

Date: 2010-03-11
Time: 7:05pm – 9:45pm
Attending: Alison, Dan, Erik, Jenn, Julian, Matt, Shannon, Victor

| Presenter | Priority | Item | Time |
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Officers' Reports

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| Victor | H | Volunteer Coordinator's report | 5 min |
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Action: Volunteer Coordinator to provide quarterly report to Secretary

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| Matt | H | Training Coordinator's report | 5 min |
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Action: Training Coordinator to provide quarterly report to Secretary

There are currently 6 requests for approval for reimbursement, with a potential total cost to the TOC of \$458.57. With the costs of incorporation and insurance still unknown, the executive is reluctant to move forward with a formal Training Program at this time.

Decision: Matt moved to recognize valid certifications on the website, as per the Training Policy, but not to offer reimbursement for training courses at this time. Seconded by Shannon. Unanimously adopted.

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| Shannon | H | Treasurer's report | 5 min |
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Balance as of Mar 10, 2010 – positive balance of \$9,455.05

All accounting functions have now been transitioned by Erik to Shannon

Action: Treasurer to provide accounting breakdown to Secretary

Scheduled Business

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| Alison | H | Consider Headway Systems as Internet Service Provider | 10 min |
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Rhonda Scheurer suggested that the TOC might want to move the website to Headway Systems in Calgary; she is a friend of the owner of Headway Systems.

Decision: The executive considered there to be no benefit to moving from our current ISP. Headway Systems would cost more - \$300/year vs \$240US/year paid currently and we have not experienced any service interruption or database issues since the upgrade to SQLServer

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| Jenn | H | Electronic Waivers | 10 min |
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Electronic waivers are considered highly desirable and all effort should be made to have them in place as soon as possible

Action: Erik to put text from Schedule A into waiver box, change waiver title
Action: Erik to determine if the website can be put into a maintenance mode so that the Executive members can test the electronic waivers
 Both actions to be complete by 2010-03-31

Alison M New pages on website 5 min

Alison requested that two new pages be created on the website, one on which all policies would be posted as PDF documents, the other for agendas and minutes from Exec meetings. A link to the Policy Page will be created in the About TOC section so that it will be accessible to all members. A link to the Executive Page will be created in the Executive section so that it is accessible only to executive members. Matt also suggested a Volunteer Page be created for agendas and notes from the quarterly Volunteer Meetings. A link will be created in the Volunteer section so that it is accessible only to TOC Volunteers.

Action: Erik to create new pages and add links by April 30

Action: Alison to create a policy documents folder in GoogleDocs for sharing draft policy documents

Jenn M Event crashers/Guests 5 min

At least one coordinator has requested a clear policy on how to handle event crashers or members who bring non-TOC members as guests on events.

Action: Alison to create a policy document based on existing TOC sources; send to Jenn for review by April 30

Victor M New policy creation process 10 min

Decision: The following new policy creation process has been approved:

Identify issue

Report on forum

Discussion on forum

Propose policy

Draft policy

Draft approved based on content

Language editing

Posting of final draft to GoogleDocs

Final approval by Board

Delegate to WebMaster for posting to web

Communication of policy to stakeholders

Erik M New Forum 10 min

Erik has located replacement software for the TOC forum. It is not clear if the databases are compatible, which could affect what data can be moved as this may have to be a manual process

Action: Erik to add existing exec members to groups on trial forum; members to play with new functionality

Erik M Member Survey 10 min

The existing member survey is only sent to new members after their first event.

Decision: A survey will be created using surveymonkey, or other free survey software, and the link sent to all active members one month before the AGM. The survey will open on Labour Day

and will close on Thanksgiving Day. Findings will be summarized and presented at the AGM.

Action: Erik will start a forum thread to solicit questions for the survey

Victor M <name withheld> as a volunteer 10 min

Decision: Jenn moved to communicate the following message to <name withheld>: <name withheld> has caused major disruption to the smooth operation of the TOC through disrespectful communications and by ignoring requests from members of the executive. The executive members do not believe that the TOC is the right organization for <name withheld>. As such, <name withheld> volunteer status will be removed. In addition, <name withheld> will be warned that the TOC will no longer tolerate such behaviour from any member toward any other member, and that any repetition of <name withheld> behaviour will result in <name withheld> removal as a TOC member. Seconded by Victor. In favour: Alison, Erik, Shannon, Victor; Abstentions: Dan, Julian; Opposed: 0

Action: The President will send the preceding message to <name withheld>, either by email or by Canada Post, at her discretion

Victor M Pre-event meetings 10 min

Decision: The multi-date function will be used for events which have an associated pre-event planning meeting; the first event date will be that of the pre-event meeting, subsequent dates will be those of the event itself.

Action: Volunteer Coordinator to communicate the new procedure to all volunteers at the next quarterly meetings

New Business

Jenn H 2010 Annual Picnic

Action: Jenn will book a site on Olympic Island for June 5. If no sites are available there, the backup location is either Sunnybrook Park or Willet Creek Park in the Don Valley.

Meeting adjourned at 9:45pm