



**ANNUAL GENERAL MEETING 2023**  
**Saturday 1st February, 2025 – Hybrid (Zoom and in person)**

**MINUTES FROM 2024 AGM**

**Meeting started at 10am**

**1. Welcome**

John welcomed and thanked all players, parents, coaches and Executive Committee members for attending the 2024 Annual General Meeting (AGM)

**2. Confirmation of Quorum for AGM - Kelsey**

Kelsey confirmed quorum for the AGM ( ?? participants in total, see Appendix A - Members Attendance at the AGM 2024

- John explaining voting (three votes for players, member of executive and coaches, two votes for associate members, and one vote for honorary members

**4. Approval of Minutes from previous AGM**

John asked members if there were any amendments or questions regarding the 2023 AGM Minutes - there were no comments.

- Barb - First and second names in minutes

Motion to approve the AGM 2023 Minutes - First by: Mike Junek and Seconded by: Barb Gillie  
Vote: All in favour.

**5. Presentation of Executive Board Reports 2024**

**A. VP Programs 2024 Report - Connor Manion**

- Strong minor and Junior sections
- Senior/Old boys not as strong
- 33% 307-413-
- Strain on resourcing - dome/ field time
- RO - restructure all programs - senior levels may cause major headaches, Junior may provide opportunity, more to come.
- Board of Directors - need a leader or reflect on future. Need to focus on Business to enable the growth of the club.

**Discussion**

- Confirm age of Seniors- over 18
- **Board of Directors-** good way to generate conversation and break down silos - need a chair to manage that team and report back to the executive. Take on strategic planning

- **League structure**- still TBD from RO. Barb has offered to be a point of contact if not getting answers as she is on the Board of Directors. Colin, difficult to hear, but indicated it is very hard to hear. RO has an Operational committee, difficult time and High Performance committee without discussion with Board advisory. New category Youth U12 and U14, Minors will be U6,U8,U10. U14 coach pushing back from restructuring of 10s on a half field. Festival model for minors and combo for U14. Restructuring has nothing to do with RC. Need to break down silos esp at EORU.

## **B. VP Planning Report - Ian**

- Venues continued to be a significant challenge- dome time is a major cash flow challenge and timing
- Rowans pitch damage did impact scheduling
- Merchandise was challenging - club hub model doesn't work due to lack of off the shelf availability. Pre season sales were poor
- 2025 projects- Ottawa flag rugby - leadership transferred to a committee with representation from other clubs. Enrollment under target though increased from 2024 numbers
- 2025 outlook- the entire portfolio needs volunteers, including the Planning function but also equipment.

## **Discussion**

- Rowan's pitch - June very wet month. Very busy schedule in June and we should have stepped in earlier to protect the field; when Canada team came in July- not happy. It is a community pitch- what is the standard we should be held to account. City is a class A facility - should be held to a high standard, city needs to be involved with the irrigation.
- Thanks to Ian from Nick Park

## **C. President- John Dingwall**

- No discipline reports
- EORU - teams in all divisions except U14 girls and senior women who had a combined team
- 438 fully registered players and coaches - 398-2023 - 416 players 2024
- Tracking of new vs returning - sportlomo difficult to get reports
- Junior- Senior- Mike Junek offered to do more analysis
- Good feedback from parents - Retention survey- overwhelming positive. Any comments
- Scottish national team - proud of kids volunteering
- U16/U18 hosted travel and U16 had a successful tour
- Coaches should be aware of legacy \$15 (Rubric) and S&D fund (\$5) - anyone in need there is a fund to support. Information on the registration form to raise awareness. Support 4 kids. How can we grow that number? We need communications to raise awareness.
- Senior level we break it down with installments to overcome the burden
- Partner with Community housing - have a vetting process for kids in need.
- Gilbert is official equipment- contact Jo.
- Barb is 2nd year of 2nd term of RO board. Can go for a third.
- EORU theft- no update
- Coaches in multiple schools - some schools had coaches but no support from school staff so program did not run.

- Agreement Barrhaven Barbarians RFC , Nepean Eagles football club , Ottawa south united and Barrhaven Sports club signed in 2004 regarding development of Ken Ross park expired in 2018. Joe price working in the background. All original participants are working together to go back to the city to ensure our stake in the park. City is not treating us as the original contract stated. John has been in contact with the city -
- **Question-**
  - will all 4 groups be part of contract going forward. Barrhaven sports club doesn't exist anymore, OSU have one small area in the basement, football team have swapped area with OSU in the basement.
  - We talked of an alternative to Rowans - TERP- take a tenancy there - pay upfront. It is a possibility but all unofficial for now.
- VP Ops has abandoned the post - took cash box (\$250-500 and keys - refused to respond to all contact. 2025 will have to figure out next steps. John made many attempts to contact to no avail.
- John stepping down as president - willing to stay on as a mentor and will stay on as a coach. Been with the BSRFC since 2012 joining with son Luca, in 2013 joined by Jo, Zoe and Grace. Became a co coach with Lem. Served for 6 years and hope that I have left teh club better tan I found it.
- Volunteers are easier to get for team volunteer than club. 21 coaches, 6 executive, 13 directors who we welcome and hope will continue to grow.

#### Unsung heroes

- Ross has stepped up as registrar.
- Jo, director of merch,
- Lem, director of sponsorship,
- Ketih, manager of equipment is stepping down
- No director of senior women- coaches and Kelsey
- Ben, Director of senior men
- Director of Juniors - was not possible to fill
- Director of minors - Terrilyn - huge position
- Jo Price - Director of old boys
- Director of marketing - unfilled
- Blue card - Rick Gerin - required position by RO
- Director of Comms - unfilled, Ezra had stepped up- website management and social management.
- Director of coach development - Sharon Priestman
- Director of match official development - Kevin but MIA
- Big club- vacant positions- we can remove them or someone else to step up.

#### Questions

- Need a transition document from one executive to another.
- What does success look like- John wants to grow the whole club, more people playing the game and having fun. Half game policy - pay to play, rolling subs

#### D. VP Finance - Mark

- Financial statement
- 2024 - theme registrations, merchandise and special events - good bad and ugly of 2024
- **Balance sheet** -

- no collection issues
- Introduction of installments connected to credit cards have made it very easy to collect payment
- No debt- small amount on credit cards
- No liability
- \$29000- OJFR- pre paid cheques to Algonquin
- HST - 2023 return, held on to it as we had to file a return. Delayed but little chance there will be an issue
- **Good - Statement of revenue over expenses-** cost containment - not a lot of changes - positive. Smart about purchases, biggest costs are fields, lining, increase in city cost. Health and safety for ATs, did well with cost containment. Unrealised value of legacy fund, slight alteration in investments, rebalanced our portfolio. Non cash, not part of our day to day. Cash is king- \$1600 up.
- **Bad -**  
Registration- 377 registrants - drives how much goes into S&D and legacy funds. Flat - not great. We have a budget for advertising but not using it, we need to attract more. However, the board of directors need to set a vision and strategy to determine what we want to do as a club and how we may want to attract
- **Merch sales-** O'Neils invoice- work out price per item, difficult to establish merch items and we took a hit on jerseys and shorts because of that. Merch is a struggle, we are not good at it as a club. Poor inventory controls. Square is very clumsy in reporting, so difficult for a volunteer to try to reconcile.
- **Note 5 - Special events** - 7 events - club exec are stretched to capacity to run events. Senior flag, small loss and it was cost recovery from OJFR. We have to book 16 weeks for Algonquin, first 8 weeks didn't collect enough. Club day was less than last year, touring squad kick back, \$3500 on going to events. Other events just broke even.
- Ugly- existing but no strategy. We are the cheapest on the block but want to be elite. To grow we need more volunteers

#### **Question/Discussion:**

- Where is sponsorship - deferred revenue- asset funding \$535 - intended for purchasing assets. Also legacy fund is noted as risk. We need to wait to get revenue from them- shirt sponsors get guarantee 3 years of exposure from their sponsorship.
- Registration - significant change in numbers but actual player numbers didn't change much. \$450 registration but not a lot comes to club. Difference in numbers from Connor and Mark. There seems to be a discrepancy in numbers. 377 for registrations, some refunds. Connor thought it was 413. Fall registrants - charge much less in fall.
- Every team will get a reimbursement for 2 coaches per team and \$200 honorarium.
- We have the potential to grow but we need to know what our capacity is and also what we think is a fair market value to charge participants.
- We need to work on sponsorship - \$3800 new advertising, core function should be covered by fees. We don't want to be heavily dependent on sponsorship.
- Sponsorship- new jerseys every 2 years.

- Budget costs and registration fees- different categories have changed, small
- Is the club obligated to RO to oversee from a compliance standpoint. RO does not micro manage

## **Voting**

John explaining voting (three votes for players, member of executive and coaches, two votes for associate members, and one vote for honorary members). Information was in email. Every position is a 2 year term and some positions are mid term.

## **5. Election of Club Executive Board**

### **1. Secretary (1 year term)**

Kelsey do you wish to run again? No

Nominations - Dean Hamel in the room (Federal government - can bring strategic planning and direction to executive)

Any objections - No

First supported by Gary Thomas and seconded by Barb Gillie

All in favour- Majority

### **2. VP Programs**

Connor do you wish to run again? No

Nominations - Colin Evans in the room nominated by Nick Park (Came from UK, involved from rugby for many years, some coaching with U18 last year.)

Any objections - No

First supported by Nick Park and seconded by Gary Thomas

All in favour- Majority

### **3. VP Planning ( 2 directors, equipment and merchandise)**

Job- book fields, ATs, referee, lining, work with EORU/RO and work on budget with Finance

Ian do you wish to run again? No

Nominations - barb nominates Dannika Carmichael with a caveat to work closely with Connor and Ian.

Any objections - No

First supported by Barb Gillie and seconded by Dean Hamel

All in favour- Majority

### **4. VP Operations (events and discipline) (Directors coaching development/ match official)**

Jeremy do you wish to run again? No

Nominations - Annette (new to sport, Daughter at U16, has board experience in not for profit, nothing new)

Any objections - No

First supported by Gary Thomas and seconded by Stephanie Hamel

All in favour- Majority

### **5. VP Finance ( Accounting background) Director Sponsorship**

Mark, do you wish to run again? No

Nominations - Nick nominated Mark, he declined but did agree to be a mentor.

Can we pay someone - \$5000-\$6000 fee - increase fees to pay a person. We cannot do that.

Any objections - No

First supported by and seconded by

All in favour-  
Position left unfilled

## **6. President**

John, do you wish to run again? No - will take on equipment manager

Nominations - Nick park and Ross Annett and Ian Carter nominated and declined.

Any objections - No

First supported by and seconded by

All in favour-

Position left unfilled. John will be in an interim to be compliant but we need to a president.

Email needs to be sent after this meeting to members and alumni.

New executive choose a chair to take on the interim president role.

How long can a club be vacant of a president- annual filing. Elected official can do that position to satisfy the requirements. Constitution allows that to happen, executive can take 2 positions.

Directors and managers- some director positions still open.

Motion to suspend the meeting and have a further meeting to complete the remainder of the items

Barb - thanks to John for the last 6 years.

**Meeting closed**

## **Appendix A - Members Attendance at the AGM 2024**

### **Number of votes per member:**

Players, Coaches, Executive Members (Board and Directors) - 3 votes; Associate Members - 2 votes;  
Honourary Lifetime Members - 1 vote

Players who have parents voting on their behalf are noted either as "Parent for - name of player" or under the parent's name, if the parent is a coach or Executive member.