuse to officiate games which involve players under suspension by the OSA for serious misconduct. The OSA is to tell us which students are in this scope so we can advise convenors that if students show up there will not be any officials. We may have to address this in our playing regulations.</p> <p>The goal of the OSA is to have this agreement in place across the province.</p> <p>Motion: Refer the soccer officials’ agreement back to be renegotiated. Moved by Dale Huddleston and seconded by Nick Rowe Carried</p> <p><u>Discussion:</u> Where do we go from here? We need a strategy in place. Nick Rowe will work with the OSA on the agreement. Tony Fiorino, chair of the TDCAA may want to be part of this as he is involved with the OSA. The OSA does not acknowledge the OFSAA process for discipline in the agreement. OFSAA is there for officials to be protected through our own regulations. It should be noted that within OFSAA championships, officials have not been unsafe. We cannot make an exception for one sport.</p> <p>ii. Ontario Volleyball Association – Shamus Bourdon This is our 4th year with a contract with the OVA. We met with the OVA in June. They have asked for an increase. There are two changes this year; Page 2 – the match fee and Page 3 – the head official fee. For the match fee we are currently paying \$40 and \$50 and the new contract increases it to \$42.50 and \$52.50. There are incremental increases in the contract. There is a \$1.00 increase for the lines person. In evaluating championship budgets Shamus recommends this is manageable. For the head official fee there is an increase of \$25.</p>	

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	<p>Other items in the agreement are the same as last year.</p> <p>Motion: To accept the OVA agreement as presented. Moved by Barry Mutrie and seconded by Rob Thompson Carried</p> <p>CIAAA Agreement 2017-18 – Jim Barbeau Jim had a conversation with the new executive director of the CIAAA and compared the MOU with last year. This year they will provide CIAAA promotional information to OFSAA to disseminate to schools and school boards. Last year the MOU included returning \$25 per online course to OFSAA. This year this has been removed which is a concern for us. The executive director will look into this. Jim was told this was not in other agreements with other provinces. Everything else remains the same. The OFSAA CIAAA committee has put together a plan how to attack OD days for promotion. We would like to integrate the CIAAA courses in the coaching symposium.</p> <p>Motion: Executive Council approves the MOU with CIAAA based on the confirmation of \$25 online course registration fee to be returned. Moved by Kendra Read and seconded by Barry Mutrie Carried.</p> <p>g) E-newsletter – Pat Park In past years there has been an electronic newsletter sent out periodically as well as an update from the Executive Director. Staff have been discussing a monthly newsletter. Does the Executive Council want to move forward with an e-newsletter or continue with an update from the Executive Director? The update went out to Representatives’ Council, Executive Council and Athletic Coordinators. The e-newsletter can direct the reader to specific links we want to highlight.</p> <p><u>Discussion:</u> It is good to create awareness through online presence. OFSAA could implement a “sign up” through the website to receive updates. There is also a possibility of championship video clips as a link.</p> <p>Motion: Executive Council approves having a monthly email update and 3 seasonal e-newsletters. Moved by Dale Huddleston and seconded by Rob Thompson</p>	

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	<p>Carried.</p> <p>Online Courses – Doug Gellatly Last year we requested funding from the Ministry of Education for the creation of online courses for the high risk sports. We received \$15,000 which is not enough to try and create courses. When we first approached the Ministry of Education we had received ball park figures for creating courses which came in at \$30,000 - \$40,000. The Ministry of Education approved the funding but over a period of a few years. We are not sure if the \$15,000 is for next year as well, as we have not received anything in writing from the Ministry.</p> <p>We looked into the cost this year and for 9 modules of 15 minutes of instruction the cost would be \$9000. It is not possible to do a 15 minute course.</p> <p>We would have to discuss with the Ministry of Education if we want to change the criteria of how the money is used.</p> <p><u>Discussion:</u> Michele – can we approach OPHEA and ask if OFSAA can assist them in creating the courses? Shamus met with OPHEA and their mandate is only to develop the guidelines. The coaching committee would like to approach the PSO’s for their content. Jennifer – is it a staff item to contract a person and pay \$15,000 to lead the project? Doug – we will need to speak to the Ministry of Education about how we use the money this year and discuss what happens going forward. Shawn – is it possible to piggy back on what is out there on the technical side and only focus on one sport?</p>	
<p>7. Discussion</p>	<p>a) Eligibility – Prep/Elite Teams – Doug Gellatly The last couple of weeks we have received lots of calls regarding Prep Teams. There seems to be confusion on the eligibility of students leaving prep programs.</p> <p>There are two types of prep teams:</p> <ol style="list-style-type: none"> 1. A student that represents the school on a team and wears school colours. 2. Students that attend the school from various areas of the province and is part of a team that has nothing to do with the school. <p>When we look at rules: – playing for the school and then the student returned to their home school. The student would not be eligible.</p> <p>The other scenario that the student plays for the prep team that is not part of the school and returns to their home school. The student would eligible.</p>	

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	<p>Doug would like to clean up the wording but also asked if there were other changes to propose.</p> <p>One of the issues seems to be the Football North program. By participating in the program and then return to the home school, did they participate for school?</p> <p>Answer = No they did not play for the school as the football program was not part of the school program.</p>	
<p>8. Information & Updates</p>	<p>a) Website and Social Media Statistics – Pat Park After compiling data there has been an increase of website visits 4.5 % over last year. Youtube has not been active. Twitter numbers have been up since September. There is lots of room for improvement. OFSAA needs to keep up with the pace of what social media people are using. Our focus will continue with education at championships. We will look at creating polls through Twitter to get the conversation jump started. Corporately Snap Chat is giving Instagram a run for their money.</p> <p>b) Coaching Symposium – Jim Barbeau The coaching symposium is to be scheduled this year in the spring. Jim has started the process and contacted Durham College to book space. Jim has emailed the previous committee from 2015 to see if there is interest in continuing on the committee. Past history shows contact with the committee starts in November. Many of the coaching sessions have been 1 – 1½ hours. There has been discussion about registration taking place on Tuesday evening and then nothing on the Wednesday evening where we could offer CIAAA courses. This is something Athletic Directors or aspiring Athletic directors can participate in. A number of the previous sessions were not coach related. The last registration for the coaching symposium had only 64 people. We could mirror what we do at the Representatives’ Council for social and networking sessions. Staff will re-brand the OFSAA conference and open it up to more people such as Athletic Coordinators, Association Presidents and Athletic Directors as well as coaches and student leaders.</p> <p>d) Advocacy Committee – Barry Mutrie Moving forward there is a meeting planned for October 6th. Ian will be bringing with him someone who has experience producing videos. At this meeting we will look at timelines. Following up on the Advocacy poster, the idea is to present to Boards of Education and personalize the video to their school board. The long range vision is to have a presentation with all school boards in the province.</p>	

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	<p>e) Legal updates – Doug Gellatly Motion: To go in camera Moved by Dale Huddleston and seconded by Tim Lowe Carried Motion: To out of in camera Moved by Nick Rowe and seconded by Barry Mutrie Carried.</p> <p>Court Challenge: A student transfer appeal in GHAC from last year did not go through the local process. The parents went to court to get an injunction. The judge dismissed the challenge. The student is now appealing to OFSAA at the next scheduled Transfer Appeal meeting October 5th. OFSAA will ask to get the legal fees returned from the court challenge.</p> <p>f) Office Relocation – Doug Gellatly At this point in time we had hoped to have a solution for a new office space. Over the summer we received quotes for renovation costs of a new space. The quotes were all quite high. We were about to move forward with the new space and renovations but then received word of another space in the same building. The space meets our needs better and is already built so there would be no renovation costs. Over a 7 year period the increased rental cost is minimal. Jen had seen the original space and felt the space was not suitable for OFSAA. The current tenant in the new space we are looking at wants out of his lease. If he finds a new space we can move in. The worst case scenario is the move would take place May 1st.</p> <p>g) Try Day – Beth Hubbard Beth provided a report from Diana Ranken on the Try Program: In May we applied for funding from the Ministry of Education for the 2017-18 and 2018-19 school years and requested up to \$700 per school for 140 schools each year to better accommodate the increased number of schools requesting Try Day Funding. We received notice in June that we were approved for the Try Day program to provide funding for 140 schools. The full complement of schools has now been reached and some of the programs will take place during the fall season. Posters and reporting information has gone to all of the approved schools.</p> <p>h) KidSport – Beth Hubbard Over the summer we tried to set up a meeting with the Executive Director of KidSport to review our</p>	

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	<p>partnership, but never received a response from him. An email was sent to the Director of KidSport Canada expressing our concerns of lack of responses from the Ontario Chapter. We received a call from one of the board members from KidSport, Dawn McDonald who explained the Executive Director stepped down over the summer and they are in the process of re-hiring. Dawn assured us that KidSport wants to continue with the relationship going forward and as soon as they have someone in place we will set up a meeting to work out all the details.</p> <p>i) Ministry Funding – Doug Gellatly We receive funding from both the Ministry of Tourism, Culture and Sport as well as the Ministry of Education. We signed off on the agreement with the Ministry of Education in the Spring and everything is in order. We received confirmation from the Ministry of Tourism, Culture and Sport that we have the funding for this current year. We will be negotiating a new contract with them for the next two years.</p> <p>j) Religious Holidays – Shawn Morris York Region District School Board has policies on faith days that the YRAA must follow and may impact OFSAA as well if York Region DSB teachers are organizing an event. For example during Rosh Hashanah a student cannot eat food from sunrise until sundown. Schools cannot have banquets during these times.</p> <p>k) Member at Large – Dale Huddleston Dale’s term as the Member of Large on the Executive Council is ending in June 2018. Dale asked if we can move the nomination process forward so the new Member at Large for 2018-19 can be involved in the strategic planning process. The process for replacement is the Executive Director puts out a call for nominations and the Executive Council appoints a committee who put forward a recommendation.</p>	
9. Next meetings	February 9 and 10, 2018, April 11, 2018 and June 18, 2018	
10. Adjourn	<p>Motion: To adjourn Moved by Nick Rowe Seconded by: Shawn Morris Carried</p>	