



MINUTES OF THE BOARD OF DIRECTORS MEETING
OF THE ONTARIO RINGETTE ASSOCIATION INC.
HELD IN TORONTO ON September 17-18, 2016 COMMENCING AT 9:00 A.M.
HEREINAFTER CITED AS D2-16

ROLL CALL

<u>PRESENT</u>		<u>ABSENT</u>	
President	John Voss	Southern Region Director	John Batchelor
Vice President Administration	Janet Logan		
Vice President Technical	Kelly Sitland		
Vice President Finance	Robert Crandall		
Vice President Communications	Colin Deans		
Past President	Kim Noxon		
Athlete Director	Erienne Beuglet		
Central Region Director	Mary Slavik		
Eastern Region Director	Mike Lester		
Northeast Region Director	Terry Ablett		
Northwest Region Director	Vacant		
Southern Region Director	Jim File (Representative)		
Western Region Director	Brian Breckles		
Sport Development	Daniel Wood-Salomon		
Games and Tournaments	Kathy Noxon		
Elite Development	Harry Hirsimaki		
Staff:			
Executive Director	Mike Beaton		
Administrative Coordinator	Rose Snagg		



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AGENDA ITEMS	MOTIONS	ACTION
1. ADOPTION OF AGENDA	<p>1.1 Motion D2-16-01 THAT: the Board of Directors approve the Agenda (with changes and additions).</p> <p>Moved: Western Region Director Seconded: Central Region Director Carried</p>	
2. ADOPTION OF THE PREVIOUS BOARD MEETING MINUTES	<p>2.1 Motion D2-16-02 THAT: the minutes of the May 7th 2016 Board of Directors Meeting is accepted.</p> <p>Moved: Vice President, Administration Seconded: Vice President, Finance Carried</p> <p>2.2 Motion D2-16-03 THAT: The minutes of the August 27th, 2016 Board of Directors Conference Call is accepted.</p> <p>Moved: Vice President, Finance Seconded: Vice President Technical Carried</p>	



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	<p>2.3 Motion D2-16-04 THAT: The Minutes of the June 12th, 2016 Board of Directors meeting be accepted (as amended)</p> <p>Moved: Vice President, Finance Seconded: Athlete Director Carried</p>	
<p>3. CORRESPONDENCE</p>	<ul style="list-style-type: none"> – Received a thank you letter from Kaitlyn Richardson for receiving the Jackie Lajuenesse Award – Mississauga has been awarded the Ringette World Cup for 2017 – Attendees to the Ringette Canada AGM will bring feedback/information for the next meeting – Met with Bill Schwartz from Halenda’s regarding sponsorship 	
<p>4. ATHLETE DIRECTOR AND REGIONAL DIRECTORS</p>	<ul style="list-style-type: none"> – Jordan 18+ team will have to join as an independent team or pay membership dues so they can play in the tournament – Issues arising in board reports will be addressed in the appropriate areas of the agenda <p>4.1 Athlete Director 4.2 Western 4.3 Northeastern</p> <ul style="list-style-type: none"> – Come Try Ringette all over the Northeast 	



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	<ul style="list-style-type: none"> – Discussions have taken place regarding their elite team 4.4 Southern 4.5 Central 4.6 Eastern <p>4.7 Motion D2-16-05 THAT: The Athlete Director and Regional Directors’ Reports are accepted.</p> <p>Moved: Vice President, Finance Seconded: Vice President, Communications Carried</p>	
<p>5. EXECUTIVE COMMITTEE</p>	<p>5.1 Reports from the Executive Committee</p> <p>5.1.1 Vice President, Finance</p> <ul style="list-style-type: none"> – Received reports from the Executive Director on a monthly basis. – Refining a few items for ease of access for the associations to use it as a guide – Funding for CTR events is available but the process to access these funds needs to be clearer <p>5.1.2 Vice President, Administration</p> <ul style="list-style-type: none"> – Timelines that Tim Cain has provided, will it be feasible to implement in the future 	<p>✓ Create a template on how committees can ask the Vice President, Finance for more funds for their programs.</p>



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5.1.3 Vice President, Technical

- Coaching and Sport Development are trying to work together to use the sport matrix as a development tool for both coaches and players
- Officiating may use social media as a communication tool/think tank for officials

5.1.4 Vice President, Communications

5.1.5 Past President

5.1.6 Executive Director

5.1.7 Technical Director

- Need strategies to bring more fans to the World Cup arenas

5.2 **Motion D2-16-06 THAT:** The Executive Committee Reports are accepted.

Moved: Vice President, Finance

Seconded: Vice President, Administration

Carried



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BOARD ORIENTATION		
	1. Duties and obligations of a board, roles and responsibilities of board members – President and Executive Director 2. Key ORA processes, timelines, deadlines – Executive and Technical Director 3. Meeting protocol – Board and Regional Directors	
STRATEGIC BUSINESS		
	1. Provincial Game ON document and Sport Recognition Policy compliance – Executive Director <ul style="list-style-type: none"> – The identified gaps will be filled in the Sport Recognition Policy – Final copy of the document is due October 31st, 2016. – There are nine areas that the ORA is non compliant. – The ORA must be fully compliant by April 1st, 2018 2. ORA Communications and marketing plan (ORA Priority 1 and 3) – Vice President, Communication <ul style="list-style-type: none"> – A general answer needs to be created so anyone can explain what Ringette is. – Look into changing our slogan from the “fastest game on ice” – These areas need to be addressed: what is this compelling model, why do ladies come to and stay in Ringette, what makes us different? – Come Try Ringette materials should have the ability to be personalized to each 	<ul style="list-style-type: none"> ✓ Separate which areas are operational, strategic and administrative and start the on the areas that require most time and attention. ✓ Use the materials generated from the strategic meeting held on Sunday, May 8th 2016 as the starting point for this document.



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	<p>association.</p> <ul style="list-style-type: none"> – Recruit individuals who are skilled social media marketing (Twitter, pictures/Instagram, blogging etc). <p>3. Competition review (Priority 5) – Vice President, Technical</p> <ul style="list-style-type: none"> – Integration of committee strategies is important so they complement each other and bring a holistic approach to athlete development – Regional Directors: try to promote the holistic approach to athlete development – Have successful Ringette coaches give workshops to share their experiences and ideas on effective coaching – The Coaching Committee is working on professional development criteria with the Technical Director. <p>4. Concussion committee updates – Southern Region Director.</p> <ul style="list-style-type: none"> – Regional Directors need to encourage their coaches to carry injury reports to every practice and game – Effective policies need to be in place so players can Return to Play safely – Look into creating an online form that can submitted electronically 	<ul style="list-style-type: none"> ✓ Create a survey that would compile the best ideas for come try Ringette ✓ Have a representative ask CTR participants when they are at the event. ✓ Timelines and marketing approach will be brought forth at the November board meeting ✓ Committee membership needs to be filled by September 28th, 2016 with a representative from each committee plus an ORA staff member and player representative
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		✓ Committee will report their findings in the May 2017 Board of Directors meeting
AGENDA ITEMS	MOTIONS	ACTION
1. IN CAMERA SESSION	<p>1.1 Motion D2-16-07 THAT: The Board move into an In Camera session to receive confidential reports.</p> <p>Moved: Athlete Director Seconded: Vice President, Finance Carried</p> <p>1.2 Report on the In Camera Session</p> <ul style="list-style-type: none"> – Governance and Operational review, Succession planning (<i>in camera</i>) (ORA Priority 2 and 4) - President and Western Region Director <p>1.3 Motion D2-16-08 THAT: The Report on the “In Camera Session” is accepted.</p> <p>Moved: Vice President, Administration Seconded: Vice President, Communication Carried</p>	



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OPERATING BUSINESS	
<p>1. Budget status year to date – Vice President, Finance</p> <ul style="list-style-type: none"> – Yearend is March 31st and there is very little to report – Requesting for some guidance <p>2. Membership Management System project – Vice President, Administration</p> <ul style="list-style-type: none"> – All-in-one system where officials, coaches and registrars can look up the information that they need – This membership management system should be up and running by August 2017 – Vendor needs to provide us with a statement of work (clear touchstones of what has been going on) – Make sure data cleansing/how long we are able to keep information on file – Steering committee is expected to make decisions based off needs arising in these meetings <p>3. Office relocation – President</p> <ul style="list-style-type: none"> – Contact the Real Estate Agent to set up viewings of suggested office properties – Office space needs to be flexible <p>4. Travel/hotel RFP – Vice President, Finance</p> <ul style="list-style-type: none"> – Received RFPs from five companies and have eliminated all but two companies 	<ul style="list-style-type: none"> ✓ Have service level agreements in the contract with penalties attached ✓ Update the computer operating system to Windows 2016



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	<ul style="list-style-type: none">- One company had an automated and personal contact method of booking hotels- Based the decision on price and team experiences at tournaments- Finance committee should spread travel expenses evenly across all teams participating in tournaments- Maybe consider a travel rebate or something similar to teams that consistently travel for Ringette events <p>5. Cloud service provider and implementation – Vice President, Finance</p> <ul style="list-style-type: none">- Issues moving to the cloud: security and privacy- Use an external hard drive for added security- Privacy: need to use a username password system that is encrypted- The Board could consider using Dropbox or sync for communication- Office should consider using a different printer from a office supply store- Board and Committees should consider using Skype or Go-to-meetings instead of conference call system- Switch to a business account on The Net Now to save money- Consider purchasing more LCD projectors to use at standing committee meetings and board meetings <p><i>Meeting entered recess at 5:11pm</i></p> <p><i>Meeting will reconvene at 9:00am on Sunday, September 18th, 2016</i></p>	
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SPORT DEVELOPMENT, ELITE DEVELOPMENT, COACHING DEVELOPMENT, OFFICIATING DEVELOPMENT AND RULES DEVELOPMENT – VICE PRESIDENT, TECHNICAL KELLY SITLAND	<p><i>Meeting reconvened on Sunday, September 18th at 9:00am. Chair of Elite was not present.</i></p> <p>1. Sport Development</p> <ul style="list-style-type: none"> – Discussed Come Try Ringette – Non compliance letter will be issued when there is a disagreement and the offender can appeal the decision but the non compliance letter will be issued regardless. – Look into having associations' host summer events since private non-sanctioned events are generating money for non members <p>2. Elite Development</p> <p>2.1 Motion D2-16-09 THAT: Section 8.2.2 have added; "The Manager of Team Ontario cannot hold a coaching position, but can hold a Manager position, on a U14, U16, U19 or 18+ team during the CWG/OWG playing season. Also, the Manager is not allowed to be part of the Team Selection process of Team Ontario.</p> <p>Moved: Vice President, Technical Seconded: Eastern Region Director Carried</p> <p><i>Chair of Sport Development exited the meeting at 9:26am</i></p>	<p>✓ A spreadsheet will be used to track non compliant participants</p> <p>✓ Regional Director to the contact list on the form</p>



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	<p>3. Coaching Development</p> <ul style="list-style-type: none"> – Chris Noxon will conduct coaching evaluations in the Northeast region – Yvan Belanger will help the two evaluators in North Bay and Sudbury – ORA will use the outreach funding (\$1500) for the travel expenses and lodging for the facilitators <p>4. Officiating Development</p> <p>4.1 Motion D2-16-10 THAT: Students who are attending a university, college or trades program that is a significant distance from their home may apply for student outreach funding to assist in their ability to travel to tournaments in order to continue with their officiating goals.</p> <p style="text-align: center;">Housekeeping</p>	
<p>GAMES AND TOURNAMENTS, MEMBERSHIP SERVICES AND ADULT DEVELOPMENT – VICE PRESIDENT, ADMINISTRATION JANET LOGAN</p>	<p>5. Games and Tournaments</p> <p>5.1 Motion D2-16-11 THAT: for the purpose of substitutions, the playing season extends from October 15th to April 15th.</p> <p>Moved: Vice President, Administrative Seconded: Past President Carried</p>	<p>✓ Executive Director will get a statement of work from Score2Stats</p>



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	<p>5.2 Motion D2-16-12 THAT: A University Division be included at the 2017 Provincial Championships that does not include the 18+A McCarthy and Lajuensee Divisions.</p> <p>Moved: Vice President, Administrative Seconded: Central Region Director Carried</p> <p>5.3 Motion D2-16-13 THAT: Any fully served penalty that cannot be served during the remaining clock time of the game shall result in a one game suspension. This includes any fully served penalty assessed after the end of the game.</p> <p>Tabled</p> <ul style="list-style-type: none">– Committee should consider changing the rule to only include 4 minute major penalties– Officials may not want to call the penalty at the end of the game so the player can avoid suspension– Collect data on the amount of penalties that occur at the end of game that result in injury– Injury report should indicate the time that the injury occurred	<p>✓ Ask the Officiating for their opinion on this rule</p>
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5.4 **Motion D2-16-14 THAT:** The ORA reimburse the City of Ottawa Ringette Association for the shortfall between registration fees and core costs from the 2016 U12 event. This amount is \$472.

Moved: Vice President, Administration

Seconded: Vice President, Communication

Carried

5.5 **Motion D2-16-15 THAT:** The dates for the 2019 Provincial Events will be:

AA – March 7-10

A – March 14-17

U12 – March 21-24

Moved: Vice President, Administration

Seconded: Athlete Director

Carried

5.6 **Motion D2-16-16 THAT:** Waterloo be named as the host for the 2018 U12 Provincial Event to be held from March 1-4, 2018.

Tabled



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5.7 **Motion D2-16-17 THAT:** Kitchener be named as the host for the 2018 A Provincial Championships to be held from March 15-18, 2018.

Moved: Vice President, Administration

Seconded: Central Region Director

Carried

5.8 **Motion D2-16-18 THAT:** The 18+A Jacks division at the 2017 Provincial Championships be capped at a maximum of 12 teams. If more than 12 teams register in the division, the "A" Provincials selection of wild card entries as outlined in the G&T section of the Operating Manual will be implemented to determine the top 12 qualifiers.

Moved: Vice President, Administration

Seconded: Western Region Director

Carried

6. Membership Services

6.1 **Motion D2-16-19 THAT:** The Membership Services section of the manual be amended to replace the existing:

7.4.1 Players on provincial level team must be registered by November 15th.



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	<p>Players on regional level teams may register any time; however any player registering with an association after January 8th is limited to participation in non-sanctioned events.</p> <p>7.4.2 All regional level players (all age divisions) and all bench staff regardless of team level (Head Coach, Assistant Coach, Trainer, Manager) registering after November 15th must register immediately through their Association Registrar who will complete and submit an Information Change Form (ICF).</p> <p>with</p> <p>7.4 All players (all age divisions) and all bench staff regardless of team level (Head Coach, Assistant Coach, Trainer, Manager) registering after November 15th must register immediately through their Association Registrar who will complete and submit an Information Change Form (ICF).</p> <p>Moved: Vice President, Administration Seconded: Western Region Director Carried</p> <p>6.2 MOTION D2-16-20 THAT: Section 7.5 of the Membership Services section of the manual be reworded from:</p> <p>“Any changes to a provincial team after the November 15th deadline,</p>	
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	<p>including new players and late registrations, need to be approved by both the MS and G&T Committees. Requests for exceptions to add provincial level players must be sent to your Regional MS Coordinator who will forward it to the Committee for consideration by the whole MS Committee. Approval must be received before the requested player can play with the provincial level team.”</p> <p>to</p> <p>“Any changes to a team after the November 15th deadline need to be approved by the regional MS Coordinator. For Provincial teams, any such changes must also be approved by the G&T Committee. Requests for exceptions must be sent to your Regional MS Coordinator who will forward it as needed. Approval must be received before the requested player can play with the team.”</p> <p>Moved: Vice President, Administration Seconded: Vice President, Technical Carried</p>	
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	<p>6.3 MOTION D2-16-21 THAT: The Membership Services section of the manual be amended to remove the following Note (after 7.5):</p> <p>“Note: That if an association makes an inadvertent error on their TRF (which was not corrected until after JANUARY 8th) which results in a provincial level player(s) being omitted, that a fine of \$250.00 be assessed.”</p> <p>Moved: Vice President, Administration Seconded: Vice President, Finance Carried</p>	
<p>OLD BUSINESS</p>	<p>7. An overview of the Complaints and Appeals process.</p> <ul style="list-style-type: none"> – Western Region Director, Vice President Finance and Executive Director will discuss possible housekeeping changes to this section <p>7.1 Clarification of the Discipline process.</p> <p>7.2 MOTION D2-16-22 THAT: Past President and Athlete Director be appointed as Standing Members of the Appeals/Complaints Committee for 2016-2017 with Central Region Director as alternate.</p> <p>Moved: Vice President, Finance Seconded: Northeast Region Director Carried</p>	<p>✓ Update the name of the Appeals section in the operating manual for clarity</p>



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NEW BUSINESS	<p>8. MOTION D2-16-23 THAT: The Central Region Ringette Association be permitted to use A/AA two team agreements to one skater and one goaltender between the Pickering U16A and Central U14AA teams for the 2016/17 playing season.</p> <p>Moved: Central Region Director Seconded: Vice President, Finance Carried</p> <p>9. Trent University team wants to join the Ontario Ringette Association</p> <ul style="list-style-type: none">– Team is composed of eleven players plus a goaltender from different regions– Club Day at the university attracted twenty one interested players who wanted to sign up for the team– Bench staff is already in place– Registered with Trent University as club <p>9.1 MOTION D2-16-24 THAT: Trent University be accepted as a member of the Ontario Ringette Association</p> <p>Moved: Central Region Director Seconded: Vice President, Administration Carried</p>	



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	<p>10. Team Identification at tournaments</p> <ul style="list-style-type: none"> - Teams can have the option to name themselves whatever they choose. <p>11. Tournament allocation issue – Western Region Director</p> <ul style="list-style-type: none"> - The region promotes teams and tournament allocation should match it. - Should an association host a tournament for a team level that they don't have? - Associations pick the tournaments they want to go to whether it's within or outside of their region <p><i>Vice President, Administration and Athlete Director exited the meeting at 12pm</i></p> <p>12. York Study</p> <ul style="list-style-type: none"> - PhD candidate asked to interview an ORA representative for her study about developing policies in youth sports - The candidate will share the outcome of the study <p>13. Finance Committee</p> <p>13.1 MOTION D2-16-25 THAT: Ontario Ringette Association use Hudson Travel as their hotel provider</p> <p>Moved: Vice President, Finance Seconded: Central Region Director Carried</p>	<p>✓ The ORA will include service level agreements with penalties to ensure the provider meets the expectations outlined by the ORA</p>
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	<p style="text-align: center;">– Submitted the best offer.</p> <p>14. Board Meeting Structure</p> <ul style="list-style-type: none"> – Committees should explain to the Board their course of action instead of asking open ended questions or opinions from the Board of Directors – Administrative Agenda items will be assumed to have been read prior to the meeting 	<ul style="list-style-type: none"> ✓ Board members will separate issues that should be addressed in reports into the appropriate subsections of the agenda so they can be handled accordingly ✓ ORA staff will review the motions that may fall into categories such as housekeeping so they can be taken care of before the board meeting
<p>ADJOURNMENT</p>	<p>Motion: D2-16- 26 THAT: the meeting be adjourned. Moved: Vice President, Finance Time: 12:30pm</p>	



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