

# Special Meeting Of The IPSC Ontario Board Of Directors, March 22, 2016

## Via Teleconference

The meeting was called to order by the President at 19:02 EDT, a quorum having been established.

Attendees: Chris Recoskie, Kent Hill, Len Walker, Stavros Kottas, Adam Smith, Brad Sedore, Simar Sahni

### Corporate Credit Cards

- Chris Recoskie drafted a proposed policy for usage of IPSC Ontario corporate credit cards.
  - Motion by Chris Recoskie, to adopt the policy seconded by Kent Hill.
    - Result of Vote: Passed
      - Yea: Adam Smith, Kent Hill, Brad Sedore, Chris Recoskie, Len Walker
      - Nay: Simar Sahni, Stavros Kottas
      - Abstain: none
  - A discussion ensued about who should be issued Corporate Cards.
  - Motion by Len Walker to issue the Section Coordinator a Corporate Card. Seconded by Kent Hill. Passed unanimously.
  - Motion by Len Walker to issue the Secretary a Corporate Card. Seconded by Kent Hill.
    - Result of Vote: Passed
      - Yea: Adam Smith, Kent Hill, Brad Sedore, Chris Recoskie, Len Walker
      - Nay: Simar Sahni, Stavros Kottas
      - Abstain: none

Motion to adjourn at 19:36 EST.

## IPSC Ontario Corporate Credit Card Policy

From time to time, IPSC Ontario may authorize issuance of corporate credit cards to Directors of the Corporation, Officers of The Corporation, and other members of the Corporation, at the discretion of the Board of Directors.

The following policies govern the use of any issued credit cards, and compliance is a condition use:

1. IPSC Ontario Corporate card holders should use the Corporate Card for expenses wherever possible instead of personal credit cards.
2. The corporate card is for the legitimate business of the Corporation, and shall not be used for personal expenses unrelated to the business of the Corporation.
3. Any charges not approved for reimbursement by existing policies of the Corporation as set by the Board of Directors, or on a case-by-case basis by the Board of Directors, are the personal responsibility of the card holder.
4. The Board of Directors reserves the right to define certain expenses as Non-Reimbursable Expenses which may be charged to the Corporate Card but are not reimbursable, and are the responsibility of the card holder to pay. Example: meal charges in excess of established daily meal reimbursement limits.
5. Card holders must submit receipts and documentation of purchases made using the Card.
6. It is the responsibility of the card holder to make decisions in compliance with the policy, to keep costs within reasonable limits, and to report expenses according to established expense reporting policy. Failure to comply with these policies may result in the card holder incurring personal charges and/or reduced reimbursement, and may lead to disciplinary action.