

ANNUAL GENERAL MEETING

Tuesday , February 23, 2016

7:00 PM

**Oakville Town Hall
1225 Trafalgar Road**

AGENDA

1. Call to Order
2. Roll Call
3. Opening remarks
4. Adoption of Agenda
5. Adoption of Minutes – February 24, 2015
6. President's Report
7. Treasurer's Report
8. New business / Motions
9. Amendments to the By-Laws
10. Election of Directors
11. Closing Remarks
12. Adjournment

Minutes of the Annual General Meeting February 24, 2015

Present:	President Sport Oakville	Wayne Moorehead
	Vice President	Philips Benjamin
	Secretary	Art Walford
	Treasurer	Cathy Watt
	Director	David Anderson
	Town of Oakville Staff Liaison	Patty Peebles

Athletiques International Track and Field
Halton Field Hockey
Oakville Aquatic Club
Oakville Hornets Girls Hockey
Oakville Legion Track & field
Oakville Little League Baseball
Oakville Minor Lacrosse Association
Oakville Speed Skating Club
Oakville Thunder Volleyball
Oakville Vytis Basketball
Skate Oakville

Absent:

- Bronte Harbour Yacht Club @ Sailing School
- Minor Oaks Hockey Association
- Oakville Crusaders Rugby Club
- Oakville Girls Softball Association
- Oakville Gymnastics Club
- Oakville Minor Baseball Association
- Oakville Mixed Slo-Pitch League
- Wallace Park Tennis Club

Sport Oakville

Agenda Item	Issue/Discussion
1. Call to Order	The meeting was called to order at 7:00PM
2. Roll Call	Art Walford, conducted the roll call.
3. Opening remarks	Wayne Moorehead, President welcomed members and introduced the Sport Oakville Board of Directors.
4. Adoption of the Agenda	Motion: to Adopt the Agenda as presented. Moved: John Sweeny (Oakville Little league). Second Mark O'Donnell Carried
5. Adoption of Minutes- February 24, 2015	Motion to adopt the agenda as presented. Moved Mark O'Donnell (Oakville Speed Skating Club) Seconded Art Walford. Carried
6. President's Report including Development Grants Report	Motion to receive President's report as provided in the 2015 Annual General Meeting Report Moved: Seconded: Bruce Burton, Athletique international Track & Field Wayne Moorehead presented the President's report Carried
7. Treasurer's Report	Motion to receive the Treasurer's report as provided in the 2015 Annual General Meeting Report Moved: Kathryn Pretty, OGSA, Seconded: Joni McPhail, Skate Oakville Andrew Tyrrell of Oakville Legion track and Field, raised the question of funds being carried over from year to year. Discussion followed about the need to have funds on hand for expenses incurred prior to annual funds being available from membership Carried
8. Amendments to the By-Laws	No amendments to Sport Oakville By-Laws were submitted.
. Election of directors.	Cathy Watt conducted the elections portion of the AGM. No one stepped forward and there was no one nominated from the floor. (at the end of the meeting Bruce Burton offered to sit as a director)
11. Closing Remarks	Wayne Moorehead wrapped up the meeting.
12	Motion to adjourn the meeting Moved: Mark O'Donnell (Oakville Speed Skating), Second: John Sweeney (Oakville Little League) Carried

President's Report

Submitted by Wayne Moorehead

2015 was a very successful year for Sport Oakville. 2015 marked the inaugural year for the Sport Oakville Sports Fair and marked Sport Oakville's expanded presence in the Social Media world with the advent of a Facebook location. This year also provided another successful and well received Sport Recognition Awards afternoon, the eighth annual event, and we can report on some exciting news relative to the 2016 Sport Development Grant program.

In 2015, the Sport Oakville membership base represented 24 sport associations as well as six individual members. These members represent a strong penetration into the Oakville sports community as they capture in excess of 30,000 participants and their associated volunteers covering a wide range of sports and activities.

While overall group membership has shown some growth over the last few years, the key opportunity for Sport Oakville moving forward is to look to expand that number and provide even broader representation of our community. One fundamental requirement necessary to achieve this goal is to attract more volunteers at either the board or committee level to support current and potential Sport Oakville activities and services for our members and the community. We would encourage all of you to look to your membership and determine if there are any candidates within your teams that could contribute in that way.

From a service perspective, I would like to take this opportunity to recognize Patty Peebles, who as our Town Liaison member for the last four years has been an active and integral contributor to our team. We would like to thank her for her support over the years and wish her well as she moves on to other activities.

In terms of enhancing the support that Sport Oakville provides to our members and the community, we held our first annual **Sports Fair** in 2015 as an opportunity for our members (and non-members) to demonstrate what their organizations offer to each other and to members of the community. While our initial event was relatively low key, feedback on it was positive and we will be hosting another Sports Fair this year in early May.

Look for more details on this event and we encourage you to participate.

2015 was also another very successful **Sport Recognitions Awards** (SRAs) event, with approximately 500 individuals in attendance to support the awarding

Sport Oakville

of almost 300 medals to recognize the achievements of individuals, teams, coaches and other volunteers.

This was the eighth edition of these awards and this program has developed into a key recognition opportunity for many of our members.

Oakville's Melanie Hawtin, a silver medalist in this summer's Parapan Am Games in wheelchair basketball, was the guest speaker at this year's awards ceremony, Sport Oakville also took this opportunity to present Melanie with a special achievement award, recognizing her dedication and accomplishments in sports.

The SRAs are also being positively recognized within the community as evidenced by the attendance at the event and the feedback we have received. Sport Oakville is looking forward to continuing to grow and develop this program for 2016. The Sport Recognition Awards also represents another opportunity for our members to provide public recognition for deserving members of their organization.

The Sport Development Grant that Sport Oakville administers on behalf of the Town of Oakville was another major success story in 2015.

For the past four years (including 2015), Sport Oakville has been successful in working with our members and grant recipients to ensure that all of the available funds were put to good use in supporting activities that enhanced the quality of programs offered to participants.

This has been a positive change from some past history and has been not gone unnoticed.

The efficient and effective use of grant funds has been recognized by Parks and Recreation and Oakville Town Council. Based on their support, I am pleased to announce that the funds available to our members under the Sport Oakville Sport Development Grant program have been increased to \$30,000 for the 2016 fiscal year.

With organizations submitting "asks" well in excess of the current limit, this increase is a very positive step in recognizing the needs of the community and the value provided to our members through this program. We need to keep operating with this focus on results and continue to demonstrate the value of this program going forward.

More details on the Sport Development Grant are available as a separate report and we would encourage our members to look for funding support from this enhanced program. We would look for you to be creative in looking for new

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programs for our support and we would like to encourage new initiatives. Since we expect an increased demand for funding, we would suggest you submit your 2016 application(s) as soon as possible to participate in the process.

Remember that Sport Development Grants are only available to Sport Oakville members so be sure to confirm your 2016 membership to be eligible.

Sport Oakville is committed to identifying opportunities to bring added value to our members and the community. In 2013 Sport Oakville hosted an Injury Symposium as one interest area. In 2015 we added the Sports Fair as a next step in developing additional support, increased our social media profile and secured additional funding for the Sport Development Grant program.

With the Sports Fair, Sport Recognition Awards and the now expanded Sport Development Grant, Sport Oakville is continuing in our objective to expand our service and support role to the Oakville sports community.

We would encourage all of our members to look at ways that we can continue to enhance our contribution and identify opportunities for you to participate as well. Our combined efforts will create a better environment for all.

In closing, I would like to thank the board for their efforts this past year as well as the Town of Oakville for its continued support. I would also encourage all of our members to get more actively involved with us to help support the development of all sports in Oakville

Respectfully,



President, Sport Oakville

2015 Sport Development Grant

The 2015 Grant year was another successful program as all funds available were once again fully utilized. 2015 marks the fourth consecutive year that Sport Oakville has ensured that all of the funds provided by the Town were fully utilized. This is a very positive change from our prior experience.

The 2015 Sport Oakville Development Grant Review Committee was comprised of the Sport Oakville board as well as Staff Liaison Patty Peebles. Any board member with a potential conflict on any award indicated that conflict and abstained from any comment on the award. Subject to the conflict caveat mentioned, all board members were involved in the final decision. The Board reviewed their recommendation with the Town to ensure that there was overall alignment.

The Development Grant Review Committee received thirteen (13) separate grant applications from twelve (12) sport groups. In total, these applications were requesting \$39,224 in funding. Identified although not fully grant requested, these projects had an assigned association budget of at least \$56,348.

The total amount available to the committee from the Town for award funding was approximately \$25,900 (net of tax considerations).

Consistent with recent years, in 2015 Sport Oakville continued the additional process steps initiated in 2012 to ensure that approved projects were actually implemented and completed by the individual sport groups.

As indicated, Sport Oakville is pleased to report that in 2015, as in the prior three years, total funds available were committed and spent on approved projects. This reflects the success of the new process and is the result of improved communication with members regarding the need to use funds or face reallocation.

By again fully utilizing available funds, and demonstrating the unsatisfied level of worthwhile initiatives that are left unfunded and unsupported with our members, Sport Oakville has been able to demonstrate a clear need for additional support.

Building upon a 2015 Budget Committee conversation, Sport Oakville provided a formal request through Parks and Recreation and subsequently to the Council Budget Committee for an increased Grant allocation for 2016.

The sum requested was \$30,000, a modest increase, and this request was granted, and has received final budget approval, based on Sport Oakville's demonstrated performance over the past four years, the nature of the programs

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that have been supported, the demonstrated need for additional support and Sport Oakville's longer term development objectives.

While there is "demand" present to support an increase beyond the \$30,000, Sport Oakville's presentation to Council and overall request was based on demonstrating performance and building a track record of continued success to warrant additional funding. This approach was well received by the Budget Committee.

The final amount actually reimbursed to members was \$26,838.78, marginally in excess of the grant total due to the iterative review process and based on an exclusion of tax in the underlying calculation. Net of tax considerations, the award was \$26,004.41 but the tax inclusive total must be considered in future calculations.

Sport Oakville would again like to extend its appreciation to the Town for making these funds available and supporting the 2016 increase. We would also again recognize Patty Peebles as the Town's representative who was a major contributor to Sport Oakville's success in managing the grant process again this year and for the past four years in terms of meeting our full utilization objective.

We look forward to meeting this objective again in 2016 and continuing to lay the foundation for future growth.

The following chart following this report shows the amounts utilized by the grant recipients as well as a brief notation on the nature of their grant project.

Sport Oakville recognizes that situations and funds available are subject to change and as part of that process, would encourage members to submit multiple requests should they have a number of project ideas.

In these cases we would recommend that submissions be prioritized by the organization to assist the committee in identifying awards with the limited funds available.

With the incremental funds that have been made available for this grant year, Sport Oakville encourages members to provide early submission requests that will allow us to move forward in the awarding process as quickly as possible to ensure that we put all of these funds to good use.

Sport Oakville

2015 Funding Recipients

Member	Project Title	Funding
Bronte Harbour Yacht Club & Sailing School	Sail Training Boat Acquisitions	\$3,000.00
Burloak Canoe Club	Truck Rental to attend Regattas	\$2,596.06
Halton Field Hockey Club	Coaching Courses	\$1,724.51
Lakeside Volleyball	Coach Certification and Equipment	\$1,786.99
Oakville Crusaders Rugby Club	Coach Development	\$1,945.00
Oakville Girls Softball Association	Umpire Development / Spring Training	\$3,299.57
Oakville Hornets Girls Hockey	Trainer and Coach Clinics	\$2,200.00
Oakville Minor Lacrosse Association	Coach Resource Dev. Coach Education	\$3,000.00
Oakville Speed Skating Club	Stationary Bikes / Skate sharpener	\$3,000.00
Oakville Thunder Volleyball Club	Coaching Certification	\$632.80
Oakville Track & Field / Athletique International	New Specifications Equipment	\$653.85
Skate Oakville	Skating Symposium	\$3,000.00
	Total	\$26,838.78

Submitted on behalf of the Sport Development Grant Committee,



President, Sport Oakville

Treasurer's Report

Submitted by Cathy Watt

Financial Report

Sport Oakville entered 2015 with a surplus of \$3,223.05. Based on projected revenue generation of \$7,985.52 and operating expenses of \$5,190.00, the year-end budget projection for 2015 was estimated for a surplus of \$2,795.52. Sport Oakville closed 2015 with an operating surplus of \$3,756.15, or 34% greater than projected.

The 2015 Sport Recognition Awards contributed \$1,435.00, which included advertising revenues of \$500.00 and admission revenues of \$900.00. The additional \$1000 in sponsorship was Tim Hortons sponsorship for 2014, received in 2015. Due to internal changes within Tim Horton's, the 2015 sponsorship was overlooked but is planned for 2016.

In 2015, the SRA's cost Sport Oakville \$3,240.09 to stage, a 17% reduction over 2014. The largest expenses were for the purchase of medallions (\$2,045.70) and the rental of the OE Conference Centre and Banquet Hall (\$819.25). Although fewer awards were ordered for the 2015 event, the costs were higher due to the sinking Canadian dollar. Other expenses associated with the SRA's included an honorarium to our Emcee (\$200), linen rentals, decorations and refreshments (\$175.14). Catering was hosted by Panera Bread and Pizza Pienza. On a net basis, the SRA's incurred a loss of \$1,905.09 which excludes the \$1000 sponsorship from Tim Horton's that was for the 2014 event. Although Sport recognized approximately 240 athletes, team members, coaches and volunteers, similar to that in 2013, there were several groups, including teams, there are many award recipients and their guests who are not able to attend due to other commitments and/or conflicts. Despite this, the Sport Recognition Awards event was again well received by those who attended. Sport Oakville will continue to actively seek additional sponsorship funding for the 2016 event.

In addition to revenue generated from membership registrations, was revenue from a new event, The Sport Fair. This event, planned and executed within a short period of time, brought in total revenues of \$3100.00, with registrations of \$900 and sponsorship and advertising of \$2,200. With expenses amounting to \$3359.52, the inaugural event was close to breakeven with a small shortage of \$259.52.

Costs associated with carrying-on Sport Oakville's day-to-day business include bank fees (\$90.33) which decreased 33% over 2014 with a full year of lower fees for our type of organization that was arranged mid-2014.

Director's Liability Insurance was not renewed since 2013. As an organization comprising of independent member associations and not directly involved in sports activities, the Board has not pursued Directors and Officers Liability insurance. It does, however, review this on an annual basis to determine if its activities require Director's Liability Insurance.

Sport Oakville enters 2016 with an operating surplus of \$3,756.15. For 2016, Sport Oakville forecasts revenues of \$12,230.00, expenses at \$7,840.00 and an operating surplus of approximately \$4,390.00. Sport Oakville will continue to explore sponsorship and advertising opportunities to ensure events operated successfully.

Overall, the forecast for 2016 is positive with Sport Oakville looking to expand its revenue base by attracting additional sponsorships so it can continue to broaden the scope of its services.

Sport Oakville

Financial Statement of Sport Oakville as of December 31, 2015

	<u>2014 Final</u>	<u>2015 Budget</u>	<u>As at December 31, 2015</u>
Revenues			
Opening Balance	\$ 3,060.52	\$ 3,223.05	\$ 3,223.05
Membership Fees:			
Sport Groups	1,725.00	1,725.00	1,655.00
Individual	125.00	200.00	100.00
Associate memberships	0.00	0.00	150.00
Sport Recognition Awards:			
Sponsorship & Advertising	1,584.94	2,000.00	1,500.00
Admissions	760.00	1,000.00	935.00
Sport Fair:			
Sponsorship & Advertising	0.00	0.00	2,200.00
Table Registration	0.00	0.00	900.00
Total Revenues	\$ 7,255.46	\$ 7,985.52	\$ 10,663.05
Expenses			
Website:			
Domain name & Website hosting	0.00	350.00	0.00
Sport Recognition Awards:			
Hall Rental & Staffing	819.25	825.00	819.25
Awards	2,116.48	2,250.00	2,045.70
Emcee / Guest Speaker	200.00	400.00	200.00
Photographer	0.00	0.00	0.00
Marketing & Administration	0.00	250.00	0.00
Refreshments	623.86	700.00	18.62
Linens & Decorations	129.50	155.00	133.33
Door Prizes & Wrap	7.91	50.00	23.19
Sport Fair:			
Venue	0.00	0.00	0.00
Advertising & Printing	0.00	0.00	2,815.96
Rentals	0.00	0.00	43.56
Refreshments	0.00	0.00	500.00
Annual General Meeting:			
Advertising	0.00	0.00	0.00
Refreshments	0.00	25.00	0.00
Other:			
Directors' Liability Insurance	0.00	0.00	0.00
Core Membership	0.00	35.00	0.00
Board of Directors & Meetings	0.00	0.00	216.96
Communications (advertising / mailings)	0.00	0.00	0.00
Bank Fees	135.41	150.00	90.33
Total Expenses	\$ 4,032.41	\$ 5,190.00	\$ 6,906.90
Closing Balance	\$ 3,223.05	\$ 2,795.52	\$ 3,756.15

Proposed Amendments to the Sport Oakville By-Laws

Motion - Art Walford, Sport Oakville Secretary proposes to amend the Sport Oakville By-Laws to allow non-residents to join Sport Oakville as follows:

Article 3 MEMBERSHIP and FEES, Section 3.2 Individual Membership

Current Version:

Individual membership in the Corporation is open to **any resident of the Town of Oakville** who is 18 years of age and older with significant interest in the development of Sport in Oakville. All applications for membership may be subject to the approval of the Board of Directors.

Amended Version:

Individual membership in the Corporation is open to anyone who is 18 years of age and older with significant interest in the development of Sport in Oakville. All applications for membership may be subject to the approval of the Board of Directors.

Motion - _____

Seconded - _____ **Carried** - ? _____

Motion - Art Walford, Sport Oakville Secretary proposes to amend the Sport Oakville By-Laws to limit member clubs to a single vote as follows.

The official representatives (**1 per every 25 members to a maximum of 5 representatives**) of the group must be designated in writing to the Board of Directors and will be the voting Representative(s).

The official representatives (1 per every 25 members to a maximum of
5 representatives

Amended Version:

The official representative (1 per membership) of the group must be designated in writing to the Board of Directors and will be the voting representative.

Motion - _____

Seconded - _____ **Carried** ? _____

Election of Directors

Voting Structure

ARTICLE 4 – BOARD OF DIRECTORS

4.2 ELECTION and TERM OF DIRECTORS

Each Director shall be elected by a majority of legal votes cast by the voting members or be acclaimed to hold office until the second AGM after he/she has been elected or until his/her successor has been duly elected. Election of the eight (8) Directors shall be by rotation so that in each year four(4) Directors shall be elected.

Nominees (2 year term)
Philip Benjamin (incumbent)
David Anderson (incumbent)
Art Walford (incumbent)
Peter Hoy
Nominees (1 year term)
Wayne Moorehead
Kristen Rogalsky
Gary Hudson
Standing board members (1 year remaining)
Bruce Burton
Completed Service (not returning)
Cathy Watt (will continue Sport Awards)
Pamela Marck (will continue Facebook)
Wayne Moorehead(will continue Grants)

2015 Sport Oakville Sport Awards

Athletiques International Track & Field

Presented by Bruce Burton, Head Coach

Athlete Award – Elisha Donaghey-Johnston

Burloak Canoe Club

Presented by Adam Oldershaw, Head Coach

Team Award – U17 Men's K4

Team Award – U17 Women's War Canoe

Halton Field Hockey Club

Presented by Michelle Greenway, President

Athlete Award – Elizabeth O'Hara

Oakville Aquatic Club

Presented by Alan Booth, President

Team Award – OAK Summer National Team

Coach Award – Melanie MacKay

Volunteer Award – Jamie Altenhof

Oakville Girls Softball Association

Presented by Kathryn Pretty, Director of Marketing

Coach Award – Larry Snow

Volunteer Award – Tammy Podovinnikoff

Oakville Gymnastics Club

Presented by Don Holmes, Head Coach

Volunteer Award – Nancy Carss

Oakville Hornets Girls Hockey

Presented by Bob Pujo, President

Team Award – Oakville Hornets 201-2915 Atom House League

Coach Award – Bradi Cochrane

Volunteer Award – Mike Turczyniak

Oakville Legion Track & Field Club

Presented by Andrew Tyrell, President & Ted Neptune, Head Coach

Athlete Award – Zaria Armstrong

Oakville Little League Baseball

Presented by John Sweeney, President & John Mooney, Vice

Team Award – OLLB Minor Giants

Coaches Award - Mike Hammel & Chris Fournier

Volunteer Award – Rachel Young & Andrew Potter

2015 Sport Oakville Sport Awards

Oakville Minor Baseball Association

Presented by Andreas Papadopoulos, President

Coach Award – Tom Ford

Team Award – 2015 Minor Mosquito Tier 1 Team

Oakville Minor Football League

Presented by Heather Wilson, President

Athlete Award – Michael Luongo, Spring Pee Wee Player

Team Award – 2015 Oakville Titans Bantam Rep team

Coach Award – Mike Pastorek

Volunteer Award – Marny Sharpen

Oakville Minor Lacrosse Association

Presented by Laura McLaughlin, Vice President of Girls Field Lacrosse

Athlete Award – Josh Dawick & Justin Sykes

Team Award – U11 Girls Field Lacrosse Team

Coach Award – Dave Quinn

Volunteer Award – Sherri Robertson

Oakville Speed Skating Club

Presented by Al Moss, Treasurer

Athlete Award for a female– Dania Elsammak

Athlete Award – Alex Giannotti

Coach Award – Sigrid Zabel

Volunteer Award – Sharon DeVellis

Oakville Thunder Volleyball Club

Presented by Danielle Walker, Vice President of Technical

Athlete Award – Taylor McDonald

Team Award – Oakville Thunder Girls 17U Blue

Skate Oakville

Presented by Tat Wong, Board Member

Athlete Award – Natasha Beaudoin

Team Award – Junior Dance Team of Kaitlyn Chubb and Alexander Moses

Coach Award – Jeff Trott

Coach Award – Kathy Zahakos

Volunteer Award – Filomena Santonastaso

Special Olympics Ontario – Oakville

Presented by Peter Knight, Community Coordinator, Special Olympics Ontario

Team Award – Oakville Sky Walkers Basketball Team

Coach Award – Debbie Boycott

Volunteer Award – Teresa Demytruk

Sponsors @ Partners



Soccer World



2015 Board of Directors

Wayne Moorehead

President

Philip Benjamin

Vice President

Cathy Watt

Treasurer

Art Walford

Secretary

Dave Anderson

Director At Large

David Petiteville

Director At Large

Pamela Marck

Director At Large

Patty Peebles

Town Staff Liaison

Recreation & Culture Department

Director Position Applications

Nominee's Name	Peter Hoy		
Address	2413 Aztec Gate		
City	Oakville	Postal Code	L6M 4X2
Email	Peter.hoy58@gmail.com or peter.hoy@ontario.ca		
Home Phone	905-469-7353	Cell Phone	905-464-5116

1) Please explain why you are seeking nomination to the Board of Directors of SPORT OAKVILLE.

I am keenly interested in building amateur sport in Oakville as I have been active as an athlete and coach for many years:

- 20 years as athlete and volunteer with the Burloak Canoe Club;
- 6 years as Trainer and Coach with MOHA;
- Involved with the 2015 Pan Am Games and the 2008 Toronto Olympic Bid.

I've recently retired from the Ontario Public Service where I served for 28 years mostly in managerial positions where I had responsibility for building new programs and managing high level, high risk projects. Through my career I have gained considerable experience and expertise in areas such as project management and organizational development that I would like to share, in a volunteer role, with Sport Oakville.

I have lived in Oakville for 25 years and I am now in a position to give something back to this wonderful community. As a member of the Board of Directors, I would have an opportunity to contribute my time and expertise to help build and strengthen amateur sport programs in Oakville.

2) The role of a board member is to provide vision, direction, a creative outlook, an understanding of the local sport community, and time, talent and energy to SPORT OAKVILLE. Please outline, from both your employment and volunteer situations, experiences and skills that you would bring to this position.