



**Our Mission:** *Achieve excellence through inspiring quality, safe and inclusive participation at all levels for the Triathlon Canada community.*

**Our Core Values:** *Excellence. Integrity. Collaboration. Courage.*

## **Board of Directors Meeting Minutes of the Meeting of November 20, 2025**

**Call to order:** A call of the Board of Directors of Triathlon Canada was held using video conferencing on November 20, 2025. The meeting convened at 12:00 PT with President Peter McCrory presiding and Finance, Governance, & Operations Coordinator Emma Robertson recording minutes.

**Conflicts of Interest:** P. McCrory declared a conflict of interest as the complainant in an ongoing case and shared that he would recuse himself for any discussion regarding the complaint.

**In Attendance:**

Peter McCrory, President  
Joy Weismiller, Director  
Lex Albrecht, Director  
Peter Kozik, Director  
Sasha Beck, Director  
Trevor Penner, Director  
Phil Dunne, CEO

**Invited Guest:**

Adam Klevinas, Legal Counsel - Sport Lex

**Regrets:**

Ashley Sceviour, Director  
John Yip, Director

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### **1. Call to Order**

- a. Welcome**
- b. Confirm Quorum**
- c. Declaration of Conflict of Interest**
- d. Adoption of Agenda**

P. McCrory welcomed the board, calling the meeting to order at 12:04 PT. Quorum was confirmed, and P. McCrory declared a conflict regarding legal discussions around World Triathlon matters and recused himself during those segments of discussion.

**Motion:** Be it resolved that the agenda be adopted with minor adjustments.

Moved: J. Weismiller

Seconded: P. Kozik

*All in favour. Approved.*

### **2. Consent Agenda**

**a. Approval of Minutes – August 21, 2025**

**b. Approval of Minutes – November 13, 2025**

J. Weismiller noted missing action items from the November 13<sup>th</sup> meeting minutes. P. Dunne confirmed changes will be made to those minutes to capture all the discussed action items.

**Motion:** Be it resolved that the Minutes from September 27, 2025 and November 13, 2025 be adopted as presented with minor adjustments to the November 13<sup>th</sup> Minutes.

Moved: L. Albrecht

Seconded: P. Kozik

*All in favour. Approved.*

**3. Reports**

**a. CEO & Management Team Report - P. Dunne**

P. Dunne confirmed he had nothing additional to add to the attached report. J. Weismiller inquired about the timeline for the core policies renewals and P. Dunne reported that all the core policies that A. Sceviour had been working are ready to be circulated to the Board to review for approval except for the Risk Management Policy.

**b. Finance Committee – P. Kozik**

P. Kozik had no additional comments to the attached report. Him and P. Dunne discussed adjusting meeting times due to the budget approval being planned for the February 2026 meeting. P. Dunne will review committee meeting dates.

**c. Human Resource Committee - P. Kozik – Report Attached**

P. Kozik had no additional comments to the attached report.

**d. Governance Committee – P. McCrory – Verbal Report**

P. McCrory provided a verbal report on recent activity, including L. Albrecht joining the committee. He confirmed that A. Sceviour will be stepping away temporarily and P. McCrory offered to step in to chair during her absence if necessary. P. McCrory also reported that there has been discussion around chair succession planning, and the board agreed the process should begin shortly. P. Dunne and P. Kozik discussed insurance coverage and P. Dunne explained that the insurer can't provide a formal response on any enquiry until a legal challenge or claim is officially submitted.

**Actions:** Board members to complete Confidentiality and Disclosure agreements and SafeSport training. P. Dunne to arrange Nominations Committee meeting to draft chair succession plan.

**4. Old Business**

**a. Risk Registry – P. Dunne/A. Sceviour**

P. Dunne reported that the only significant changes to the registry include the debrief following the Age Group World Championship fatality with action items to revise the Emergency Preparedness policy and include a specific reference to the National Age Group Team in the Crisis Management policy. He explained they also want to include crisis communication response appendices.

**b. Safe Sport Registry – P. Dunne**

P. Dunne noted the closure of the July Safe Sport case, reporting a good outcome with processes being followed, confidentiality being maintained, and with no sanctions having been applied.

## 5. New Business

### a. World Triathlon Caution – P. Dunne/A. Klevinas (in-camera)

### b. World Triathlon Secretary General Montreal WTCS Notice – P. Dunne/A. Klevinas (in-camera)

The board went in-camera to discuss the World Triathlon caution, and the World Triathlon Secretary General Montreal WTCS notice with legal counsel, A. Klevinas. P. McCrory recused himself and P. Kozik stepped in to chair this section of discussion.

S. Beck entered the meeting at 12:25 PT during the in-camera session.

**Actions:** P. Dunne to finalize letters to Secretary General and Tribunal with A. Klevinas. P. Dunne to provide an update to the T. Smith at the COC on Triathlon Canada's position.

### c. Age-Group World Championships Debrief – P. Dunne

P. Dunne reported that a team debrief was held regarding the response of management during the athlete fatality in Wollongong. He explained that, overall, the team was comfortable with the quality of the response. This was based on feedback from involved parties, including the family of the athlete, as well as factors including the experience of team management and the expertise of the local organizing committee and the first responder team in Australia. It was determined that the next steps are to enhance crisis response planning, update policies, and train newer staff. He confirmed that the family has provided the details for the Celebration of Life and that there is a plan to attend and provide a gesture of support.

### d. Philanthropy & Fundraising Sub Committee – L. Albrecht/P. Dunne

L. Albrecht presented the proposal to establish a subcommittee to develop revenue generation strategy through philanthropy and fundraising. There was also discussion around utilizing external contacts to recruit non-board members to join the committee. L. Albrecht outlined that the goal is to have the committee formed by the summer of 2026, with the next steps being drafting the Terms of Reference, building the Skills Matrix, and recruiting members and volunteers. P. Kozik confirmed that once these details have been finalized, they can then determine if a formal link to the Finance and Audit Committee is required.

**Motion:** Be it resolved that the Board appoint a Philanthropy & Fundraising Committee.

Moved: P. Kozik

Seconded: S. Beck

*All in favour. Approved.*

## 6. Comments and Announcements

### a. 2025-2026 Board Committee Meeting Schedule – Attached

### b. Board Meeting Survey

The Board members are to confirm preferred times for committee meetings and provide options to E. Robertson. The board survey is to be circulated post-meeting.

**Actions:** Board members to confirm times for committee meetings with E. Robertson.

## 7. In Camera

P. McCrory moved meeting to in-camera at 1:24 PT and the meeting adjourned at 1:49 PT following the session.