

Dodgeball Manitoba	
Policy Name	Publishing of Meeting Minutes
Date Written	July 9th 2019
Date of last revision	None
Written/Revised by	Kahleigh Krochak

1.0) Purpose

1.1) This policy is intended to ensure transparency for Dodgeball Manitoba members with regard to the activities of the board. It is also designed to protect the privacy of individuals who may be mentioned by name during the course of the meeting, particularly with regard to disciplinary measures.

2.0) Publishing of Minutes

2.1) Guidelines for publishing of meeting minutes

2.1.1) Public Meeting Minutes shall be available to members within 2 weeks of the meeting

2.1.2) There will be a post made on the Dodgeball Manitoba Facebook Page that announces the availability of minutes and how to access them.

3.0) Public Meeting Minutes

3.1) Dodgeball Manitoba will maintain two sets of minutes for each meeting

3.1.1) Official Meeting Minutes

- The complete record of everything that has occurred at the meeting. These minutes will be privately maintained on Dodgeball Manitoba's Google Drive

3.1.2) Public Meeting Minutes

- Meeting minutes that have been redacted in accordance with the Members Privacy Policy described below. These shall be made available to Dodgeball Manitoba members.

4.0) Members Privacy Policy

4.1) Dodgeball Manitoba recognizes and respects a member's right to privacy with regards to disciplinary measures.

This includes but is not limited to:

4.1.1) Discussion of potential Code of Conduct violations

4.1.2) Eligibility for Team Manitoba selection

4.1.3) Any behaviour concerns for the player or their team

4.1.4) Any discussion around these issues, even if the board does not move forward with formal disciplinary measures and/or the concerns are found to be unsubstantiated

4.2) In order to protect member privacy, all mention of these discussions will be removed from the Public Meeting Minutes, with only a brief note indicating that something was discussed and redacted due to privacy policy.

Example:

- Riel Cup Code of Conduct violations discussed (redacted)
- Discussion of player behaviour at National Tournament (redacted)

5.0) Members Right to Know

5.1) Dodgeball Manitoba recognizes a member's right to know what discussions have been had about them at the board level.

5.2) Members may, at any time, request any redacted information that pertains directly to them, within the following guidelines:

5.2.1) The information pertains directly to them, by name

5.2.2) Team members cannot request information about their team generally as this may violate the privacy of other team members.

5.2.3) Teams can, as a group, present a signed petition to view all information pertaining to a team. The petition must be signed by all team members to whom the information pertains.

5.2.4) Requests for information shall include the last 12 months of board meeting discussions unless otherwise specified

5.3) Once a request is received, Dodgeball Manitoba will:

5.3.1) Let the individual know they have received their request within 48hrs

5.3.2) Bring the request to the attention of the other board members

5.3.3) Evaluate the request for any privacy concerns, using the guidelines above

5.3.3.1) If privacy concerns are identified, return the request to the individual, either as a denial or to request a clarification or narrowing of the request

5.3.4) Make every effort to accommodate the request while maintaining member privacy

5.3.5) Provide the information to the individual within 2 weeks. If this is not possible due to ongoing processing of privacy concerns, the board will provide weekly updates to the individual as to the progress of the request

5.4) Dodgeball Manitoba reserves the right to determine how access to these records is provided

5.4.1) A digital copy may be sent

5.4.2) The individual may come to view the records online or on paper however may not be permitted to have a copy