

TABLE TENNIS CANADA
Board of Directors Meeting

(By ZOOM Teleconference)

Thursday, 9 April 2020, 7 pm (Ottawa time)

MINUTES

1. Roll Call

In attendance:

Alayna Chan	Athlete Representative
Rob Chan	Administration & Finance
Najam Chishti	Competitions
Thorsten Gohl	Marketing
Chandra Madhosingh	Education
Attila Mosonyi	Technical Matters
Adham Sharara	Chair & President

2. Approval of the Minutes of 24 October 2019

- There being no errors, corrections or omissions, the Minutes were adopted as a true representation of the Meeting of the Board of Directors held on 24 October 2019 .
- The President signed the original Minutes.

3. Update and Information

President's remarks:

- The Operational Plan and overview prepared in February, needs to be adjusted because of the pandemic.
- The Operational Plan summary will be circulated to the Board, Members Council, provincial and territorial contacts, and committee chairs, for input and necessary adjustments to dates and timelines.
- The detailed National Team program and detailed new Competition program are being finalised but need to be adjusted because of the pandemic.
- In general, in 2019-2020 we have been very careful and frugal on spending due to the large deficit. Hopefully this situation will gradually change with eventual removal of debt and new sponsorship.
- At the athlete level, the focus will be on preparation for the Mixed Doubles at the Olympic Games, regenerating the National Team program and the introduction of a new U-12 development program starting at the provincial/territorial level.

3.1 Finances

- Rob Chan provided an overview of TTCAN's finances for 2019-2020 and highlighted the fact that the deficit is being reduced ahead of schedule. He thanked all those involved in finances and pointed out the main areas in which savings were made. He also informed the Board that he feels much more comfortable regarding TTCAN's finances than a year ago.

3.1.1 Deficit reduction 2019-2020 & Cash flow

- The 2018-2019 Audit reported a deficit of \$450,000 for the year, producing an accumulated debt of \$150,000. The 3-year deficit reduction plan approved at the 2019 AGM was implemented resulting in a profit in 2019-2020 of around \$100,000, thus reducing the accumulated debt from \$150,000 to around \$50,000.

- The income was achieved according to budget, around \$888,000, and the expenses were reduced to around \$780,000 (instead of \$838,000).
- The main areas of savings were: closing the office in Markham (\$3,000 per month), closing the storage in Markham (\$800 per month), ending the rental agreement with PanAm Centre (\$14,000 per month), drastically reducing the staff and engaging consultants (part-time), liquidating PongShop, and careful and economic spending for the National Team program and other activities.
- It is expected to receive the Sport Canada funding earlier than last year, which will help our cash-flow.

3.1.2 Audit

- Rob Chan reported that work has started on the Audit to be conducted by Grant Thornton.
- The TTCAN Audit & Finance Committee (A&FC) have addressed an issue related to Income Tax filing in previous years. Although TTCAN is tax exempt, income tax filing is an obligation and will be done by the Auditors this year and in the future.
- The A&FC will be meeting by phone with the Auditors in early May, and Rob Chan will ensure that the Audited Financial Statements are ready prior to the AGM or Special General Assembly.

3.2 Staff/Consultants update

- Adham Sharara gave an overview of the current staff structure and future options.
- Board members expressed their opinions of the current structure and on possible future options taking into consideration the current pandemic situation (reduced activities) and TTCAN's financial status.

Name	Current Position	% of Full-time	Future
Dejan Pasic	High Performance Program Consultant	70%	Full-time as HP Director (2021-2022)
Marles Martin	Coaching & Athlete Development Consultant	50%	Full-time as Coaching, Competition & Athlete Development Manager (15 May 2020)
Melanie Ostashek	Operations Manager	60%	No change
Michele Matthews	Program Coordinator	100%	Transition to 50%, then per project basis
Julia He	Full-time ended on 31 December 2019 Part-time ended on 31 March 2020		Ratings till July, then per project basis
Joe Fisher	Officials Program Manager	Honorarium \$500/month	Ongoing
Karine Dumontier	Translator – Web and Facebook	Honorarium \$500/month	Ongoing
Jeremy Carvalho	Finance – bookkeeping	Per hour	Until Audit is done

3.3 Sport Canada

3.3.1 Submission for 2020-2021

- 2020-2021 financial request, reports, cash flow and visibility agreement were all done on time
- Expected funding of \$544,000 for 2020-2021
- AAP (Carding): 6 Table Tennis Athletes have been “Carded”, 3 men and 3 women, with 2 “full” Cards (12 months each), and 4 “shared” cards (6 months each).
- We have developed good relations with Sport Canada leadership and Sports Analyst.

3.3.2 Reports

- All required Sport Canada reports were submitted on time.

3.4 Olympic Games

3.4.1 New dates (23 July – 8 August 2021) & Qualifications

- TTCAN will enter one man and one woman in the Final World Olympic Qualification event. The event was scheduled for the end of May 2020 in Doha, Qatar, but was cancelled by the ITTF. We will wait for the new dates and enter the 2 players accordingly.
- The players to be entered are those who finished 2nd at the North America Olympic Qualification on 7-8 March 2020 (Jeremy Hazin and May Tong).

3.4.2 Eugene Wang

- Eugene has made a request that he wishes to focus only on the Mixed Doubles event for the Olympic Games and vacate his place in singles. According to ITTF rules, the replacement would be the next in line at the North America qualification event. The COC has accepted this request and asked for a confirmation from the ITTF. We are awaiting the ITTF’s response.

3.5 “Sport For Life” and “Long Term Athlete Development” update

- The Sport For Life organization (S4L) has kindly provided the free use of one of their consultants to guide Marles Martins in developing a S4L activation plan.
- Marles Martins attended the S4L conference in January representing TTCAN, Thorsten Gohl and Rémy Tremblay also attended as presenters.
- TTCAN was far behind in this area, and now we will try our best to catch up.
- Marles Martins will send periodic reports to the Board to keep us updated.

3.6 Coaching Certification Update

- Thorsten Gohl reported on the work being done by the Coaching Committee, of which he is Chair, as well as the work being done by the Coaching Consultant, Marles Martins.
- The “Locker”, which is the database for all coaching certification has been updated, credits for past courses have been allocated, regular telephone meetings are taking place with the committee members, and communication is good with the provincial/territorial representatives.
- The contact between TTCAN and the Coaching Association of Canada (CAC) is now very good, and the CAC consultant is very helpful.

3.7 ParaTT program

- With the exception of the Canadian Championships which was scheduled in March 2020 and cancelled, the ParaTT Program saw little activity after the PanAm Games. This was mainly due to lack of funds.
- Although we did not qualify any players for the 2020 Paralympics, we do have the obligation to apply for a “Wild Card” for Stephanie Chan based on her performance at the PanAm Games and due to her ranking in her class.
- There is an urgent need to design a Development program nationally for ParaTT with the full participation of the provincial/territorial associations.
- We have received a proposal from Ian Kent to create a ParaTT Program with “development” as a priority, as well as focusing the national team program on the Pan American region until the athletes are competitive enough to compete in Europe and Asia.
- In Ian Kent’s proposal he offered to manage and implement the new ParaTT program on an Honorarium basis.
- The Board agreed to accept Ian Kent’s proposal and give him a chance to implement a new ParaTT program and offer him a one-year engagement with an honorarium and a 6-month probation period.

3.8 Website and social media platforms

- The website is being redesigned in two steps. First a moderate design change to be ready by 30 April 2020. Then a further design and content change to be ready by 31 July 2020, with an integrated data base: Tournament results, entry system, ratings, etc.
- Excellent work by Thorsten on Facebook, with increased “Likes and Followers”.
- All the content on the website and Facebook is immediately translated.

3.9 Canadian Championships

3.9.1 2020 Canadian ParaTT Championships:

- The ParaTT Championships were scheduled on 21-22 March 2020 in Mississauga (My Table tennis Club) but were cancelled due to the closure of the club caused by the pandemic.
- Sport Canada agreed that we use the 2019-2020 funding for this event until 30 September 2020.
- Based on the availability of the Club, a date in September needs to be secured for the Championships.
- The medals and balls have already been shipped to the club. The prospectus is ready and just needs to be adjusted with new dates.
- In the meantime, a new ParaTT Committee should be formed, and the members could meet at the Championships using the ParaTT budget for 2020-21.

3.9.2 2020 Canadian Senior and Junior Championships:

- This issue is much more complicated due to the fact that a combined Championships (Senior + Juniors) must be held in the summer when the Juniors are out of school
- The event was scheduled for July 2020, however, the BCTTA requested to postpone the event. Also, BCTTA was not in agreement that the event be re-allocated to Ontario and held at the same date (July).
- The Board respected BCTTA’s request and the Championships were cancelled for July, and now we must find new dates.
- If we keep the “combined” Championships, then they must be held in the summer to accommodate the juniors and have the seniors play over the weekend (Fri-Sun). In this case we need a date in August.

- If we cannot find a date in August, or we think that August is still too early regarding the Pandemic, then we will have no choice but to split the Championships and hold the Seniors on a regular weekend (Sep-Nov period) and the Juniors on a long weekend, and have two different hosts including BCTTA.
- The Board agreed that it is for the Members Council (MC) that must decide. These Championships are for our provincial/territorial associations, and they should decide what is best for them.
- It was proposed that Najam Chishti, on behalf of the Board, send to the provincial/territorial associations two options. Then the MC could meet in a teleconference and decide which option they prefer, or they could decide on another option.
- Kevin Murphy as MC Chair would chair this teleconference meeting.

Option 1: Maintain the combined Championships and hold it in Burnaby, BC, as planned but at a new date in August subject to the availability of the venue.

Option 2: Split the Championships and hold the Juniors on a long weekend in the period Sep-Nov, and the Seniors on a regular weekend in the same period, with one of the events hosted by BCTTA and the other hosted in the East (OTTA ? or FTTQ ?).

- The MC would be asked to choose one of the above options, select dates, and in case of Option 2 also select the hosts.
- Adham Sharara will contact Rémi Tremblay (Chair of Competition Program Committee), Marles Martin and Dejan Papic, for their input.
- Najam Chishti will contact Kevin Murphy to set up a MC teleconference to decide. Najam Chishti would attend the teleconference representing the Board (as member of the Competition Committee).
- Thorsten Gohl could help arrange the teleconference and attend on behalf of NT.
- It was suggested by the president that perhaps Alayna could also attend to listen in as an observer representing the Athletes.

3.10 Bylaws revision

- The Bylaws draft (internal) will be ready by 31 May, after which they will be sent to the Policy Review Committee, then to the Provincial and Territorial associations for final input. The draft provided by Attila Mosony is used as the base, plus inspiration from other sports in Canada.
- We may need two General Meetings, one in June (AGM or SGA) by teleconference to do the basic things such as receive the Audited Financial Statements, approve the budget, etc., then a Special General Assembly for the rest including elections.
- Another option is to have a Members Council Meeting in late June to receive financial statements, approve budget, allocate national championships, etc., then have the AGM in September and approve the Bylaw changes, elections, etc.

3.11 Branding & Communication Plan

- Thorsten Gohl explained his ideas regarding the need for a “Communication Plan” as well as a new “branding” for TTCAN.
- The Board agreed that Thorsten proceed with the idea of developing a new logo for TTCAN and limited the cost to \$1,000.

3.12 New Committees & Commissions

3.12.1 Awards

- Due to the lack of a new Awards Committee, the voting for the Awards this time will be done by the Board members.

- It was agreed that an Awards Committee needs to be formed, with a Chair appointed by the Board, and 2 members appointed by the Members Council. This will be done at the next AGM

3.12.2 ParaTT

- The Board agreed that a ParaTT Committee needs to be formed with representation from across Canada. The Board asked the president to contact John MacPherson and offer him the position of Chair for the new committee. It was stressed that John MacPherson's experience and long-time service to ParaTT makes him the ideal person to oversee the ParaTT program.
- The Chair and Program manager to complete the committee from regional representation from nominations to be submitted by the provincial and territorial associations.

3.12.3 Athletes' Commission project

- Alayna Chan presented 6 months ago a detailed document and term of reference for the formation of a TTCAN Athletes Commission
- The President assumed full responsibility for the delay (no fault of the Athlete Representative) in concluding this matter as he wished to simplify the document and the composition of the Athletes Commission.
- The president and the Athlete Representative will conclude and present the final draft to the Board for approval.

4. DECISIONS

4.1 Budget 2020-2021

1-BoD-9.04.2020

Be it resolved that the general 2020-2021 Budget presented by Rob Chan, Director of Administration & Finance be accepted as presented (Annex-1).

Carried Unanimously (7-0-0)

4.2 Staff structure

4.2.1 Coaching, Competition & Athlete Development Manager (FT)

2-BoD-9.04.2020

Be it resolved that the position of "Coaching, Competition & Athlete Development Manager" be offered to Marles Martin on a full-time basis starting on 15 May 2020, if possible, with a salary to be negotiated by the President and Director of Administration and Finance.

Carried Unanimously (7-0-0)

4.2.2 ParaTT Program Manager (Honorarium)

3-BoD-9.04.2020

Be it resolved that the position of "ParaTT Program Manager" be offered to Ian Kent on an honorarium basis starting on 1 May 2020.

Carried Unanimously (7-0-0)

4.3 ParaTT National Championships (September 2020)

- The Board requested that the president, the new ParaTT Program Manager and Michele Matthews (Program Coordinator) secure a date for the Championships to be held before 30 September 2020 using the same facility (My Table tennis Club) in Mississauga.

4.4 Awards – 2020

4-BoD-9.04.2020

Be it resolved that according to the nominations received and the subsequent vote by the Board, that the following annual TTCAN Awards be awarded at the next AGM and at the next Canadian Championships to the following recipients:

Name		Award
- Mo Zhang	(BC)	Athlete of the Year
- Paul Noel	(SK)	Coach of the Year
- Darek Mikita	(MB)	Official of the Year
- Luba Sadovska	(BC)	Contributor to Table Tennis

4.5 AGM & Special General Assembly

5-BoD-9.04.2020

Be it resolved that a Special General Assembly (Members Council and Board of Directors combined) be held on **20th June 2020 at 7pm** (Ottawa time) by teleconference; and that the 2020 Annual General Meeting (AGM) be held in September 2020 at a date and place to be determined by the Board of Directors.

Carried Unanimously (7-0-0)

5. Other

- Officials Committee: With regard to financial contributions to selected International Umpires (IUs), a concern was expressed that IUs were not receiving this subsidy in the last couple of years. This could be wrongly perceived that the funds were used to pay an honorarium to the Officials Committee Manager. This is a false perception and subsidies may have stopped due to lack of funds.
- Funding to IUs: It was agreed to reinstate the subsidy policy of funding TTCAN selected National and International Umpires; and maintain the amount of \$250 towards travel to events in the USA, and between \$500 and \$650 for IUs to international events depending on travel cost. The Officials Committee Chair and Manager will be informed accordingly.
- Board meeting: There is a need for another Board meeting in 3 to 4 weeks when more information is available regarding dates of events.

6. Adjournment

There being no further business the meeting adjourned at 9:35 pm (Ottawa time)

Adham Sharara – Chair

Annex-1

Table Tennis Canada

2451 Riverside Drive

Ottawa, ON

TENTATIVE BUDGET

April 2020 through March 2021

INCOME	Budget
1.1 Sport Canada Funding	478,000
1.2 SC- Gender Equity and Safety in Sport	66,000
1.3 Coaching Association of Canada	3,000
1.4 Grants	20,000
1.5 Sponsorship	80,000
1.6 Donations	20,000
1.7 Event Hosting	50,000
1.8 Membership & Participation	144,000
1.9 Sales	30,000
Total Income	891,000
EXPENSE	
2.1 Administration	60,000
2.2 Salaries & Expenses	330,000
2.3 Coaching	50,000
2.4 Governance & Leadership Development	15,000
2.5 National Team Program	250,000
2.6 Development Programs	45,000
2.7 PARA Table Tennis (AWAD)	85,000
2.8 Official Languages	6,000
Total Expenses	841,000
Profit (Loss)	50,000