



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 Sept 28, 2024**

Call to order: A call of the Board of Directors of Triathlon Canada was held in person and using video conferencing on September 28, 2024. The meeting convened at 12:30 PST with President Peter McCrory presiding and Administrative Assistant, Emma Robertson recording minutes.

In attendance:

Peter McCrory, President
Peter Kozik, Treasurer
Amy Henderson, Director
Sasha Beck, Director
Ashley Sceviour, Director
Joy Weismiller, Director
Trevor Penner, Director
Shawn Rempel, Guest
Phil Dunne, Chief Executive Officer
Joanne Forsyth, Director of Business Operations

Regrets:

John Yip, Director

1. Call to Order

P. McCrory called the meeting to order at 12:30 PST.

- a. Quorum was confirmed.
- b. Declaration of conflict of interest. None Declared.
- c. Adoption of agenda was approved with adjustment of adding approval of minutes from August 16th.

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

Moved: P. Kozik

Seconded: A. Sceviour

Approved

2. Consent Agenda:

- a. Approval of Minutes from August 16, 2024.
- b. Approval of Minutes from September 11, 2024

Minutes were tabled until the next Board Meeting.

3. Reports

- a. CEO- P. Dunne - verbal Report
- b. Mgmt. Team Report- P. Dunne, R. Macatee, J. Forsyth – Report attached
- c. Finance Committee- P. Kozik - verbal report
- d. Human Resource Committee- P. Kozik- verbal report
- e. Governance Committee- A. Henderson / S. Rempel- verbal report

a. P Dunne reported on the immediate priorities, including World Championships, the OTP review, congress, Sport Canada funding as well as a work/professional plan on which he has been collaborating with M. Hahto. He also advised of the status of the recruitment process for the new HP Director, confirming that the intended start date would be in January. Board

b. P. McCrory confirmed that the reports were circulated and that there were no questions.

c. P. Kozik reported on the changes in formatting how they communicate financial highlights, looking at how they are tracking financials throughout the fiscal year. He reviewed the forecasting and cash balance, explaining that, depending on the timing of the hiring of the HP Director, they are in a good place and are where they were expected to be. However, he notes that there are no reserves available to cover material delays or changes to core funding.

d. P. Kozik confirmed he had nothing to add to the distributed report and that the committee would be starting a new cycle in November with P. Dunne. The Board also confirmed T. Penner's onboarding needs.

e. A. Henderson relayed that there has not been a Governance meeting since the last BOD meeting and therefore has nothing formal to update. She confirmed that arising items are the Crisis Management Policy and the bylaw amendments.

4. Old Business

- a. September 27-28 – Workshops and AGM – key take-aways (all)

P. McCrory reviewed the activities and workshops of the AGM, noting a good shift in becoming more of a collective team as a national and provincial body, and that there have been great opportunities to strengthen relationships. He relayed that the workshops appeared to provide clarity on roles and responsibilities with lots of engagement. Workshops are still ongoing, including an Indigenous led workshop. It was noted that P. Dunne's presentation on the Olympics and Paralympics take-aways provided interesting behind -the-scenes insights, along with C. Dornan's presentation that explained the different relationships required to make things happen.

P. Dunne highlighted that the community is moving in a positive direction and the workshop provided a great opportunity for constructive feedback. Some of the discussion was around sustaining Triathlon Canada's current programming as well as increasing youth programming and community engagement. P. Kozik also mentioned that coaching development was one of the top challenges based on survey feedback.

5. New Business

- a. Crisis Management Policy- J. Weismiller - Draft Policy attached
- b. Bylaw Amendments to align with Sport Governance Code– next steps-all

- c. PSO Engagement- P. McCrory
- d. World Congress- P. McCrory

a. J. Weismiller provided an overview of the function of the Crisis Management Policy, why the Board decided to create this policy, the resources used to build it, and the different reviews to date. She also explained that there are standalone appendices that can be updated to avoid having to revise the policy. The Board discussed any potential gaps within the various policies and documents, and it is decided that it would be beneficial to build a Business Continuity Plan that can be referenced in the Crisis Management Policy's appendix as well as the Risk Management Policy. It is agreed to table voting on the policy until the next meeting once A. Henderson can distribute a review of the Risk Management, Crisis Management, and Communications Policy for the Governance Committee. J. Weismiller confirmed there are some minor edits to be made such as adding/removing people.

Actions: A. Henderson to undertake a review of the Risk Management, Crisis Management and Communications Policies for the Governance Committee, to then be returned to the Board.

b. A. Henderson reported that the Sport Governance Code is being updated but it is still unclear if it is mandatory or not, they are just waiting on an update from the Federal Government. The committee thinks that it should be tabled until next year to be able to align with the Sport Governance Code, though it might be required for the next round of funding which means they would have to call an advanced Meeting of the Members to update it.

c. P. McCrory discussed the quarterly calls with the PSO Presidents as a way of increasing communications and the Board talked about the possibility of including alumni and athletes in these meetings if their roles are clearly defined. A. Henderson noted that there was an agreement to engage people who have shown interest in joining the Board.

d. P. McCrory relayed that there is going to be a president's election at World Triathlon. He also explained that Triathlon Canada had submitted a complaint to World Triathlons Credentials Committee based on potential breach of election rules. He confirmed that other countries have also submitted complaints or are preparing a complaint on the same topic.

6. Other Business

a. P. McCrory relayed to the Board that an online vote took place to increase M Hahto's pay by one week. He confirmed that it was approved unanimously.

b. S. Beck inquired after the Playbook from Cosmo's and P. Dunne confirmed that there is a training session with the PSO's and ED's and they then need to decide how to allocate the remaining contracted hours.

c. Gender Inclusion Policy - **Action:** Board to remove Gender Inclusion Policy from the official list of policies while a review is undertaken by the Board.

7. Appointment of the Chairperson of the Board of Directors of Triathlon Canada

S. Rempel confirmed with the Board that as per Bylaw 5.2, these positions are ratified every 4 years, and therefore there is no need to vote on the executive positions now as it was done last year.

8. In Camera

The Board went in-camera at 2:01 PST.



9. Adjournment

The meeting adjourned at 2:15 PST.

Moved: P. McCrory

Seconded: J. Weismiller