



INTERNATIONAL QUIDDITCH ASSOCIATION

IQAA Board of Trustees Meeting Minutes

Saturday, 06 January 2018

19:00 UTC - 21:50 UTC

Minutes: Marco Ziegau

Attendance

Voting members

- Nicholas Oughtibridge (Trustee, Chair)
- Luke Nickholds (Trustee, Vice Chair)
- Andy Marmer (Trustee)
- Nicole Hammer (Trustee)

Executives

- Vanessa Sliva (Finance Director)
- Brian Gallaway (IQAA Congress President)

Observers

- Marco Ziegau (IQAA Secretary)

Apologies

- Alex Benepe (Trustee)
- Rebecca Alley (Executive Director)

Agenda

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Confirm Agenda

Review conflicts of interest

Minutes of the last meeting

- 2017-12-02
 - Accepted
- 2017-12-16
 - Accepted

Open Action Items

- Nicholas to write a letter to the pertaining NGBs that implement unsafe rulebook changes.
 - Still ongoing.
- Vanessa to come up with a proposal for financial policy, including tournament financials.
 - See agenda point Financials.
- Rebecca to review on the Skype Office hours.
 - Rebecca is not attending.
- Nicholas to write a short reply to the European Committee, saying that the matter is referred to the constitution requirement committee.
 - This will happen after today's meeting discussion.
- Brian to propose to Congress to elect Trustees for the period between AGMs (i.e. two years, and each until the next Trustees' reelection would be up).
 - Brian will add this to the AGM agenda.

Financials

- Financial Policy
 - Vanessa prepared a proposal for a policy regarding financials for major IQA events.
 - **Action Item:** Trustees to provide comments in the document.
- Proposal to switch from cash based accounting to fund based accounting.
 - **Action Item:** Vanessa to paper this proposal with the implications this switch would bring.
- Vanessa compiled reports on the budget for the financial year 2017 (01 September 2016 - 31 August 2017) and for the months since (01 September 2017 - 31 December 2017).
 - The report for the financial year 2017 shows more than CAD 5,000 income classified as "other income". This might be transfers from the old IRDP accounts into the IQA account but this is not clear.
 - **Action Item:** Vanessa to investigate the source of this other income.
 - The report for the financial year 2017 also misses any income and expenses by the European Committee.
 - **Action Item:** Vanessa to compile a balance sheet and an improved version of the income statements.
 - **Action Item:** Trustees to discuss the improved income statement and balance sheet next Saturday with the goal of approving it.

General Budget

- The Trustees are waiting for a budget proposal from the Executive.

Development Fund

- The Trustees request that the staff liaisons with Human Company to determine whether it is possible to bring Team Uganda to World Cup (regarding Visas etc.).
 - It might be possible to hire a volunteer dedicated to the development fund.

Annual Report

- The Trustees reiterated their request to see and approve the Annual Report before it is shared with Congress.

Incorporation

- Nicholas has shared a report from the Constitutional Requirements Committee that outlines the requirements to a new constitution.
 - https://drive.google.com/file/d/101Pkq_1qaXujIHYpK8jUGF5IB9UYvXoI/view?usp=sharing
- The report is approved by the Board.
 - **Action Item:** Brian to share the report with Congress.
 - After the AGM, the report can be published on the website.
- The report will be shared with Congress for information purposes and Congress will be asked to provide written feedback.
- The Trustees express their thanks to all members of the committee for their work.
- **Action Item:** Trustees to form a Constitution Delivery Committee to formulate the constitution requirements into an actual constitution after the AGM.

Update from trustee recruitment subcommittee

- Received 5 applications, interviewed 4 of them, the remaining will be interviewed shortly.
- A report will be compiled shortly after which will be shared with Congress.

Update from the branding committee

- The committee is still searching for members.

Board Induction

- We'll most likely have 2 or 3 new board members in a couple of weeks time, including potential trustees with minimal quidditch knowledge. I think a more formal induction process is needed to help bring everyone up to speed - my suggestions would be some written documents and a buddy system

Risk Management

- The risk management policy by Nicholas is approved and can be published.
 - https://drive.google.com/file/d/1EwpKXrfFf89_wX3P8R22MzSx1DKi8-5z/view?usp=sharing

The Trustees went in camera at 21:50 UTC for the remaining agenda items.

Trustee reflection

Chairmanship

Strategic Review