



Notice of Meeting

ANNUAL GENERAL MEETING OF MEMBERS

Sunday December 1, 2019

9:00am–12:30pm – Strategic Planning Session

1:30 – 2:00pm OVA Presentations

2:00 - 3:00 pm - Annual General Meeting

**Cambridge Hotel and Conference Centre
700 Hespeler Rd, Cambridge ON, N3H 5L8
Sussex Ballroom**

60 Scarsdale Rd, Unit 111
Toronto, ON M3B 2R7
Phone: 416-426-7316

Dear Delegate:

The purpose of the Annual General Meeting (AGM) of the Ontario Volleyball Association (OVA) is to inform the members and to deal with the usual business of the OVA, such as Report of Auditors and Elections. Prior to the AGM, a strategic planning session, and OVA presentation along with a question and answer period will occur. The strategic planning session will be facilitated by RW Sport Performance Consulting. Please register [here](#).

Included in this package, please find the following information in preparation for Ontario Volleyball's 2019 Annual General Meeting:

1. Agenda (Schedule for the Day), see Appendix A for AGM Agenda
2. Notification of Delegates
3. New Business, see Appendix B for form
4. Notice of Quorum
5. Approval of Auditor
6. Confirmation of Accommodation Requirements
7. Elections – President, Vice-President Admin/Secretary, Director at Large (2)
8. Election Decision


Appendix A – Annual General Meeting Agenda

Appendix B – New Business Form

Appendix C – Board Member Criteria and Job Descriptions

Note 1 – Agenda
Schedule for the Day

See Appendix A for the Annual General Meeting Agenda.

Sunday, December 1, 2019 Cambridge Hotel and Conference Centre		
Time	Presentation	Location
8:30 - 9:00 am	Breakfast	
STRATEGIC PLANNING - Phase 1: Membership Vision Engage membership through a facilitated discussion collecting and sharing thoughts and perspectives on the ideal and desired impact of the OVA in the years. Participants will contribute to the essential frameworks, standards and principles that will help drive the OVA 2021-2025 strategic plan.  <i>by Ron Wuotila, from RW Sport Performance Consulting</i>		
9:00 – 9:30 am	STRATEGIC PLANNING - Phase 1: Membership Vision Welcome, introductions and session purpose	Norfolk and Essex Room
9:30 – 10:30 am	STRATEGIC PLANNING - OVA Framework Design -an interactive exercise intended to identify key characteristics and qualities of a highly effective Provincial Sport Organization (PSO).	Norfolk and Essex Room
10:30 – 11:00 am	Break	
11:00 – 12:00pm	STRATEGIC PLANNING – Present and discuss Framework concepts – event participants share, discuss and debate framework concepts and principles.	Norfolk and Essex Room
12:00 – 12:30pm	STRATEGIC PLANNING –Essential ingredients and commitments – as a means to guide a highly successful strategic planning exercise, standards and essential ingredients will be identified by the members.	Norfolk and Essex Room
12:30 - 1:30 pm	Lunch	
1:30 - 2:00 pm	OVA Presentations to Members <i>Topic: Annual Report</i>	Sussex Ballroom
2:00 - 3:00 pm	AGM	Sussex Ballroom

Note 2 – Notification of Delegates

As per bylaw 3.9, members will have the following voting rights at all meetings of Members:

Regional Members will be entitled to elect one Delegate for every two hundred (200) Individual Members registered in their geographical area and each Delegate may attend and participate in meetings and is entitled to one (1) vote. For example:

- i. 0-200 Individual Registered Members – 1 Delegate.
- ii. 201-400 Individual Registered Members – 2 Delegates.

iii. 401-600 Individual Registered Members – 3 Delegates.

Regional Delegate lists must be sent to the OVA by the Regional Presidents, including alternates by Friday November 22, 2019. Although your identified delegates need not be present to participate in the Regional AGM, it is important to note that only those names that are on the list that is submitted to the OVA will be declared eligible to vote at the OVA AGM.

Each region is eligible to send the noted number of delegates to the OVA AGM on December 1, 2019:

- Region 1 is eligible to send one (1) delegate
- Region 2 is eligible to send three (3) delegates
- Region 3 is eligible to send twenty-five (25) delegates
- Region 4 is eligible to send five (5) delegates
- Region 5 is eligible to send twenty-one (21) delegates
- Region 6 is eligible to send eight (8) delegates
- Total # of delegates: 63

Note 3 – New Business

Enclosed is a New Business Form (please see Appendix B). As per bylaw 3.6 of the Constitution, any Member who wishes to have new business placed on the agenda of a meeting will provide written notice to the Association at least ten (10) days prior to the meeting date or upon the sole discretion of the President or designate. The procedures are:

- New Business agenda requests must be received at the offices of Ontario Volleyball by email or fax, no later than midnight on Wednesday November 20, 2019.
- Should a voting member wish to make a request, please complete and submit the form. New Business agenda requests will be accepted by email or fax. Please forward to jjubacic@ontariovolleyball.org.

Note 4 – Notice of Quorum

As per bylaw 3.7, fifty percent (50%) plus one (1) of the voting Regional Members will constitute a quorum at the OVA AGM.

Note 5 - Approval of Auditors

The Voting Members of Ontario Volleyball have the right to approve the Association's auditors for the following year. The OVA has decided to put forth the following firm for consideration as the Association's auditors for the Fiscal 2020 year:

MacNeill Edmundson Professional Corporation
82 Wellington Street
London, ON N6P 1C9
This firm completed the Fiscal 2019 audit.

Note 6 – Confirmation of Accommodation Requirements

Any delegates planning to attend the AGM need to confirm their accommodation requirements



with the staff of Ontario Volleyball by Monday, November 11, 2019. Please contact Chery Bennett, cbennett@ontariovolleyball.org.

Note 7– Director Elections

See Appendix C for board member criteria and job descriptions. At the 2019 AGM, there are four Director Positions up for election:

1. President
2. Vice-President – Admin/Secretary
3. Director at Large (2)

As per bylaw 4.10 of the OVA Constitution, any nomination of an individual for election will include the written consent of the nominee by signed signature; a cover letter, resume and three references and a letter of support from a voting Regional Member or Director. Please submit to Nominations Committee nominations@ontariovolleyball.org by November 24, 2019.

As per bylaw 4.11 of the Constitution, nominations from the floor for election as the President, Vice President(s), or Directors at Large(s) may be accepted upon the approval of twenty-five (25%) percent of the voting Members in attendance at the meeting and must include the written consent of the nominee.

Note 8 – Election Decision

Decision – Elections will be decided by the voting Members in accordance with the following:

- A. One Valid Nomination – Winner declared by acclamation.
- B. Two or More Valid Nominations – Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two nominees or a winner is declared. If only two nominees remain and there continues to be a tie, the winner will be decided by the Board of Directors by resolution.



Appendix A

Annual General Meeting Agenda Sunday December 1, 2019 - 2:00 pm

**Cambridge Hotel Conference and Suites
700 Hespeler Rd, Cambridge, ON N3H 5L8
Sussex Ballroom**

AGM Agenda

1. Call to order
2. Establishment of Quorum
3. Appointment of Scrutineers
4. Approval of the Agenda
5. Declaration of any Conflicts of Interest
6. Adoption of Minutes of the previous Annual Meeting
7. Report of Auditors
8. Appointment of Auditors
9. Election of new Directors
 - a. President
 - b. Vice-President – Admin/Secretary
 - c. Director at Large (2)
10. Adjournment

APPENDIX B

NEW BUSINESS SUBMISSION

As per bylaw 3.6 of the Constitution, any Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Association at least ten (10) days prior to the meeting date or upon the sole discretion of the President or designate. **New Business requests must be received in the Ontario Volleyball Office no later than midnight on Wednesday November 20, 2019.**

- Should a voting member wish to make a request, please complete and submit this form by email to iljubicic@ontariovolleyball.org.

New Business Request Form

DATE: _____

New Business Request: (PLEASE PRINT)

RATIONALE: (PLEASE PRINT)

Member Signature

Member Name (please print)

Date

APPENDIX C

Excerpt from OVA Governing Policies & Procedures Manual (GPPM). To view the GPPM, please [click here](#)

3.4 Board member criteria

In nominating members for the board, the Nominations Committee shall be guided by the profiles that are incorporated by reference to this GPPM and respective job descriptions. Potential Directors should have one or more of the following skills:

- Accounting designation (CA, CMA, CGA)
- Legal designation (LL.B.)
- Professional qualifications (MD, PhD, MBA, Sport Science)
- Personnel Management (Human Resource Professional designation)
- Media/Marketing/Public Relations contacts/experience
- Fundraising experience and/or funding source contacts
- Grant writing, proposal writing experience
- Administration/Management experience
- Communications experience
- Government relations (municipal, provincial and national) experience
- Organizational development/Strategic planning experience
- Project management experience
- Knowledge of volleyball programs from 'playground to podium' in Ontario and Canada
- Sport organization experience at multiple levels (local, provincial, national and international)

These criteria are a guide to allow the Nominations Committee to consider diverse skills and experiences that will add value to the Board of Directors and the Association as a whole, when appointing Directors.

3.4.1 **President** will assist with the strategic leadership of the Association and will be responsible for the general supervision of the affairs and operations of the Association, will chair the Annual and General Meetings of the Association and at meetings of the Board, will be the official spokesperson of the Association, and will perform such other duties as may from time to time be established by the Board.

Candidates for President should possess some or all of the following characteristics:

- Commitment to the Association and strong knowledge of the Association's governance and operational issues
- Strong managerial and leadership skills
- Ability to commit the required time and

- Excellent interpersonal skills.

3.4.2 Immediate Past President is appointed for only one term immediately following their term as President and will assist with the strategic leadership of the Association by helping the President to transition to their new role and help facilitate other transitions. The past President will also play a leadership role on the Board providing advice, guidance and assistance by encouraging cooperation and teamwork. They use their experience as the previous President to help move Board deliberations along constructive and productive lines as needed. This position will remain vacant until the current President retires.

Responsibilities may include:

- Orientation of new Board members
- Honours, awards and recognition and
- Assisting with the performance evaluation of the Executive Director.

3.4.3 Vice-President Finance/Treasurer will assist with the strategic leadership of the Association and will provide leadership in the financial direction of the Association through the formulation and oversight of proper accounting processes and procedures.

This position requires the following:

- A thorough knowledge and understanding of financial reports,
- Ability to communicate financial information and concepts
- Provide the board with an account of financial transactions and financial position of the Association at each meeting of the board
- Ability to articulate the board's financial questions to the staff
- Ability to explore financial options and decisions for long term goals.

A professional accounting/financial designation is an asset.

3.4.4 Vice-President Admin/Secretary will assist with the strategic leadership of the Association and be responsible for ensuring that the Association meets all legal requirements for record keeping by ensuring that all official documents and records of the Association are properly kept, ensure records of minutes of all meetings of Members, Board of Directors and Committees of the Association are properly kept and will perform such other duties as may from time to time be established by the Board.

This position requires the following:

- Attention to detail
- Strong written and verbal communication skills
- Knowledge of Association By-Laws and Constitution

- 3.4.5 Regional Council Director** will assist with the strategic leadership of the Association and ensure integration of and collaboration with regions. Although selected by the Regional Council s/he is bound by a fiduciary duty to make decisions and to act in the best interests of the Association. In other words, directors must not engage in transactions or conduct that creates a conflict between their duty to act in the best interests of the Association and the interests of the Regional Council to which they may also owe a fiduciary duty.
- 3.4.6 Directors At Large (Appointed or Elected)** will assist with the strategic leadership of the Association, will possess the skills as outlined in section 3.4 or such other skills which complement the Board composition and will be assigned a specific portfolio as needed.

