



# International **Quidditch** Association

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

**Sunday, 22 November 2020**

**Time: 18:00 UTC - 18:50 UTC**

**Minutes: Betsy Lewin-Leigh & Pauline Raes**

### Attendance

#### Voting members

- Austin Wallace (Trustee, Vice-Chair)
- Alberto Coronado (Trustee)
- Betsy Lewin-Leigh (Trustee, Secretary)
- Borja Arbosa (Trustee, Treasurer)
- Kym Couch (Trustee)
- Pauline Raes (Trustee, Secretary)
- Rahel Liviero (Trustee, Chair)

#### Apologies

- David Jonsson (Trustee)
- Alex Benepe (Trustee)

## Agenda

<b>Attendance</b>	<b>1</b>
Voting members	1
Apologies	1
<b>Agenda</b>	<b>2</b>
Confirm Agenda	2
<b>Review conflicts of interest</b>	<b>2</b>
<b>Confirmation of Previous Minutes</b>	<b>2</b>
<b>Committee Updates</b>	<b>2</b>
<b>Other Business</b>	<b>4</b>

### Confirm Agenda

### Review conflicts of interest

### Confirmation of Previous Minutes

Motion to approve the minutes from October 25, 2020 and November 8, 2020.

Moved: Rahel

Seconded: Betsy

For: 6

Against: 0

Abstention: 1

The minutes of 2020-10-25 and 2020-11-08 are approved for publication.

### Committee Updates

#### **External Outreach and Partnerships Committee**

No update.

#### **Finance Committee**

Discussing invoice template. Rahel says there were payment problems since we need an alternative payment system, the template being amended to that. Final template based on Rahel's advice has been uploaded by Borja and is on the drive. Rahel needs to review the template.

## **Harassment Complaints Committee**

Internal update given.

## **NGB Concerns Committee**

Internal update given.

## **Non-Profit Status Committee**

Documents will be ready for review at the next board meeting.

## **Operations Committee**

### *Events Department*

- BIPOC Committee has gathered feedback from NGBs, National & Regional Team Athletes and Spectators
- BIPOC Committee is preparing a meeting with Richmond to evaluate the location and is on track for the January deadline
- Bid evaluation committee is in site visit stage and has sent out follow-up questions and virtual site visit instructions to the finalist locations

### *Gameplay Department*

- Finalised preparation for referee training 2
- Started on preparation for the next stream, which will be an all rules Q&A session
- Giving support for referee test queries when needed

### *Human Resources Department*

- Finalizing Volunteer Directory Updates
- Preparing for the Annual Reviews
- Still working on getting Volunteers to update Slack Profiles
- Working on a few messages regarding volunteering roles

### *IT Department*

Community project and revamping the website

### *Marketing & Communications Department*

- Referee training workshop graphics and social media announcements
- Continental Games Finalist announcement in collaboration with the Events Department
- Website access given to Elisa to help out with website publications when Aldo is not available
- Translations of the rulebook are underway with some languages in the final stages of translation or proofreading
- Translations of referee tests have started, translators must be certified referees to be eligible for translating the tests - HR tests access codes have been to translators where needed

- Referee resource translations are upcoming
- Website translations are upcoming as well

### *Membership Department*

- Development Fund disbursement to Peru estimated delivery 1st week of Dec.
- Development Fund Uganda disbursement continues to be on hold.
- Dev fund contract being reworked to comply with the 501c3 process.
- Referee Certification Coupon program is progressing with testing from two NGBs. There is an issue with stripe that requires a \$0.50 charge for every test taken so a 100% off coupon is unavailable at this time. Working on rewriting the program language to reflect this.
- Membership Report 2019-2020 continues its data collection with NGBs getting a reminder to submit their info to the Management Hub ASAP. Deadline to submit data is Nov. 30th.

### **Senior Leadership Committee**

Directors giving feedback in the restructuring, this will be used to update the restructuring document for staff. Once staff will have given input, the board will get more news.

Pauline asks about timing and how we're going to collect feedback from staff. Staff will get a google form. Staff feedback will be collected in the next 2-4 weeks. The decision should be made by the current board.

### **Strategic Planning Committee**

No update

### **Trustee Election Committee**

No update

Rahel says this really needs to get started. Rahel and Kym will get a meeting to get this started.

## **Other Business**

### **Winter break**

Board agrees a break would be a good idea, named winter or year-end break. Give the expectations that we will be around but may be slow to respond. Betsy suggests either 20th to 4th or 11th to the 4th. The board thinks that a month is too long however thinks that we should announce internally that people should take time off for themselves around that time. Staff message should be done by Betsy or Aldo. Betsy, Aldo, and Pauline to work together on public and private messages. Awareness that the pictures that go out need to be less religious than in previous years.

**Harassment Policies**

A lot of NGBs haven't sent in their policies, what are the consequences? Betsy answers that the consequences are that they are no longer in good standing with the IQA which has knock-on effects for other policies. The board discussed the length of time this will last, it is suggested that is until they have submitted their policy and it has been approved. The board discusses if there is a point in putting a time limit on the suspension or not, it is decided that it is not necessarily worth it as we would not be offering them anything while they are suspended.

**Next meeting**

Sunday, December the 13th 18:00 UTC