



In attendance:

Raimund Krob
Eleonora Kolar
David Taylor (D)
Dave Noble
Rick Leblanc (D)
Chris Phinney (D)
Marianne Collins

Regrets:

Called to order 20:00hrs
(Quorum met – Dx3)

Agenda:

To define the roles and priorities for the new Board and to begin the transition.

1. Meeting Chair

Status: Establish Chair to initiate meetings, open the phone bridge, lead the discussion etc

Action Item for: David agreed to do this

2. Minutes taker

Status: Establish who, how distributed and to whom? Club Presidents continue to be included?

Action Item for: Rick and David. Maintain the same distribution of minutes, including these minutes, as before.

3. Establish roles among the 3 Directors for: President, Sport Safety, Membership, Finance, Communications responsibilities

- Rick will be the nominal president,
- Chris will be the nominal Sport Safety and
- David will continue as Finance.

By nominal it is meant that the person will be the face of OUC in their role but the tasks will be divided between the board and some may have to be dropped (to be decided at a later meeting)

- Rick will look after membership including the Scuba Directory
- Stephen Weir, Diver Magazine, has volunteered to look after the 72-hour report.
- Chris will be responsible for Facebook. Dave has made Chris an admin for OUC Facebook group.
- Raimund will look after the email system (news blasts, etc.)
- Raimund will provide each director with his OUC file directory, most likely on memory sticks
- Marianne to continue for now with insurance and to edit at least the next version of Ontario Diver.
- Dave N will look after the web. He has made the Board Directors, administrators of the Google calendar.
- Robert Theberge, Ajax Scuba Club has volunteered to help with membership recruitment (for commercial customers?)

Action Item for:

Raimund will follow up with Brian Pallock, Dive Source, as to whether he will help with membership recruitment for commercial customers

4. Insured Club Membership Renewal Package.

Status: Establish who, how distributed and to whom? Club Presidents continue to be included?

Action Item for: Marianne and Raimund will revise. The board has to look it over before Wednesday evening when Raimund will send it out

5. Finalize Insurance Policy negotiations.

Status: A Board decision is needed on the 2 optional methods of payment, discussion/acceptance of the Proposal and Quote as presented. Need to investigate the implications of the Underwater Hockey Club's unique needs.

- How are they covered by the policy?
- Does the policy need additional language?

Payment due Jan 1 2012.

Is there anyone wishing to take over portfolio in future?

Action Item for:

Marianne Collins to confirm above questions with insurer

David Taylor for signing off and payment?

Note: This was not discussed. David will examine the payment options for the next board meeting

6. Formally thank Peter White and the members in attendance

Action Item for: Rick as president will send a letter of thanks to Peter.

Thanks for attendance will be included with the AGM minutes email

7. Send/post AGM Minutes advise membership of AGM outcome: ie. Future priorities, new Board, invite submissions for additional Director candidates and portfolio help

Status: Brian has Minutes drafted.

Action Item for: Board to review and finalize.

Raimund to email out

Followup:

Combine distribution with Items 4 and 6? What distribution method to use?

Minutes to be emailed to club chairs, board, volunteers and RC's. They are to be posted on the web.

Mailing to include request for Directors at Large and volunteer help.

The asking of Help is to be specific as to what type of help is needed.

8. Update email address forwarding to new Board members/portfolio owners.

Status: Raimund collected email addresses etc for the web and business cards.

Rick to receive all vacant positions' emails including RC except for Communications, which David will inherit.

Action Item for: New board members, Rick and Chris, bio information was requested by Dave for the web.

9. Update website with AGM outcome, new Board, fee changes, new priorities

Status: Some updates already made. Fee changes in E-reg needed.

Action Item for: Dave Noble, Brian Craig

Followup: New priorities were not set

10. Authorize new Cheque signatories.

Status: All three directors to have signing authority. However, because he is closest, Rick will do most of the signing along with Doug (2 signatures needed) Board members have to visit bank to sign authorization card.

Action Item for:

Raimund to put together a letter with Board member names, which matches their ID and OUC bank account numbers. This is to be submitted along the minutes of the AGM to verify the change in Directors to BMO

Board Members to arrange with bank to do updates

11. Newsletter and other membership-wide Communications

Covered elsewhere

12. Event sanctioning, monitoring of event submissions

Status: Necessary to maintain to meet Insurance policy requirements.

Followup:

Who will be on the monitoring list?

Will need to update recipients of event submissions?

Action Item for: Board , Marianne, Raimund

Event sanction requests will be forwarded to the above. OUC sanctioned events; Outdoor Adventure Show, Travel Show and Ice Floe Race do not need to be sanctioned as they are assumed to be sanctioned.

13. Programs, events

Status: What to maintain? What goes on hold until someone/club volunteers to take it on? How to inform membership?

- Ice Floe race
- Adventure Show/Travel Show
- Aviva Barth
- Scuba Community Directory see 3.
- Shipwreck Directory
- Incident Reports see 3.

Action Items for:

Joe Sildiryan has agreed to be responsible for the Adventure Show and the Travel Show. He will need help.

David will look after new key fobs for Aviva Barth Memorial Program.

David to follow up with Brooke Hooykaas, for availability to look after the Ice Floe race.

Dave will continue to hunt for an inexpensive printer for posters.

Dave will look after the Google shipwreck etc pages for now. It is hoped that SOS will be able to take this over.

Old business:

New/other business:

Adjourned Meeting as of 21:25 hrs,

**Next Board meeting 20:00hrs on December 13th, 2011
via teleconference and/or at OUC office for Christmas treats**

Reference Documentation:

none