



Our Mission: *To bring our country together under one Triathlon Canada Nation, with a focus on achieving excellence at all levels.*

Our Core Values: *Trust. Integrity. Excellence*

**Board of Directors Meeting
Minutes of the Meeting of June 22, 2024**

Call to order: A call of the Board of Directors of Triathlon Canada was held in person and using video conferencing on June 22, 2024. The meeting convened at 9:00 ET with President Peter McCrory presiding and Administrative Assistant, Emma Robertson recording minutes.

In attendance:

Peter McCrory, President
Peter Kozik, Treasurer
Shawn Rempel, Director
Amy Henderson, Director
Sasha Beck, Director
John Yip, Director
Ashley Sceviour, Director (virtual)
Joy Weismiller, Director (virtual)
Mark Hahto, Interim CEO (ex-officio)

1. Call to Order

P. McCrory called the meeting to order.

- a. Quorum was confirmed.
- b. Declaration of conflict of interest. S. Rempel and P. McCrory identified a potential conflict regarding agenda item 5e) – World Triathlon elections. The board did not feel that a conflict of interest existed, but they would ask the two Directors to excuse themselves if a conflict was identified during the discussion.
- c. Adoption of agenda was approved.
- d. Minutes from May 29, 2024 were approved with the note of the misspelling of Director P. Kozik’s name in the call to order.

Motion: Be it resolved that the Minutes from May 29, 2024 be adopted as presented with the Notes of the Meeting, and the addition of Risk Registry under item 4, Old Business.

Moved: J. Yip

Seconded: A. Henderson

Approved

2. Consent Agenda:

No Motion required as there were no items in the Consent Agenda.

3. Reports

- a. Interim CEO- M. Hahto – status report attached

- b. HPD Report- M. Hahto – status report attached
- c. Development Director Report- M. Hahto – status report attached
- d. Operations Director Report- M. Hahto – status report attached
- e. Nomination Committee- A. Henderson – verbal report
- f. Governance Committee- A. Henderson – verbal report
- g. Finance Committee- P. Kozik – verbal report

A. Henderson provided an update on the drafting of the Crisis Management plan, explaining that one more review needs to be done and that several bylaws need to be revised before moving forward with the proposal. The cooling-off period was discussed. It is clarified by A. Henderson to J. Weismiller that there are some details of the policy that need to be examined by M. Hahto and P. McCrory before the policy is returned to the Governance Committee for another review. The projected cost for Sport Law to complete an update was also discussed, and M. Hahto confirmed there was some funding that could be used.

Action: M. Hahto to reach out to Sport Law to confirm details.

P. Kozik reported on the June 11th Finance meeting, relaying that there are some items that need to be reviewed for the August 14th meeting. He reported on the cash balances and forecasting, explaining that a large cause of these numbers is timing, and confirmed that the cash flow report will be completed by J. Forsyth in September. He also relayed that J. Forsyth forecasted the balance for the remainder of the year which showed a deficit, which can primarily be attributed to operational and HR changes, though it is hoped that the deficit can be reduced through strategic planning.

4. Old Business

- a. Risk Registry – see enclosed document
 - i. Risk that we do not have the organizational capacity to meet expectations within our strategic plan
 - ii. Risk that we do not have the capacity to meet our HP targets

M. Hahto spoke on the Risk Registry, identifying that a major risk was not having the staff capacity, high performance financing or programming to meet our high performance targets. He explained that the measures for success should be reevaluated and that the focus in future quadrennials should be redirected to making top 8 at the Olympic level. The current targets at the Paralympic Games are effective. J. Yip suggested that this could be put forward to CEO candidates to see what their eight-year strategic plan might be. A. Henderson expressed that the NSO and PSO definition of success may be in misalignment.

5. New Business

- a. CEO Hiring Process - All
- b. September 27-28 AGM - Appendix A – M. Hahto
 - i. Proposed Agenda
 - ii. Booking flights – minimize costs
- c. Competition Hosting Strategy – M. Hahto
- d. TC BOD elections – Directors – A. Henderson
- e. World Triathlon elections (mid-July) slate- Appendix B - P. McCrory

P. McCrory opened the discussion around the CEO hiring process which included the timing of the Strategic Plan as well as the criteria for the search. J. Yip suggested that the CEO be hired against the

Strategic Plan, and the board confirmed that it should be completed before the end of the Paris Games. The circulation of the CEO job posting was considered, as well as the need to foster provincial relationships. The board decided on the importance of PSO involvement in the hiring process and an investigation into potential search firms by July. The CEO search will begin immediately, and the search firm will be engaged by August. The draft updated Strategic Plan to potentially be circulated for the AGM in September, leaving October as being the goal month to have an ideal candidate put forward.

M. Hahto reported on the progress around the September AGM, confirming that he is finalizing details as well as the NSO/PSO meetings and materials. He explained that he will have P. Dunne present on the journey to Paris as well as C. Dornan speaking on strategies to build momentum from Paris success. M. Hahto also discussed the possibility of Cosmos presenting. Details around the board dinner on the 27th was considered as well as the possibility of having a working session on the Friday to engage the PSO's and provide incentive to attend in person. M. Hahto also explained that J. Forsyth is investigating the requirements for funding around the meeting in relation to EDI grants. P. McCrory and M. Hahto confirmed with the board will be acquiring their own plane tickets for the meeting, but they should wait until M. Hahto's direction.

M. Hahto confirmed that he had been investigating the hosting strategy, and that they do need to rule their own domain and identify the correct competitions.

The board discussed the process around World Triathlon Elections, M. Hahto put forward names for the board to consider nominating, and strategy was then discussed around how to best position nominees. S. Rempel verified the dates for submission with P. McCrory and that there are other documents and procedures the nominees will need to complete. M. Hahto confirmed with P. McCrory that the slate will be finalized for the following week.

Action: P. McCrory and M. Hahto to finalize slate.

6. Comments and Announcements

- a. 2024-2025 Board and Committee Meeting Schedule – Appendix C and enclosed document – S. Rempel

S. Rempel confirmed that the 2024-2025 meeting schedule had been circulated, explaining that they are strategic, usually landing 2-4 weeks before board meetings, and that the chair of each committee can put forward a brief report. P. Kozik and S. Rempel discussed the timing of the Finance meeting, and it was decided that the board meeting date will remain, but S. Rempel will check with J. Forsyth regarding the dates for the Finance meeting.

Action: P. Kozik to confirm Finance Meeting date with J. Forsyth.

7. In Camera

P. McCrory confirmed with the board that no one required an in camera discussion.

8. Adjournment

The meeting adjourned at 11:04 ET.

Moved: A. Henderson

Seconded: P. Kozik