

## Items for Discussion

1. Assign Roles
2. Membership Committee  
Liz Maxwell  
Gabe Huebsch

## Superseding a by-law

President's job is going to be the key contact for the operations manager

Need to define the roles of the executive and write them up

Keep a board member going to the meetings with succession planning with the operations manager

## Job Description Deadline

## Directors and Officers

Date for Job Description – Draft done for this week, by May 19<sup>th</sup> for job posting  
We'll have to vote on this by email

## **Selection Committee Make Up**

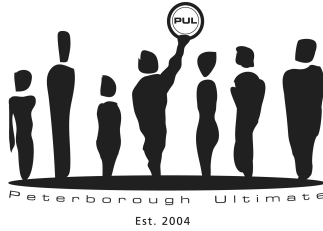
2 board members and member at large

George Kovacs wants to take Membership Committee Chair

## Make a Motion

George Kovacs moves that:

Andrea Maxie, President  
Kerri Kightley, V-P  
Marj MacDonald, Secretary



Adam Hanes, Treasurer

Seconded by Jocelyn Blazey  
Approved by Don Helleman

Kerri Kightley moves George Kovacs as Chair of Membership Committee  
Seconded by Andrea Maxie  
Passed

Maxie recommending that any committee should have a board members sitting on it but not necessarily the chair

Adam is going to take on Fields Committee

KK nominated Jocelyn Blazey to Chair Juniors Committee  
Adam Hanes seconded  
Passed

Job Description

Andrea Maxie wanting to get our job posting out to Ontario Ultimate and probably Canadian Ultimate and PUL Web Site  
Send out a note to the membership

Don will chair Hiring Committee

Hiring Committee to make a recommendation of how to communicate the process with the Board

Proposing a white board session to decide on the job description

Question raised of whether we can we assign some of the responsibilities currently held by Cam

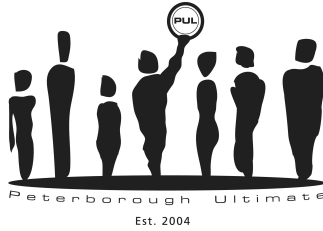
Intention is to have a good sense of the timing involved throughout the year concerning the responsibilities

Comments submitted by May 13<sup>th</sup>

Review by May 16<sup>th</sup>

Discussion meeting at Cam's, postgame on Wednesday May 18<sup>th</sup>

Finalize hiring process; what responsibilities are passed along to other volunteers; 555



Julie Simard will be on Finance Committee

[CLEAN VERSION]

### **PUL Board Meeting**

**Date:** Sunday, May 8<sup>th</sup>, 8:00 p.m.

**Attendance:** Cam Taylor (ex-officio), Don Hellman, Andrea Maxie, Kerri Kightley, Marjorie McDonald, Adam Hanes, Jocelyn Blazey, George Kovacs

### **EXECUTIVE APPOINTMENTS**

George Kovacs moves the following for the PUL Executive:

Andrea Maxie, President  
Kerri Kightley, V-P  
Marj MacDonald, Secretary  
Adam Hanes, Treasurer

Seconded by Jocelyn Blazey  
Approved by Don Helleman

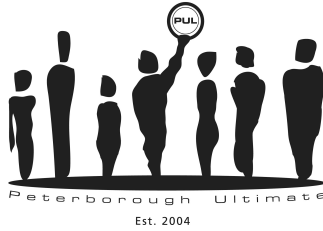
### **CHAIR POSITIONS**

#### **Chair of Membership Committee**

Kerri Kightley moves George Kovacs as Chair of Membership Committee  
Seconded by Andrea Maxie  
Passed

#### **Chair of Juniors Committee**

Kerri Kightley nominated Jocelyn Blazey to Chair of Juniors Committee  
Adam Hanes seconded  
Passed



## **Chair of Hiring Committee**

By default (I presume) Don Helleman was appointed Chair of the Hiring Committee

## **COMMITTEE NOTES**

### **Committee – General**

Andrea Maxie recommends that at least one board member should be sitting on every committee, though not necessarily as chair.

### **Finance Committee**

Note that Julie Simard was invited by Adam Hanes to sit on the Finance Committee

### **Fields Committee (proposed)**

Adam will be the board member sitting on the Fields Committee

## **OPERATIONS COORDINATOR DISCUSSION**

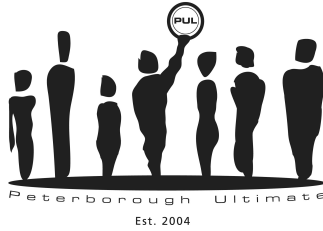
Proposed Date for Operations Coordinator Description – May 13<sup>th</sup>

Proposed Date for posting Coordinator Position – May 19<sup>th</sup>

- Initially understood that we may have to vote our approval by email, but this may now be replaced by a meeting at Cam's on Wednesday, May 18<sup>th</sup>.
- In addition to the PUL web site, Andrea Maxie wants to get our job posting out to Ontario Ultimate and likely to Canadian Ultimate
- We will also send a note out to the membership

Notable Discussion Points:

- President's job is going to be the key contact for the Operations Coordinator
- It's recommended that a board member continue to go to meetings with local partners (e.g. City, Selwyn) to ensure succession is not solely on the shoulders of the Operations Coordinator



- Want to determine which responsibilities Cam currently holds that could be passed along to another volunteer and not necessarily the Operations Coordinator.
- Recommendations will be made based on the document circulated by Kerri Kightley that captures the extent of roles and responsibilities that currently fall under Cam's ward

### **Selection Committee Make Up**

The recommendation is that two board members along with members at large should be on the selection committee.