



# International **Quidditch** Association

## **IQA Board of Trustees Meeting Minutes**

**Thursday, 11 July 2019**

**06:00 UTC - 08:00 UTC**

**Minutes: Rahel Liviero**

### Attendance

#### Voting members

- Betsy Lewin-Leigh (Secretary)
- Jessyka Schwandt
- Pauline Raes
- Rahel Liviero
- Austin Wallace

### Executives

#### Apologies

- Alex Benepe
- Vanessa Sliva (Treasurer)
- Alberto Coronado
- Luke Nickholds

# Agenda

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Confirm Agenda

Review conflicts of interest

Confirmation of Previous Minutes

## Committees

Various committees shall be formed in order to be able to work more efficiently. A committee shall have the power as defined in this meeting. A committee may decide to take a hiatus /to discontinue their work where they find it appropriate or if the current work is resolved. A committee may appoint a chair if they deem it necessary.

“That a weekly (brief) report is expected by the committees. It shall be reported in slack (as well as in a Google document). Each report is expected every Saturday.”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## CEO/COO

The Committee shall have the power to finalise the job descriptions, interviews etc. The committee will prepare all necessary information and documents but the Board will vote on the decision.

“That a 4 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Pauline, Betsy, Jess and Rahel”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## Finances

The committee shall have the power to authorize day to day finances (including opening a new bank account) and ensure good practice. Big decisions like the World Cup budget etc shall still be authorized by the board.

“That a 2 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Vanessa and Rahel”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## Non-Profit Status Committee

The committee shall have the power to decide to not go forward with the 501(c)3 application. If the committee decides to move forward with the application the board shall vote on it beforehand. Further, the committee shall have the power to maintain the non-profit status. The committee may work with other volunteers in this regard.

“That a 3 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Pauline, Alex and Alberto”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## Harassment Policy

The committee shall have the power to amend and finalise the policy. Once the policy is finished it will be presented to the board with a 48h notice period. Within this period the board may discuss this policy and provide comments. After his period and possible amendments, the committee may vote on the policy.

“That a 3 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Jess, Betsy and Austin.”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## Operation Committee

The committee shall have all powers of a CEO/COO of the IQA until the new CEO/COO is hired. They shall have the power to fire and hire all people including department heads. If a department head shall be dismissed the situation shall first be discussed with the board. Especially if the concerned department head is also a member of the board. Said department head / board member shall abstain from any discussion and votes within the board.

“That a 3 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Austin, Betsy and Rahel.”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## NGB concerns Committee

The committee shall have the power to respond to complaints and concerns by the NGBs. They also shall have the power to do complete investigations on NGB level.

“That a 4 person committee shall be formed with the above-mentioned purpose and capabilities. The members of this committee shall be Pauline, Betsy, Alberto and Alex.”

Moved: Austin

Seconded: Pauline

For: 5

Against: 0

Abstention: 0

## Signing Powers

“That Pauline shall have the power to sign contracts related to events under the condition that the contracts have been presented to the board with a minimum 48hrs notice period.”

Moved: Austin

Seconded: Rahel

For: 5

Against: 0

Abstention: 0

“That the chair may have general power to sign any document under the condition that the document has to be presented to the board with a minimum 48hrs notice period. Significant topics shall still be discussed beforehand by the board.”

Moved: Austin

Seconded: Rahel

For: 5

Against: 0

Abstention: 0

## Email Account

Operations committee will receive access to the ED email account. They shall check it regularly and respond and or forward emails accordingly.

Austin fixed the Problem with the incoming Paypal payments. The refs should be informed about it. This task will be given to a volunteer.

## Slack Access

All board members shall have admin access to the Members and IQA Sport Slack.

Jess shall add all board members on the IQA Sport Slack as admins.  
Austin will talk with Luke to add all board members as admins to Members slack.

## Old minutes

Betsy shall amend and prepare the previous minutes.

## Other Business

- The efficiency of work needs to improve. The Operations Committee needs to discuss open issues.