

Minutes of the Executive Meeting
Wednesday, February 22, 2006
7:00 pm Sport Manitoba, 2nd Floor

Present: Kevin Stewart, Michael Cox, Earl Philips, Barb Park, Maureen Krauss, Brigitte Smutny

The agenda was approved as circulated.

1. Minutes of December 12, 2005 Executive Meeting approved at January 9, 2006 Board Meeting.
2. Final directed funding distributed by email. Brigitte noted that MSA received a higher amount of directed funding than in previous years and was awarded 2 more bingos than previous years.
3. Brigitte presented two new formats for the financial statements as requested by the treasurer. This format change is due in large part to the revised Sport Manitoba funding and reporting categories. A new financial statement format was selected that will align well with that of Sport Manitoba requirements.
4. The Executive reviewed the draft formats of following policies prepared by Earl Philips: Travel & Business Expense Policy (with attached Appendix of rate directive and Expense Form), Cash Handling Policy, and Credit Card Policy.
Motion: The Cash Handling Policy be approved as presented (Earl/Michael)
Motion: The Credit Card Policy be approved as presented ((Earl/Barb).

Maureen suggested that MSA investigate obtaining a credit card that provides airline rewards such as Visa Avion so that some travel benefit may come from the credit card use. Brigitte will look into this.

There was a good deal of discussion around the Business Travel & Expense Policy. Brigitte provided a one page summary other Manitoba sport organizations and CYA rates that range from \$35-\$55/day. Many organizations provide a per diem rate as opposed to a meal allowance as presented in the draft MSA policy. There was further discussion on who all would be receiving the allowance/per diem benefit - mobile school summer students, coaches, etc. It was decided that further review and possible revision is required on this policy and that it will be brought forward once again at a future meeting.

5. The Learn To Sail (LTS) membership fee discussion that began at the January Board meeting was resumed. Many questions arose. In reporting participation in provincial sporting organizations (Sport Manitoba), does a member weight more or the same as a program participant? What would be a fair membership fee for LTS participants? Would clubs harmonize the fee into their LTS program fee? What benefits is the LTS

participant receiving for this fee? How will this be communicated so that all clubs will comply/buy in?

On another membership note, there are also diverging methods of collecting and counting club members (i.e. One membership per address vs each individual becoming a MSA member, etc.). Michael proposed to prepare a statement to clarify this so that may be reviewed and forwarded to all clubs. Questions concerning Wednesday night racing at Gimli and club weekend racing and regattas were of particular note.

6. Manitoba Hydro has contributed \$5,000 for the purchase of a 420 boat for the Learn To Sail program. It will be important to tell the auditor that this is directed funding and should not be accounted for in general operating.

7. The Boat Show is the first weekend of March. MSA will participate in a shared booth with other Sport Manitoba water sports.

8. The Head Coach and Executive Director performance appraisal was prepared by Kevin, Earl and Maureen prior to this meeting. Kevin will review with Brigitte. A salary adjustment and RSP contribution plan was agreed upon.

Meeting adjourned at 9:00 pm.