



INTERNATIONAL QUIDDITCH ASSOCIATION

IQA Board of Trustees Meeting Minutes

Saturday, 11 March 2017

19:00 UTC - 22:06 UTC

Minutes: Marco Ziegau

Attendance

Voting members

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

Observers

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

Apologies

Agenda

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Confirm Agenda

Review conflicts of interest

- Brian accepted a position as National Team Coordinator with Quidditch Canada.
- He will make sure not to be involved on all decisions where Team Canada has a conflicting interest.

Minutes of the last meeting

- Minor change requests are reported, these are performed and the minutes are accepted.

Actions and other matters arising not covered elsewhere

- The board agreed that Brian Gallaway opens a linked credit card account with Royal Bank of Canada.
 - This is no longer needed, therefore this matter is closed.
- The board agreed to add Rebecca Alley as a signing authority to all Royal Bank of Canada accounts.
 - That is done, the matter is therefore closed.
- Rebecca Alley agreed to liaise with Felix Linsmeier to ensure European Committee funds are correctly accounted for.
 - An overview of EC assets has been given to Rebecca who forwarded it to the Finance Director.
 - The matter is therefore closed.

Financials

- Jerry has received additional documents (e.g. receipts) but he hasn't had time to create a revised financial statement yet.

Paper proposals

Organisational structure

- *Rebecca presents a proposal for an organisational structure for the IQA to establish competency fields and boundaries that volunteers are responsible for. Several departments, such as Gameplay, Communications and Membership (among others) are proposed. The Trustees suggest some changes in the department structure.*
- Rebecca will enhance the proposal and then send it out via email, so the Trustees can take a electronic vote on it.

Travel policy

- *Rebecca presents a proposal for a travel policy. The Trustees suggest to keep the policy simpler and complement it with an additional financial policy.*
- Rebecca will work on a revised version and the Trustees will consider it again on the next meeting.

Document storage

- <https://drive.google.com/open?id=0B7YJnDiVI3pXMVRVSzd2eHR5RnM>
- *Rebecca presents a proposal for a temporary policy regarding document storage which defines Google Drive/Google Docs as the standard place for document storage and standard file format for new files. After a discussion about compliance with EU privacy law, some smaller changes are performed.*
- There is no dissent, so this policy is accepted as a temporary solution.

IQA Website

- Brian will communicate with Rebecca and look at new domain names and register one (or several).

European Games

- The vacant positions of Logistics Coordinator and Gameplay Coordinator can likely be filled with two Norwegians: Jørgen Helgeland Stenløkk and Kai Haugen Shaw.
- Working out an agreement between the IQA and NRF (Norwegian NGB) regarding the details of the collaboration of the parties was not successful so far.
 - The tournament committee will be tasked to find a solution, especially regarding the financial risks and rewards and the insurance policy.
 - Rebecca will talk with the Tournament Director.

Executive Director report

- No issues that have not been covered elsewhere before.

Committee Updates

Branding Committee

- The committee has conducted conversations with further NGBs and reached out to all remaining full member NGBs.
- Furthermore they are working on statements to inform Congress and the public about details.

Constitution Requirements Committee

- Nicholas sent out a proposal for Terms of Reference and is asking for feedback.
 - Any feedback can be sent to Nicholas via email.

Any other business

- Brian will contact Congress and ask for members for a ethics committee.
- There is a need for a policy that handles what matters to take in case of a policy breach.