



RSC Board Meeting Minutes
November 3, 2019
8:00pm (ADT)
Meeting via Skype

In Attendance: Erin Gillespie, Chair
Sam Ashley
Emily Whitman
Jana Hamilton
Cameron Short
Mary Kish Joined call at 8:12 PM (ADT)

Regrets: Sarah Dobrowolski
Sarah Miles

Recorder: Jana Hamilton

1. Welcome and Call to Order

The Vice Chair welcomed the Board to the meeting.
The meeting was called to order at: 8:02PM (ADT)

2. Approval of October 6, 2019 Meeting Minutes

Approval of the October 6, 2019 Meeting Minutes will be tabled until December meeting due to quorum from the October 6th meeting not being met for approval.

3. Approval of the Agenda

The following items were added to the agenda:

6.5 IJRU Results System Update

8.1 RSA Ethics Update

Motion: To approve the November 3, 2019 Meeting Agenda as amended.

Moved by: Sam Ashley

Seconded by: Emily Whitman

Carried.

4. 2019-2020 RSC Membership Registration Update

Objective: The RSC registrar will provide an update on total registration numbers to date. There are a couple of clubs that have still not been provided insurance documents due to coaching credentials not being met. These clubs have been contacted. Sarah will provide a more in depth update at the December board meeting.

5. Treasurers Report

Financial statements for the month were unavailable at November 3, 2019

Sam Ashley submitted a receipt for the RSC .org domain renewal in the amount of \$28.24.

Motion: To approve the payment of \$28.24 to Sam Ashley for the RSC .org domain renewal.

Moved by: Jana Hamilton

Seconded by: Emily Whitman

Carried.

5.1 2017-2018 Financial Statements

Objective: To review the 2017-2018 Financial Audit presented by the RSC Treasurer and discuss methods for improvement moving forward.

The major priorities outlined are

* following key items were noted:

Bylaws Updates:

- The year-end date needs to be officially decided and put into the by-laws. It was suggested that the Board continue to use July 31 annually
- Honorariums for volunteers (board members, etc.) need to be updated in the bylaws and members should be informed that volunteers do get honorariums.
 - Current practices are contradictory to what is stated in the bylaws
- Committee Chair of Nationals bylaw needs to be updated to reflect the current remuneration
- Update bylaws stating that all committees need to be submitting a formal budget and ending financials (especially the Nationals Committee).

The Board discussed if the changes proposed need to be reflected in the organizational bylaws or if they can be reflected in the RSC Policy and Procedure Manual. It was agreed that the changes regarding financial information can be changed in the RSC Policy and Procedure manual.

The Board discussed individuals on the National Tournament Committee who receive reimbursement for expenses incurred related to attending the National Championships.

It was agreed that each Director on the Board should receive up to \$300 to cover the expenses related to travelling to the National Championships to attend the RSC AGM.

TASK: Erin to work on updating the RSC Policy and Procedure Manual to reflect changes to reimbursements, honorariums and financial information and present to the Board by January 2020 Board meeting.

Mary Kish Joined call at 8:12 PM (ADT)

Bank Account Update

- It was agreed that the RSC bank account should be changed/converted to a Nationwide bank account
- The treasurer presented options related to Nationwide bank accounts
 - Based on reviewing different banking options the treasurer reported that the best options for non-profit organizations were:
 - Royal Bank of Canada
 - Scotia Bank

It was noted that the current bank account is at a local credit union in Essex County. It was agreed that the Treasurer should investigate the costs associated with transferring the RSC Bank account to a Nationwide bank account. It was also agreed that the Board should

request monthly financial statements from the General Manager that come directly from the bank.

TASK: Emily to investigate the bank fees associated with transferring the RSC bank account to a Nationwide bank and report back to the Board.

Quickbooks

- The treasurer recommended Quickbooks as the program to purchase for accurate financial reporting within the organization
 - Quickbooks is an online accounting program that works well for non-profit organizations in Canada
- Multiple people can be logged in to the account and access the information. This is important to keep on track of everything going on within the account. Multiple people being involved in accounting will hold everyone to a higher standard.
- Key Stakeholders identified were:
 - RSC Treasurer
 - RSC General Manager
 - Board members working on budgeting
 - RSC President

Many of the challenges RSC is currently facing would be rectified with the use of an online financial system like Quickbooks. The cost of purchasing Quickbooks is minimal. It was agreed that all changes be implemented at one time.

***TASK:** Mary Kish to follow up with Bonnie Popov regarding receipt of bank statements to ensure treasury documents can be updated and maintained.*

Overall - As a board and organization it was agreed that we need to be more aware of our financials and how they are being handled. It is crucial for RSC to purchase an online accounting program, update our by-laws and switch to a larger nationwide bank.

5.2 Tablet Purchasing

The Board reviews the tablet purchasing options that were presented by the treasurer. The following items were discussed:

- RSC should offer a leasing fee to PSO's for use at the National Championships rather than purchasing tablets to be owned by RSC
 - The reimbursement would be given to the host PSO for each National Championship
 - The host PSO would then provide the tablets to RSC for use at the National Championships
 - This would allow for consistent budgeting on a yearly basis for RSC and would ensure that the technology was being used on a consistent basis throughout the year rather than on a single use basis

TASK: Emily to contact all PSO Boards to propose the concept of RSC renting or paying a leasing fee to the PSO hosting the National Championships on an annual basis

6. IJRU Update

6.1 IJRU Judges Training

IJRU Live judges training has begun across the country. Module training is available online. Provinces should be encouraged host additional live training in the New Year to review any changes to date. Participants should also be encouraged to complete the online training portion prior to attending live training.

Live Training Scheduled across Canada

Alberta - October 19-20, 2019 and January 4-5, 2020

Ontario - November 2-3, 2019

British Columbia - October 26-27, 2019 and November 16-17, 2019

Nova Scotia - will be scheduling in the coming months

6.2 Changes to RSC Rulebook

Sam Ashley continues to work on the RSC Rulebook updates with an anticipated completion timeline of December 2019. Once completed the document will be sent to the RSC Board for review and approval.

6.3 RSC Judging Manual

Jodi Harrison continues to work on the RSC Judging Manual updates with an anticipated completion timeline of December 2019. Once completed the document will be sent to the RSC Board for review and approval.

6.4 IJRU Technical Congress Expressions of Interest

The applications received for the IJRU Technical Congress Expressions of interest were reviewed to approve the two individuals to represent RSC on the congress. The Board agreed that RSC should be able to indicate the term for the individuals appointed. Membership with Rope Skipping Canada is a necessity.

Application to IJRU Technical Congress received to RSC:

Confirmed as current RSC member at November 3, 2019

- Jodi Harrison
- Samuel Faris
- Craig Van Herk

Confirmed as non RSC member at November 3, 2019

- Cassandra Bonelli

Motion: To approve Craig Van Herk and Jodi Harrison as the RSC delegates to the IJRU Technical Congress, with RSC reserving the right to replace delegates at the discretion of the Board of Directors at any time.

Moved by: Sam Ashley

Seconded by: Mary Kish

Carried.

The Board reviewed the IJRU Ethics Committee submissions.

Motion: To approve Allysa Ciancio for the IJRU Ethics Committee.

Moved by: Sam Ashley

Seconded by: Mary Kish

Carried.

TASK: Erin to communicate Technical Congress Delegate to IJRU and communicate the right to replace delegates at RSC's discretion. Erin to also communicate with successful and unsuccessful applicants.

TASK: To communicate support for the RSC representative on the IJRU Ethics Committee back to IJRU and communicate to successful applicant.

6.5 IJRU Results system update

Delegates from the National Tournament Committee continue to be in contact with the IJRU Technical Congress Chair. It is anticipated that the delegates will begin training on the results system in December 2019 with the hope of having the IJRU Results system fully functioning for competitions in early 2020. IJRU has not yet provided a full cost to using the results system.

7. Coast to Coast

British Columbia - Fall camp was October 26 - 27, 2019 that included live judges training. Records day and competition will be held in November 2019.

Alberta - The 2019 RSA Summit was successful. 83 Athletes in attendance. Live components the IJRU Judge's training were offered. The next live training offered in Alberta will be January 4th and 5th, 2020 in Leduc.

Ontario - November 2 - 3, 2019 ORSO hosted their fall workshop that had 9 instructors from the USA, that also included live IJRU judge training. Challenges have arisen within ORSO due to job action from janitorial services within the school system in Ontario.

Nova Scotia - Had two weeks of instructors visiting from Denmark facilitating workshops and practices within the province. Attended the provincial Physical Education conference in October 2019 which was successful in the promotion of skipping as a sport and CanSkip.

8. New Business

8.1 - RSA Ethics update

The Board reviewed the recommendations/decisions that were submitted by the Rope Skipping Alberta Board of Directors as a result of the ethics complaints that were received by both RSC and RSA in January 2019.

9. Old Business

11.1 Tasks from Previous Board Meetings

October 6, 2019 Board Meeting

TASK: Erin to send approvals to general manager for approval. - **COMPLETED**

TASK: Emily to continue investigating above income spending options with priority placed on purchasing new tablets for the new results system. - **IN PROGRESS**

TASK: Erin to communicate change in Awards structure for the 2020 National Championships to the National Tournament Committee. - **COMPLETED**

TASK: Erin to post the RSC Judge Qualification Policy to the website and distribute to all club contacts. - **COMPLETED**

TASK: Erin to update Worlds Qualification Policy and resend to clubs and re-post on the website. - **COMPLETED**

TASK: Sam to send all IJRU Technical Congress Expressions of Interest to the Board for review following the October 15, 2019 deadline. - **COMPLETED**

September 8, 2019 Board Meeting

TASK: Erin to get pricing for tablets from different distributors and present to the Board of Directors. - **ASSIGNED TO EMILY - IN PROGRESS**

TASK: Erin to update the RSC Rulebook with the approved changes. - **IN PROGRESS**

April 14, 2019 Board Meeting

TASK: Sarah Dobrowolski to send information to Erin regarding the WADA Code to communicate to IJRU

November 18, 2018 Board Meeting

TASK: Erin to create the RSC National Tournament Committee Terms of Reference. - **NOT YET STARTED**

10. Next Meeting

December 1, 2019 @ 8:00pm (ADT)

11. Adjournment

- **Motion to adjourn: Mary Kish**
- **Carried.**
- **Meeting adjourned at 10:11 PM (ADT)**