



ATHLETICS / ATHLÉTISME

# DRAFT MINUTES

OF THE

## ANNUAL GENERAL MEETING

HELD AT L'ÉCOLE SECONDAIRE PUBLIQUE LOUIS RIEL

**WEDNESDAY 28 FEBRUARY 2018**

**6:00 PM**

**Drafted February 28, 2018**

Board members in attendance:

Ken Porter	President
Ryan Rowat	Vice-president
Andy McInnis	Executive Director/Head Coach
Émilie Larivière	Secretary
Corey Wingate	Coaches' Representative
Sean Burges	Director at large

Board members absent:

Maureen Moore	Treasurer
Paul Bedard	Director at large
Leslie Estwick	Director at large
Tolu Makinde	Athletes' Representative

Others present: Raynor Boutet (City of Ottawa), Devyani Biswal (staff and athlete), Jessica McCrae, Richard Johnston, Zach Quevillon (Program Director)

### **1. Introductions**

### **2. Approval of Agenda**

It was moved by Ken Porter and seconded by Ryan Rowat that the agenda be approved as circulated. Motion carried.

### **3. Approval of Minutes from the January 16, 2017 AGM**

It was moved by Ryan Rowat and seconded by Sean Burges that the minutes of the AGM held January 16, 2017 be approved as circulated. Motion carried.

### **4. President's Report (Ken Porter)**

Ken Porter provided a written report (see Appendix 1). There were no questions.

MOTION: It was moved by Émilie Larivière and seconded by Ryan Rowat that the written report submitted by Ken Porter be accepted as presented. Motion carried unanimously.

### **5. Executive Director's Report (Andy McInnis)**

Andy provided a written report (see Appendix 2), which he summarized verbally. There were no questions.

MOTION: It was moved by Émilie Larivière and seconded by Ken Porter that the written report submitted by Andy McInnis be accepted as presented. Motion carried unanimously.

#### **6. Financial Report / Financial statements**

Maureen provided a written report (see Appendix 3) but was not at the meeting. Devyani Biswal and Andy McInnis were present at the meeting and provided a summary of the finances.

Maureen provided draft Financial Statements dated August 31, 2017 ahead of the meeting (see document “2016-17 Draft (Final) FinancialStatements.pdf”). There were no questions.

MOTION: It was moved by Devyani Biswal and seconded by Ryan Rowat that the Financial Audited Statements 2017 be accepted as presented. All present voted in favour. No one was opposed. No one abstained. Motion carried.

MOTION: It was moved by Devyani Biswal and seconded by Émilie Larivière that the membership through the AGM approve the appointment of Kelly Huibers McNeely Professional Corporation as the Club’s auditors for the fiscal year 2017/2018. All present voted in favour. No one was opposed. No one abstained. Motion carried.

#### **7. Athletes’ Representative Report**

Tolu Makinde was not at the AGM to provide a report from the Athletes’ Representative.

#### **8. Coaches’ Representative Report**

Corey Wingate presented a verbal report.

Two coaches’ meeting per year will be implemented (Sept-October and April-May) to provide more information to the coaches. There is the desire to increase knowledge transfer to the newer coaches. A coaches’ clinic in the spring would be a good idea, for our club’s coaches as well as city coaches.

#### **9. Nominations for Board of Director Positions**

Émilie Larivière nominated Ken Porter, Devyani Biswal nominated Paul Bedard and Ryan Rowat nominated Corey Wingate to be members of the Board. All members nominated accepted the nominations.

It was moved by Sean Burges and seconded by Zach Quevillon that Ken Porter, Paul Bedard and Corey Wingate be elected for a position on the Board. All present voted in favour. No one was opposed. No one abstained. Motion carried.

The Officer positions on the Board will be determined at the next Board meeting, which will be held immediately following the AGM.

#### **10. Other Business**

Raynor Boutet from City of Ottawa made a few comments.

No other business items were discussed.

#### **11. Adjournment**

Ken Porter adjourned the meeting at 6:33pm.

**President's Report**  
**AGM of the Ottawa Lions Track and Field Club**  
**February 28, 2018**

Overview

From its formation more than four decades ago the Ottawa Lions has been adapting to an environment that is ever-changing. It is this flexibility of action that has allowed us to be in the vanguard of progressive track and field athletics in Canada. Changes are not always easy and are not without risk, but they are necessary if the Club is to remain relevant. This report will speak to the work undertaken in the past year that we expect will continue to move the Club forward.

Finances

With a budget of a million dollars or more for each of the last three years, the Ottawa Lions Track and Field Club has long passed on from being a kitchen-table operation. Formal financial audits are now conducted annually to ensure that we meet rigorous standards of financial management. This makes it easier for us to apply for large grants and ensures that we comply with the City of Ottawa's requirements for its programming partners.

The Ottawa Lions remains largely reliant on its members for its revenues. The financial management of the memberships of more than 1,300 members was made considerably easier with the introduction of an online system that will improve the quality of data that is collected and the tracking of the money that passes through Club accounts. A modest sustaining grant from the City of Ottawa is appreciated. Project-related grants from the Ontario Trillium Foundation and from Ottawa Tourism have allowed us to expand our programme outreach while working to meet the Club's objectives.

Thanks are given to Club Treasurer, Maureen Moore, to Devyani Biswal and to the Finance Committee.

Administration and Human Resources

2017 was the first complete year that the Club has operated with its new administrative structure. The number of full-time and part-time staff has increased. The staff is young, talented, and enthusiastic. The retirement of Joe Burke after almost forty years with the Club and with exceptional leadership in the entry-level youth programming created a dilemma for us. We were fortunate that Richard Johnston was able to bring his considerable talents from Windsor to Ottawa and the programme continues to thrive. Thanks must be given to our tireless Director and Head Coach, Andy McInnis, and to Paul Bedard our HR head who have been able to conclude contracts with almost all of the Club staff.

Among the tasks the administration is undertaking are the tracking of compliance with policies and regulations imposed by provincial government regulation such as police background checks as well as

## Appendix 1 – Report from the President

requirements set by the Club for its own coaches and administrators, including the training courses in first aid and CPR, and the Respect in Sport programme. These will be ongoing requirements.

### Competitive Programmes

As expected there was a bump in interest in the sport following on from the Rio Olympic Games. This resulted in an uptick in registrations to all programmes. The increase in registration created challenges to members of the coaching staff who faced much larger groups.

Availability to us of training space in the indoor season has been limited by the management of the Dôme at Louis-Riel. This has posed significant problems for our administration and our coaches. In response, the Club will be expanding our programming by building on our success in the west end with a similar programme at the new facility in the east end in Russell. This will allow us to expand our reach without adding yet more people to the Louis-Riel facility.

### Event Hosting

The Combined Event Cup followed closely by the Canadian Championships for Seniors, Juniors and para-athletes was hugely successful with the largest crowds ever seen at a domestic track meet in Canada. Positive critical review suggests that the events that will be held this summer will build on last summer's success. The Terry Fox track at Mooney's Bay is arguable the best track in Canada, however the stadium itself is one of the worst. Huge effort and great expense was needed to transform the venue into a proper setting.

### External Relations

The Ottawa Lions Track and Field Club works with many other groups locally, provincially, and nationally. Much of the burden for this falls on Andy McInnis our Director and Head Coach. The City of Ottawa remains important to us both because of the sustaining grant that we receive and the City's control of our principal outdoor training venue. We hope that the City is diligent in the proper maintenance of the Mooney's Bay facility while working to upgrade to site to permit the turn-key operation of large meets.

The Club's relationship with Athletics Ontario is difficult. We cannot see the value that an AO membership gives to us as a Club, or to our members. We hope that the situation will change with the appointment of Paul Osland as the new Executive Director. By contrast, the Club's relationship with Athletics Canada is generally good.

### Coming Forward

The future success of the Ottawa Lions Track and Field Club will continue to depend on its ability to adapt to a changing environment – to recognise that we compete not against other clubs, but against other sports; to know that coaches are the motor that drives the sport and that they must receive the

## Appendix 1 – Report from the President

support and respect that they deserve; and to be firm in our belief that track and field is a sport that must be promoted as fundamental to movement and health. We must recognise that changes in leadership are as inevitable as are generational changes of athletes. We must be prepared for these changes.

Submitted by: Ken Porter, President

## Appendix 2 – Report from the Executive Director

### **Executive Director's Report**

#### **2016-2017 (Andy McInnis)**

##### Programs & Staff:

Our programs continue to be well run by our cohort of invaluable volunteer coaches supported by professional staff. This year we saw a necessary increase in coaches working together in a coordinated fashion to provide our athletes with a distinct expertise.

The restructuring of our Foundation and Aspire programs ages 12-16 went smoothly for its first year. The strong presence of our Program Coordinators, led by Zach Quevillon, created a more inclusive environment for track and field within these age groups. Increased communication with the parents of these ages groups was established and well received.

We continue to seek out volunteers and the expertise and character required for this age group for the delivery of the program. Stable coaching support for these age group programs have always been and will continue to be challenged and something all staff are always on the look for.

Administration restructuring continued throughout the year, finishing with Jessica McRae becoming the Office Manager and taking on all responsibilities with effectiveness. We engaged the addition of another staff member tasked with HR / Job Training / Health & Safety / Coach accountability and records and insurance requirements in support policies implemented by the Club Board and the Ontario Ministry of Labour requirements.

In August, 2017, we said farewell to Joseph Burke. Our legendary Youth Program coordinator and a life long dedicated coach who provided much expertise and vision to our organization. In September, we welcomed Richard Johnston to take over the leadership in this area. There has had a smooth transition into the position with welcomed insight from his experiences in his previous work in the sport.

We are seeking to expand membership possibilities with the acquiring of time slots in the newly built Russell Dome, beginning with Youth programming.

We moved all Club registration online to Trackie.ca and have been working with the challenges that a learning curve imposes on this front, but it has already created an ease of registration for our membership and facilitates the collection of fees.

##### Accomplishments:

The rest of our programming has continued to be widely successful winning Athletics Ontario Senior Club Championship, our Youth Boys team winning bronze at the Canadian Cross Country Championship, and being represented internationally by 23 club members including the London IAAF World Championships. Our athletes were once again recognized for their accomplishments at the City Sports Awards Dinner.

All Club statistical successes are documented on our Club's website.

## Appendix 2 – Report from the Executive Director

### Competition Hosting:

We continue in our historic hosting of developmental competitions, despite the challenges imposed by the Dome @ Louis-Riel further constricting our hosting possibilities indoors. We will continue to work with the City of Ottawa to ensure facility maintenance and upgrades of the Terry Fox Athletic Facility to allow for major competition bids in the future that the venue is not currently prepared for.

We once again hosted the Canadian Combined Events Cup mixed with an International Combined Events Cup. This was in conjunction with the Canadian Track and Field Championships in July which is being touted as the most successful Nationals of all-time. We heavily relied on our network of valuable coaches, members, and alumnus that provided the success of this huge endeavour. We are relying on the same group of individuals to put together another successful hosting this coming July. The hosting of the Capital XC Challenge in October was the largest and most successful to date. We are looking to grow this event in the future as we look to grow as well as the aspect of improved endurance athlete development.

### In General:

The club has gone through enormous changes with staffing and the Board of Directors. These changes have seemed to only reinforce and sustain the clubs' mission and values. We continue to work and plan for the retirement strategies of the current Club Director / Head Coach.

**Ottawa Lions Track and Field Club**  
**Treasurer's Report**  
**for the Fiscal Year Ended August 31, 2017**  
((\$'000))

**Financial Position**

The Club's financial position continues to improve. The Club's Current Ratio<sup>1</sup>at the end of the 2016-17 fiscal year was 3.1 (vs. 2.6 prior year) closed the year in a \$96K favorable Net Asset position (vs. \$12K Net Liability position last year) for the first time in many years. The Club ended the year with a \$108K surplus from operations which contributed to the favorable change in its Net Asset position.

The Club held Accounts Receivable (AR) collection blitzes throughout the year with good result. Included in this years \$99K closing balance is \$50K due from Athletics Canada for hosting the National Championships. Adjusting for the timing of this payment, the remaining \$49K balance owing from Club members is slightly improved over last year's \$55K closing balance.

The Club's staged implementation of the new on-line registration system in 2016-17, requiring upfront payment of fees, has reduced not only reduced outstanding balances owing from members but the risk of bad debts write-offs as well. In 2016-17 only \$7K of bad debts were written offs vs. \$22K the previous year.

Capital asset (equipment) purchases during the year included hurdles, starting blocks, throw cage and timing equipment at a cost of \$79K, \$48K of which was funded through a Trillium Grant.

At year end the Club had \$131K of current liabilities (vs. \$150K in 2015-16), will, for the most part be settled early in the new year which, in turn, will reduce cash on hand from \$167K to an amount slightly less than last year's ending balance of \$43K.

**Operations**

The Club ended the year on a positive note with a \$107K operating surplus on revenues of \$1,027K. The operating surplus improved the Club's financial position by reducing Net Liabilities by the same amount and putting the club in a more favorable Net Asset position.

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<sup>1</sup> The Current Ratio is a liquidity test used to assess an organization's ability to meet its current (payable within one year) obligations. It is calculated as follows: Current Assets divided by Current Liabilities. The higher the ratio the healthier the financial position. A ratio of 2 and higher is considered healthy.



### Appendix 3 – Report from the Treasurer

Total Revenue for the year (\$1,027K) was down \$67K from the previous year. Although Membership Revenue (\$645K; 65% of total revenue) and Grants sponsorship (\$91K; 10% of total revenue) this year were up \$58K and \$9K respectively from last fiscal year these increases were offset by decreases in revenues from Team Travel (\$71K), the Lynx Timing Team (\$30k) and from Coaches' Support (\$35K).

Salaries and stipends were \$408K for the year, an increase of \$6K over last year. The increase is due primarily to the 34% growth in the Youth Program <sup>2</sup>.

This year's revenue from Team Travel, \$95K, was down \$71K from last year reflecting a decrease in the both the number of participants and meets attended (16 vs 24) over last year. This year the Club subsidized, on average, 31% of the cost towards athletes' participation at meets (\$43K) vs. 14% (\$28K)<sup>3</sup> last year. The subsidy enables athletes with financial challenges to attend meets and increases affordability for other athletes.

Competition Hosting activities, including Lynx time management, generated revenues of \$166K and contributed \$33K to the year's bottom line as compared to 2015-16's \$97K net surplus on revenues of \$179K. \$41K of the of the \$64K profitability difference between the two years is attributed to expenses incurred in 2014-15 towards the cost of hosting the 2016 National Championships without any revenue to offset the expenses in that year. All revenue from hosting the 2016 National Championships was recognized in 2015-16.

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<sup>2</sup> Accounts reclassified to Salaries: SWAT \$20K, Youth Counsellors \$24K, Youth Stipends \$16K and UofO work study \$4K