

## IPSC Ontario – Meeting of the Board of Directors

Date / Location	Attendance
February 27 <sup>th</sup> , 2008 – Tele Conference	Craig Stoklosar (Chair) - Present
	Bud Melless Present
	Virgil Fala Present
	Dave Huta Present
	Rachael Blum Present

### Agenda / Minutes

#### Proposed Agenda

Call Meeting to order

Roll Call

Review and accept the current agenda

Review and accept minutes from last meeting

Board Reports (*this is the time to introduce new business / motions*)

- Craig Stoklosar – Section Coordinators Report,
- Bud Melles – HQ & Admin, Training
- Virgil Fala - Sanctioning
- Dave Huta – Marketing, Club Liaison
- Rachael Blum – Mentoring Program, Juniors Program (Ladies), Classifications

Topics for this meeting:

- Ongoing Financials - services of a Bookkeeper or Accountant?
- Incorporation of IPSC Ontario as a “Not for Profit” – Action list
- Update from Dave on Insurance requirements
- Update from Rachael on direction of the mentoring program
- Updates to the Classifications as of Dec 31 2007 (need it for Team Selection for the Nats)
- 2008 IPSC Ontario Provincials
- Any new business from the floor

Darryl Burke will be joining us for the last part of the meeting to discuss possible IT projects (automation of Classifications, PDA Scoring etc) Please see attached Power Point Presentation

Review and update the Issues / Actions

Voting (if required)

Adjournment

**Minutes**

**Proceedings:**

Called to order at 7:05 pm

Agenda accepted by Rachael & seconded by Virgil. Quorum was established.

Minutes from last meeting were reviewed and accepted by Bud. seconded by Dave

**Board Reports**

**Craig –**

Review of Classification System. Suggested procedure:

- Distribute to all IPSC Reps (or delegate) document outlining current system, pro's and cons, things to consider during the review.
- Set timeline for IPSC Reps to review with their members and gather feedback.
- Ask IPSC Reps to consolidate that info and send to the board.
- Schedule an online conference for all IPSC Reps (to be chaired by Dave) to discuss all feedback received. The goal of this call is to agree on a proposal that will be sent to the board for review.
- If significant changes are recommended...a vote will be required (by all Board Members and Club Reps)

Notes: We should leave it up to the club reps how they choose to organise their sessions. There may be some reps that won't be able to participate...and in that case we will ask the IPSC Rep to appoint an alternate to stand in for them.

**Bud –**

**Dave –**

**Rachael -**

Meeting adjourned at 9.30 p.m.

Next Meeting – TBD

Minutes submitted by Craig Stoklosar

### Summary of Current Activity (2008)

Discussion Items					
#	Name	Owner	Due	Status	Vote Required
13	2008/2009 Budgets	Craig	TBD	Open	Yes
14	IPSC Ontario Constitution	Craig	June 27 <sup>th</sup> , 2008	In Discussion	Yes
15	BB Program Review	Bud	June 27 <sup>th</sup> , 2008	Open	No
16	Format of Sitrep	Craig	TBD	Open	Yes
17	Review of Classification System with affiliated Clubs	Dave	TBD	Open	-
18	IT (automation) Projects	Craig	Various (TBD)	In Progress	-
19	IPSC Ontario Insurance Coverage	Dave	March 28 <sup>th</sup> , 2008	In Progress	-
20	IPSC Ontario – Legal status as a “Not for Profit”	Craig	June 27 <sup>th</sup> , 2007	Open	-
21	2007 Financial Reports & Review	Craig	March 28 <sup>th</sup> , 2008	In Progress	-

#### *Glossary*

**Open** – Not Started

**In Discussion** – In progress but not complete

**Vote** – Complete and ready for vote

**Tabled** – Voting on motion postponed to next scheduled Board Meeting

**Closed** – Voting completed

#### Issues / Actions Details - Open

##### **13 2008/2009 Budgets**

**Background:** Our annual income is relatively predictable. We should be attempting to have the same visibility with our expenses.

##### **Issues / Proposals:**

I'd like to propose that we use the 2006 / 2007 Financial Reports as the basis for determining our annual budget for 2008. We should aim to have our 2007 Statements done by end of March, 2008.

Where possible, we should create P&L centres (for example BB training) and keep in mind costs for Programs and Services we want to offer in 2008 that we don't have background data on (Advertising etc)

##### **Actions:**

Due date has been reset to 4 weeks after completion of 2007 Financial Statements.

##### **14 IPSC Ontario Constitution**

**Background:** The existing Constitution needs updating

**Issues / Proposals:** After reviewing the constitution dates 1996, I think all we need to do is some administrative updating (nothing material)

**Actions:** This can be closed off after our legal status as a registered "Not for Profit" has been completed

## 15 BB Program Review

**Background:** I'd like to get feedback from all of our current Instructors for their opinion of our current Program and suggestions for improvement.

**Issues / Proposals:** Note, this is not related to the content of the BB Program (now standardized across Canada) but rather how we administer and deliver the approved Content.

**Actions:**

**Bud:** Solicit feedback from all current Instructors.

## 16 Format of Sitrep

**Background:** For the past several years, IPSC Ontario has published a monthly newsletter (approx 10 issues per year) known as "SitRep" There has been discussion amongst some members that perhaps it's time to look at a different format.

**Issues / Proposals:**

This is very early in the discussions so to get things rolling we have 3 basic choices:

- 1 - Leave Sitrep as is (hard copy, mailed to all members)
- 2 - Change the format of Sitrep to be an email based publication (.PDF file)
- 3 - Adopt a combination of the above two choices whereby some months the paper format will be used and some months an email format will be used.

**Note:** For year 2007, changes were made to the format of Sitrep to allow us to publish fewer copies per year (no more publishing of L1 match Results) We will continue this in 2008 until the final resolution regarding the format and frequency of Sitrep has been decided.

**Actions:** Establish timetable and best method for deciding Format of Sitrep (possible vote by IPSC Reps or at membership level)

## 17 Review of Classification System

**Background:** It's time to do an assessment of the changes that were made to the Classification System in 2007

**Issues / Proposals:** This will probably not get any easier, and I doubt there is a perfect solution. For the initial review, we should go out to the elected IPSC Reps and ask them to review it with their IPSC members.

Update: The board has reviewed two proposals that outline a path forward and one has been accepted.

**Actions:**

Craig – Send out broadcast to all members outlining the upcoming process – By June 30<sup>th</sup>, 2008-06-24

Dave – coordinate with all club reps timetable and process for casting votes

**18 IT (automation) Projects**

**Background:** I have had several offers from our members that work in IT to help us out on various IT projects (namely around automations and self service)

**Issues / Proposals:** In no particular order, these would include (but not be limited to)

Automation of the Classification Updates (in discussion)

Automation of Submission of Match Results (in Progress)

Online and Credit Card Payments for membership dues (In discussion)

One of our members is also working on a PDA enabled scoring system. Although we are not directly involved in the development, we should be prepared to offer our assistance if it takes root. Thus far I have been in discussion with the developer to assist in Requirements and testing on the demo version. This has some real potential.

**Actions:** Publish Presentation provided by Darryl

**19 IPSC Ontario Insurance Coverage**

**Background:** Detailed assessment of IPSC Ontario's insurance needs and current coverage.

**Issues / Proposals:** I have already tasked Dave to look into this, and he has some preliminary info back from the Industry experts. We'll have more details as the information comes available. This is one we have to keep on top of.

**Actions:**

**20 IPSC Ontario – Legal status as a “Not for Profit”**

**Background:** Review of our obligations as a “Not for Profit”

**Issues / Proposals:** We need to determine if we are meeting our obligations, and put a schedule in place in the event that we need to make changes. This has to be completed before we can finalize the updates to the IPSC

Ontario Constitution.

**Actions:**

**21 2007 Financial Reports & Review**

**Background:** Time to start getting the materials together for the 2007 Financial Reports.

**Issues / Proposals:** In addition, we have to ensure that we do the required year end activities to allow for proper auditing of the Reports. I have a detailed list of the required year end activities that was provided by Julie and have forwarded this to Bud.

**Actions:**

**Summary of 2006/2007 Activity (Closed Business)**

Discussion Items					
#	Name	Owner	Due	Status	Vote Required
1	Classification System	Craig	Feb 15 <sup>th</sup> , 2006	Closed	-
2	Financial Reports	Julie	Feb 16 <sup>th</sup> , 2007	Closed	No
3	Membership Fees	Craig	Dec 13 <sup>th</sup> , 2006	Closed	-
4	2007 Provincial Championships	Josko	ASAP	Closed	-
5	Black Badge Program Fees	Craig	Dec 13 <sup>th</sup> , 2006	Closed	-
6	BB Program Adoption of National Guidelines	Bud	Jan 10 <sup>th</sup> 2007	Closed	No
7	Re-certification Policy (DQ's)	Craig	Dec 13 <sup>th</sup> , 2006	Closed	-
8	Expansion of the Juniors Program	Craig	Dec 13 <sup>th</sup> , 2006	Closed	-
9	Renewing past members	Craig	Dec 13 <sup>th</sup> , 2006	Closed	-
10	Details of new Classification System – Implementation Schedule	Craig	March 19 <sup>th</sup> , 2007	Closed	Yes
11	Extension of the Team Sponsorships	Craig	April 11 <sup>th</sup> , 2007	Closed	Yes
12	Policy regarding Defending Provincial Champions	Craig	June 25 <sup>th</sup> , 2007	Closed	Yes

Vote Summary				
Reference #	Reference	Vote Details		Outcome
		Ya's	Na's	
1	Classification System			<ul style="list-style-type: none"> <li>• Passed – Option 3 was selected with 16 of 28 votes.</li> <li>• Option 2 received 9 votes</li> <li>• Option 1 received 3 votes</li> </ul>
3	Membership Fees	Craig Bud Julie Virgil Josko	Nil	Passed
4	2007 Provincial Championships	Craig Bud Julie Virgil Josko	Nil	Passed
5	Black Badge Program Fees	Craig Bud Julie Virgil Josko	Nil	Passed
7	Re-certification Policy (DQ's)	Craig Bud Julie Virgil Josko	Nil	Passed
8	Expansion of the Juniors Program	Craig Bud Julie Virgil Josko	Nil	Passed
9	Renewing past members	Craig Bud Julie Virgil Josko	Nil	Passed
11	Extension of the Team Sponsorships	Craig Bud Julie Virgil	Nil	Passed
12	<i>Squadding of defending Provincial Champs</i>	Craig Bud Virgil Josko	<i>Julie</i>	Passed – 4 to 1 in favour

**Details**

## **1 Classification System**

### **Background:**

The classification system that we have been using (successfully) for the last several years is no longer providing accurate results. Although it still identifies the top shooters in each Division, there appears to be some inflated Classifications due to "Soft Classifiers". In past years these inflated results tended to work them selves out...but the problem has attained enough of a critical mass that it's no longer the case. In fact, the results seem to be getting worse (less accurate). We need to take action to rectify the situation. This is likely to be very unpopular with a portion of the members but we need a Classification system that better represents actual results.

### **Issues / Proposals:**

Please refer to document pertaining to Classifications distributed to the members by email.

**Summary of Jan 18<sup>th</sup> Meeting:** Version 1 of the proposal was sent to all members.

### **Actions:**

**Craig:** send updated version of the proposal based on feedback from the members

### **Timeline and Voting procedure:**

First Vote will be Feb 19<sup>th</sup>. If any of the 3 proposed options gets a majority of the votes (more than 50%) then the policy will be amended and adopted by IPSC Ontario. If none of the 3 options receives more than 50% of the vote, the option receiving the least amount of votes will be dropped and a final vote will take place Feb 26<sup>th</sup>.

There will be one vote (non weighted) from each of the Club reps and one vote (non weighted) from each of the Board members.

Conclusion: Option 3 was selected

## **2 Financial Statements**

**Background:** We have to get ready to publish Financial Statements.

### **Issues / Proposals:**

2006 and Forward - Audited Financial Statements

2005 – Financial Reports

Prior to 2005 – Review existing material and determine if any additional reporting is required.

Update: The audited statements will be for 2006 with comparative numbers for 2005. We will have these done in early summer and will distribute at the AGM (Ont Prov in Guelph)

**Actions:** Bud to send Dec bank Statements to Julie

**Craig / Julie** – Finalize format that shows a logical grouping of income and expenses (ie, cost of BB Program, cost of Sitrep, cost of Level 3 Match Sponsorship etc)



Conclusion: Financial Reports were presented at the 2007 AGM as scheduled

### **3 Membership Fees**

**Background:**

The membership fees for IPSC Ontario have not increased in approximately 10 years. Our annual and incremental costs have gone up significantly.

**Issues / Proposals:** Raise the annual membership fees by \$10.00 for Calendar year 2008.

Conclusion: Motion was passed at the Dec 13<sup>th</sup> Meeting

### **4 2007 Provincial Championships**

**Background:**

As of now, we still do not have a host for the 2007 Provincial Championships. As per our existing policy, the host club has to have already hosted a Level 3 to qualify (in addition to having a big enough facility.

That limits our options to:

Barrie  
EOHC  
Guelph  
Frontenac

**Issues / Proposals:**

We have to consider the possibility that none of these clubs will host...and come up with a backup plan.

**Summary of Dec 13<sup>th</sup> Meeting:** Board Guelph has agreed to host the match. There were no other submissions.

### **5 Black Badge Program Fees**

**Background:** Program fees vary depending on the Instructor

**Issues / Proposals:** I would like us to standardise the Program Fee so every instructor is charging the same fees. The only difference is the inclusion or exclusion of the Instructor Fee. I think it would be better if all Instructors charged the fee.

That would make the Standard Fee

Membership Portion \$60  
Fees to IPSC Ontario - \$50  
Instructor Fee - \$50

Total *Fixed* Fee - \$160.00

The only additional fee that could be added is if the host facility requires a rental fee (generally not the case) That cost would be divided up among the class.

Note: For future consideration. The BB Program should be treated as a Profit and Loss Centre in the upcoming Financial reports and statements. Our expectation should be to run it at cost (no profit / no loss) We should also be looking at what we can afford to do to make the courses more effective. The reports will tell us what we can afford to do.

**Conclusion:** Motion was passed at Dec 13<sup>th</sup> meeting

## 6 BB Program Adoption of National Guidelines

**Background:** There is an initiative underway to standardise the BB Program across the region.

**Issues / Proposals:** The majority of these changes will not be new to our instructors, but we should formally adopt the new program for the start of 2007.

**Summary of Jan 18<sup>th</sup> Meeting:** New program material has been turned over the Bud and Kent and is being distributed to the Instructors

**Actions:** None

**Conclusion:** - Material has been distributed to all Instructors

## 7 Re-certification Policy (DQ's)

**Background:** Existing policy is mandatory recertification (BB) after two DQ's in the same Calendar year. Depending on the circumstances, this could be a bit excessive.

**Issues / Proposals:** I would like us to consider changing is to "Mandatory Assessment with an Instructor after 2 DQ's in the same Calendar Year". The Instructor will make the final call on whether recertification is required, or just some specific remedial training. A subsequent DQ in the same Calendar year will results in recertification.

**Conclusion:** Motion was passed at Dec 13<sup>th</sup> Meeting

## 8 Expansion of the Juniors Program

**Background:** Existing program ends at 18 years of age.

**Issues / Proposals:** This is just clean up...we already voted on this but let's do it again for the official record. So...the proposal is to extend the Juniors program to the age of 21 (to match the age at which members are recognised as juniors in IPSC competition)

**Conclusion:** Motion was passed at Jan 18<sup>th</sup> Meeting

## 9 Renewing past members

**Background:** There seems to be some confusion regarding cost and re-certification requirements for past members wishing to re-join.

**Issues / Proposals:**

Length of absence	Training Requirement	Cost	Notes
1 Year	None	Regular Membership	
2 Years	None	Regular Membership	
3 Years	Instructor Assessment	Regular Membership	Recertification may be required depending on the results of the assessment. If re-certification is required, the \$50 Instructor fee would apply
4 Years	Recertification	Regular Membership + \$50 Instructor Fee	
5 Years or more	Recertification	Regular Membership + BB Course Fee + \$50 Instructor Fee	

**Conclusion:** Motion was passed at Dec 13<sup>th</sup> Meeting

## 10 Details of new Classification System – Implementation Schedule

**Background:** The new policy for IPSC Ontario Classification has been decided by a vote of all Board Members and Club Reps.

**Issues / Proposals:**

Update:

Option 3 was selected.

The Classifications will be calculated using the following split

**Level 3 match (best in last 12 months – 40%**

**Level 2 Classifiers – 40%**

**Current Regional ICS Classification – 20%**

An email will be sent out to the members outlining:

- Implementation schedule
- Classification update schedule
- Details for defining Level 2 Classifiers

**Conclusion:** all actions closed

## **11 Extension of the Team Sponsorships**

**Background:** Motion to extend the current Team Sponsorship for the Nationals to include Juniors and Ladies.

### **Issues / Proposals:**

Extend our sponsorship for the Nationals to include the **Top Junior in each Division**, as well and the **Top Lady in each Division**. The reasons are obvious, we need more Ladies and Juniors in the sport...and this will be a step in the right direction. The cost (\$250 cash, match fee and shirts) would be approximately \$3100.

**Conclusion:** Motion was passed at April 11<sup>th</sup> Meeting

## **12 Policy regarding Defending Provincial Champions**

**Background:** Motion to “reserve” a spot for the defending Provincial Champion for current years Provincial Match.

### **Issues / Proposals:**

Motion would require IPSC Ontario to extend a personal invitation to each Defending Champion (Divisional) for the current years “Ontario Provincial Championships” This is merely a show of respect and will ensure that we present the highest of competition possible. The match fees would be paid by IPSC Ontario. Please note, this policy would take effect for the 2008 Championship match.

**Conclusion:** Motion was passed at June 25<sup>th</sup> Meeting