



INTERNATIONAL QUIDDITCH ASSOCIATION

## **IQAA Board of Trustees Meeting Minutes**

**Saturday, 04 February 2017**

**19:00 UTC - 21:15 UTC**

**Minutes: Marco Ziegau**

### **Attendance**

#### **Voting members**

- Nicholas Oughtibridge (Trustee, Chair)
- Nicole Hammer (Trustee)
- Andy Marmer (Trustee)
- Luke Nickholds (Trustee)
- Alex Benepe (Trustee)
- Brian Gallaway (Trustee, IQA President, chooses to abstain because of the outcome of the latest AGM)

#### **Observers**

- Rebecca Alley (Executive Director)
- Alexander Dokuchaev ("Jerry", Finance Director)
- Marco Ziegau (Secretary)

# Agenda

<b>Attendance</b>	<b>1</b>
Voting members	1
Observers	1
<b>Confirm Agenda</b>	<b>2</b>
<b>Review conflicts of interest</b>	<b>2</b>
<b>Minutes of the last meeting</b>	<b>2</b>
<b>Actions and other matters arising not covered elsewhere</b>	<b>2</b>
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## Confirm Agenda

- Nothing to be added

## Review conflicts of interest

- No conflicts of interest are reported.

## Minutes of the last meeting

- The minutes from the last meeting are accepted with minor changes.

## Actions and other matters arising not covered elsewhere

- The board agreed that Brian Gallaway opens a linked savings account with the Royal Bank of Canada
  - That will happen once Brian is back in Canada.
- The board agreed that Brian Gallaway opens a linked credit card account with Royal Bank of Canada
  - That will happen once Brian is back in Canada.
- The board agreed to add Rebecca Alley as a signing authority to all Royal Bank of Canada accounts
  - That will happen once Brian is back in Canada.
- Seek nominations for constitution requirements committee.

- That will happen once Brian is back in Canada.
- Informing the public of receipt of Chris Daw's resignation
  - Rebecca published a Facebook post regarding this.
  - The matter is therefore closed.
- Rebecca Alley agreed to liaise with Felix Linsmeier to ensure European Committee funds are correctly accounted for.
  - That is currently on Rebecca's TODO list.

## Appointment of vice chair

- There is a nomination for Luke Nickholds.
- There are no other nominations.
- As there is no dissent, Luke is appointed as vice chair.

## Executive Director's report

- Financial report
  - *Jerry worked through the IQA financials to create an income statement. Due to lacking receipts it is not possible to create a complete and accurate income statement.*
  - Actions:
    - Rebecca contacts Felix (European Committee Finances) to ensure European Committee funds are correctly accounted for
    - Rebecca contacts Alice (World Cup Finances) for clarification
    - A profit and loss sheet and a sheet displaying the various money locations and amounts will be created.
    - Jerry will create a financial policy for correct record keeping that should be followed in future.
- Domain name incident
  - *Currently, the IQA cannot make any changes on the IQA website. This was caused by volunteers leaving the IQA and not handing over access details. As this also affects the domain name (iqaquiddich.org), a new website cannot be created.*
  - Actions:
    - Contact the domain name registrar.
    - Contact Maria with her Volunteer Service Agreement as attachment and request a domain name transfer.
    - Write down a log of all communication attempts IQA volunteers did to reach out to Maria.
    - Further possible actions:
      - Make the issue public
      - Pursue the legal way as the Trustees have to protect the IQA's assets.
- Secretary to the board
  - Marco, who is already Secretary of the Congress, is on board to keep minutes of the meetings and help Rebecca with document management.

## Area of focus committees

- Branding committee
  - The board got a report from the committee about a general roadmap and agrees on the planned steps.
- Constitution requirements committee
  - No updates from this committee

## Policy formation

- Policy for policies
  - Deferred for now
- Document and record management

## European events

- Arrangements for the European Cup and European Games
  - Jørgen (NRF) asked some questions about how the European Games should work, which organisation is officially holding the event, etc.
  - This will be the first agenda point on the next meeting.
- History of Danish community participation and discussion of future activity
  - Nicole will write a paper about this.

## Any Other Business

- Timeline for evaluation of community survey: This should be finished around begin of April.

## Date and time of next meeting

- 18 February 2017 at 19:00 UTC via Skype