



## Board of Directors Meeting Minutes

<b>Date:</b>	January 7, 2025	<b>Location:</b>	Pinecrest Room – Strathcona Gardens
<b>Start Time:</b>	7:00pm	<b>Facilitator:</b>	Mercedes Hayduk
<b>End Time:</b>	7:50pm		
<b>Attendees:</b> Mercedes Hayduk, Kelly Bignell, Richard Millns, Cheri Millns, Billie Vose, Nycky-jay Vanjecek, Rachel Balabuch, Shannon Haugen, Kirstie Stewart, Margie Weeks			

<b>1. Call to Order</b>	Meeting called to order: - 7:00pm
<b>2. Agenda</b>	Acceptance of the agenda as provided: - All those present accept Call for additional agenda items: - Team Travel Review - Fundraising Review
<b>3. Meeting Minutes</b>	Acceptance of previous meeting minutes: - Nycky-jay moves to accept the meeting minutes from December 2024. - Rachel moves to second the meeting minutes from December 2024. - All board members present, in favour.
<b>4. Action Items</b>	- All completed to date
<b>5. Reports</b>	<p><u><b>President</b></u> No report, club running well. New business, additional agenda items added for review.</p> <p><u><b>Head Coach</b></u> A number of exciting things in both the past and the future for CRKW.</p> <ul style="list-style-type: none"> <li>- We finished up an exciting first cycle where CRKW at every level showed wonderful improvement.</li> <li>- CRKW is certainly a much improved team with depth and versatility. Let's keep it up, because there's much more in store as we reach for our potential.</li> <li>- We now focus on the championship cycle where CRKW looks to compete with our up and coming team at Regionals, Divisionals and the Duncan Spring Meet, and then our higher level squad prepares to race in a series of swim meets in Calgary and then either Provincials or the Duncan Meet.</li> <li>- Another area of preparation is for our Assistant Head Coach Katie getting ready to meet her child in either late February or early March. We have a plan in place to both support Katie as she gets to 'waddley', cover for Katie for the short term while she heals, and then again support her while she returns to form. Jared Wilson will be her support for the short term. It is Katies absolute goal to get back at it as soon as possible.</li> <li>- Crazy and exciting times ahead, let's get ready for our championship season.</li> </ul> <p><u><b>Development Coach</b></u></p> <ul style="list-style-type: none"> <li>- Winter session has started and the kids are excited to be back in the pool, many feeling nervous about their registration in the Platinum level, but reassurance being provided</li> <li>- Registration is as expected, somewhat lower in numbers however reasonable with other winter sports happening</li> </ul> <p><u><b>Treasurer</b></u> Account Balances:</p>

General: \$84,323.22  
Gaming: \$4,855.57  
Contingency: \$31,502.34  
Cap. Projects: \$5,001.38

A few invoices remain unpaid. I have sent emails to those who owe for January fees.  
Sponsorships continue to trickle in. I have updated the spreadsheet and sent to Rachel and Nycky Jay.

#### Fundraising Coordinator

- Recent fundraising successful, new options coming out in spring
- Sponsorship reminder, \$500 level secures x4 Social Media posts, additional funds are supporting club and swimmer at 80/20 split, no updates to this policy
- Discussion related to fundraising review, see new business

#### Registrar

- REMS system still has missing swimmers, notification sent and issues being managed
- Noted (Billie) possible registrations for swimmers and associated fees are missing, review will be completed

#### Meet Manager &

- Everything is in line for our January 18<sup>th</sup> swim meet.
- 71 swimmers signed up, but maybe with a coaches reminder/info, we might get some more.
- With the last meet less than a couple months ago, everything is set to run swimmingly.

#### Communications/Social Media Coordinator

- All is well. Lots of interaction. January and February are going to be full of posts and sponsorships. Home Meet, Duncan, Calgary, Divisionals

#### VPS Coordinator

- Points are updated and the system is working well
- Recent and upcoming courses will be entered once completed

#### Apparel Coordinator

- Track suits have arrived and look good
- Question (Cheri) are coaches able to order jackets only? Response (Mercedes) yes and the club would cover this cost

#### Social Coordinator

- Island Pics has been contacted for team photo, April date tentative
- Year end party in planning, confirmation of date to follow, tentative June 1, 2025

#### Officials Coordinator

- Next courses, limited registration so hosting online option

#### Website Coordinator

- All looking good, website functioning well

#### Travel Coordinator

	<ul style="list-style-type: none"> <li>- Recent team travel going well</li> <li>- Planning for Calgary underway</li> <li>- Thank you to Cass for her time serving in this role, Sheleah will be taking over managing these needs for the club</li> </ul>
<b>6. New Business</b>	<p>Team Travel Review (Mercedes)</p> <ul style="list-style-type: none"> <li>- Noted that when travelling and expecting late returns safety is a factor, request to support additional night booked away to ensure safety parameters met</li> <li>- Support from the board to encourage additional nights booked where possible, holiday awareness considered</li> <li>- Noted (Richard) communication has been provided to encourage other clubs not to book meets as close to holiday periods in the coming year</li> </ul> <p>Fundraising Review</p> <ul style="list-style-type: none"> <li>- Noted that some unsanctioned fundraising is taking place using CRKW name on social media. Discussion around creating inclusive fundraising events for everyone to participate in. All fundraising should be run by the fundraising coordinator for future events. Discussion held related to club policies for fundraising and awareness that all CRKW Club fundraising is intended to be open for full team participation as individuals or families are available</li> <li>- Reminder of club policy being the following: <ol style="list-style-type: none"> <li>1. Individual fundraising (such as a bottle drive) appropriate without use of the CRKW information or 'name'</li> <li>2. Small group fundraising where use of the CRKW name is intended and advertised should be shared with full club</li> <li>3. Official fundraising should be brought forward to Fundraising team for review and distribution to encourage access, fund sharing, VPS points provided</li> </ol> </li> </ul> <p><b>ACTION ITEM:</b> Rachel to draft key points and fundraising goals /rules reminders for Mercedes to review and approve sending out to the club</p>
<b>7. Next Meeting</b>	<b>February 4, 2025 7:00pm</b> Pinecrest Room (Strathcona Gardens)