



**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 August 16, 2024**

**Call to order:** A call of the Board of Directors of Triathlon Canada was held in person and using video conferencing on August 16, 2024. The meeting convened at 12:00 MTN. 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  
Mark Hahto, Interim CEO (ex-officio)  
Paul van Koll, Auditor  
Cary Kaplan, Cosmos President  
Sam Adams, Cosmos Employee

**Regrets:**

Joy Weismiller, Director

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**1. Call to Order**

P. McCrory called the meeting to order at 12:03 MTN.

- a. Quorum was confirmed.
- b. Declaration of conflict of interest. None Declared.
- c. Adoption of agenda was approved with adjustment to remove duplication of World Triathlon Elections in item 4D and omission of the Gender Inclusion Policy.

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

Moved: A. Sceviour

Seconded: S. Rempel

*Approved*

**2. Consent Agenda:**

- a. Minutes from June 22, 2024 were approved with the correction of P. Kozik's name in paragraph one.

**Motion:** Be it resolved that the Minutes from June 22, 2024 be adopted as presented

Moved: S. Rempel

Seconded: A. Sceviour

*Approved*

### 3. Reports

- a. Finance Committee- P. Kozik / Auditor - Draft Auditor's Report – Appendix C
- b. Human Resource Committee- P. Kozik – verbal report
- c. Governance Committee- A. Henderson and S. Rempel – report attached
- d. Interim CEO- M. Hahto – status report attached
- e. HPD Report- M. Hahto – status report attached
- f. Development Director Report- M. Hahto – status report attached
- g. Operations Director Report- M. Hahto – status report attached

a. P. Kozik confirmed that the reports were circulated. P. van Koll then reviewed the findings of the audit. He stated that the fluctuations seen are standard and there were a few changes made to the notes that had been circulated, the main one being not showing Sport Canada funds as unspent as it is for FY25. He reports that the income statement is similar to last year, but expenses are up slightly. The cashflow statement shows it is primarily related to the operations of the organization. He reviewed the findings report, reporting that there were no instances of fraud found and there were only two small adjustments made, both being standard.

**In-Camera:** The board went in-camera with the auditor at 12:23 MTN and P. McCrory confirmed that A. Henderson joined the meeting at 12:13 MTN.

**Motion:** Be it resolved that the Financial Statements of March 31, 2024 be adopted.

Moved: J. Yip

Seconded: A. Sceviour

*Approved*

b. P. Kozik provided a verbal report on the activities of the HR committee, stating that their key initiative has been setting up the CEO hiring committee. P. McCrory provided an update that subcommittee assigned him as the chair and that interviews will begin on August 19<sup>th</sup>. P. Kozik also confirmed that Sport Law was engaged to facilitate the process, making sure they follow correct procedures, and that they will generate a report on recruitment. P. Kozik relayed that they will likely have a meeting in October and after that the HR committee will resume as usual.

c. A. Henderson reported on the Governance Committee, relaying that their key item of discussion is the Gender Inclusion Policy. She explained the history of the policy, and that it is the committee's recommendation to the board that it be changed to "guiding principles" as well as the recommendation to wait for World Triathlon to release their Gender Policy before officially updating Triathlon Canada's. A. Henderson confirmed with the board that this policy relates only to the elite pathway athletes. After some discussion, it is agreed that the policy should be removed from circulation and that there will be a more in-depth discussion around the next steps at a later date.

**Motion:** Be it resolved that the Gender Inclusion Policy as presented be removed subject to further discussion and amendments.

Moved: S. Rempel

Seconded: A. Sceviour

*Approved*

d. - f. M. Hahto confirmed that all reports were circulated and that, overall, it has been a good Olympic year. The lessons they have learned will be passed along to athletes, and he commented on the river swim and the impact it will have on the PARA triathletes. However, he reports that the athletes, coaches, and HPD are feeling good. P. McCrory comments that if possible, celebrating the Canadian TO representation would be good and requests M. Hahto put together a report on the Tri This campaign. M. Hahto confirmed with S. Beck that the board can have a role in discussions around environmental factors at the World Congress. M. Hahto also commented that messaging should be shared with the board, however all media comments are deferred to C. Dornan.

P. McCrory then requested that M. Hahto find a breakdown of the athletes participating at Magog from the Americas as it would be valuable data to have. LOC in Montreal was then discussed, and P. McCrory relayed that they are hoping to put forward a proposal to eventually host a World Cup in Montreal in 2025.

Actions: M. Hahto to report on the Tri This campaign and also get a break down on Canadian athlete participation at Magog.

#### **4. Old Business**

- a. September 27-29 AGM: Update and BOD Prep - Appendix A – M. Hahto, P. McCrory
- b. World Triathlon elections: status update - Appendix B - P. McCrory
- c. TC BOD election: status update – S. Rempel and A. Henderson
- d. CEO Hiring Process: Update – M. Hahto, P. McCrory, A. Sceviour

a. M. Hahto reviewed the progress around the AGM, confirming that invitations had gone out and that travel plans were being booked. He relayed that an invitation was extended to the PSO presidents to join the workshops with Heather Watts around First Nations reconciliation and Sport Inclusion. He also confirmed that the AGM package just had a few more requirements to finalize. He reported that he does not require anything from the board at this time and that all the information will be shared with them. He also confirmed that they will be getting technology to facilitate a blended session for anyone who needs to join remotely.

b. Peter M reported on the status of the elections, relaying that they offered a translation service, and that they are anticipating receiving required documents that people need to submit over the weekend. Once translated they will be submitted to the Credentials Committee at World Triathlon. He confirmed that the slate of presidential candidates has been released by World Triathlon.

c. S. Rempel provided an update on the Nominations Committee, stating that the application period had closed and due to geographic restrictions, they have J. Yip and one other individual that the committee is recommending.

d. M. Hahto confirmed they have refined the CEO candidates down to a quality slate of individuals who will be moving forward with interviews. Ideal candidates will then move on to a second round of interviews, however if they feel there are no candidates they will devise a new plan of action. He also states that they are looking at an October start, but this is flexible, and he is willing to assist in the transition period. A. Sceviour asks the board to let her know if they have any additional questions, they would like the committee to ask and confirms she will share the current list of topics. S. Rempel suggested that the board meet with the short-listed candidate in person if possible.

## **5. New Business**

- a. By-law update and approach for acceptance- S. Rempel
- b. SharePoint 101 – S. Rempel

a. S. Rempel reviewed the bylaw updates, explaining that they engaged W. Russell from Sport Law to complete a review in which he found that some bylaws were not compliant with the Not-for-Profit Act of Canada. Those bylaws are being revised by W. Russell which they will be presenting at the AGM for approval. S. Rempel also explained that Sport Canada has a code, which are like guidelines that they should also be compliant with. He advised the board that it would be a good idea to do a wholesome revision later in relation to this.

b. S. Rempel reviewed SharePoint with the board and confirmed that he can assist anyone further if needed.

## **6. Cosmos Sport and Entertainment Presentation – Cary Kaplan, President**

- a. Insights from the findings of the member and market assessments (the Playbook)
- b. Initial TC and PSO training plans - next steps

a. C. Kaplan provided the board with an overview on their work - they were contracted to do an assessment on Triathlon Canada's members and market abilities through several surveys and interviews stemmed from a playbook they developed. He reviewed the playbook and explained that it is intended to be a living document that can be used as a resource. He reviewed sponsorship and membership, including their surveys and interview processes, membership assessment, and their conclusions/recommendations.

b. C. Kaplan then explained the training aspect, confirming that Triathlon Canada has a set number of hours that they can use at their discretion. M. Hahto confirmed that the board will review the playbook and come back with questions so that they can better understand how to utilize those hours. M. Hahto also relayed that he believed at least one hour should be used for the board and then an extended session with the ED council could be beneficial. S. Rempel confirmed with C. Kaplan that this playbook is both specific and high-level, and therefore can be applied to future scenarios as long as there is someone to implement it.

## **7. Other Business**

No other business.

## **8. In Camera**

The board went in-camera at 1:35 MTN.

## **9. Adjournment**

The meeting adjourned at 1:40 MTN.

Moved: A. Henderson

Seconded: P. Kozik