



Board of Directors Meeting Minutes

Date:	Nov 18, 2025	Location:	Pinecrest Room – Strathcona Gardens
Start Time:	7:01pm	Facilitator:	Kelly Bignell
End Time:	8:24pm		
Attendees: Kelly Bignell (President), Kili Enger (Registrar), Chad Rocon (Officials Coordinator), Nyck jay Vanjecek (Meet Manager), Jennifer Velez (Social Coordinator), Krista Petch (Treasurer), Patricia Demille (Apparel Coordinator), Tyrone Monteith (VPS Coordinator), Sarah Willis (Welcome Coordinator), Leslyann Komljenovic (Travel Coordinator)			
Regrets: Kim Thompson (Vice President) Richard Millns and Cheri Millns (Coaches), Rachel Balabuch (Fundraising Coordinator)			

Topic	Notes
1. Call to Order & Land Acknowledgement	Meeting called to order at 7:00pm. Land acknowledgement delivered by Kelly.
2. Approval of Agenda	Agenda approved. No additions.
3. Approval of Previous Minutes (Oct 2025)	Minutes approved. No edits.
4. Action Items – Previous Business	Kelly: Explore 50/50 draw process – <i>In Progress</i> . Kili: Remove outdated fee & review website – <i>Done</i> . Ty: Email to parents re: VPS contact – <i>Done</i> .
5. President Report (Kelly)	<p>Welcome to our second board meeting with the new board. I want to thank everyone for the energy and commitment you’ve brought so far...it is already making a difference. We have our upcoming home meet in ten days, and I’m excited to see how everything comes together, especially with so many volunteer positions already filled. We are also heading into our first travel meet of the season, which will be a great opportunity for the swimmers and club to shine. Thank you for your hard work and ongoing support.</p>
6. Head Coach Report (Richard)	<p>A few items to report on and a recommendation for a motion to course correct some mis steps taken in the introduction of our performance athletes support program.</p> <p>Senior Swimming Recruitment</p> <p>Over the past 2 weeks we have been hard at work assisting our graduating athletes finding placement into varsity swim teams. It is vital to understand that the ultimate goal of our swim club is to provide opportunities for our athletes to continue their swimming journey into adulthood, as this is the time our athletes have the maturity, experience, physical strength and autonomy to produce their full potential in the sport. Along with the performance aspect, the chance to</p>

progress into higher learning is truly terrific. CRKW has limited experience with this aspect of swimming and how to support and foster promotion of this path is something that we as a club will need to develop an understanding of. Due to many factors, systemic graduation and successful placement of our athletes into varsity swim teams have been a rare occurrence. We currently have graduating athletes that are desirable recruits and have some exciting opportunities ahead. These past 2 weeks CRKW athletes have impressed some programs with our athletes' excellent abilities and resiliency which will be an asset to varsity swim teams. Let's work diligently to support this initiative of senior swimming excellence and show support to our athletes, being the best, they can be.

Upcoming Competitions

Currently CRKW will be sending 85+ swimmers to our CRKW home meet, this is the largest ever contingent of CRKW swimmers to compete in our clubs history. We truly have excellent engagement and local pride in our sport. Following our CRKW meet, we will begin our championship competitions. We have 16 swimmers competing in the Ugly Sweater swim meet in Nanaimo which is our developmental championship meet where Orca Senior, Killer Whale Development along with a few Killer Whale Junior and Senior swimmers will also round out the roster. We will have 3 swimmers competing at the Ontario Junior International swim meet in Toronto Ontario, this high performance international competition will have some of the fastest 18 & under swimmers in both Canada and much of the United States. Finally we will have 33 plus athletes competing at the Richmond Fast Swim Championship meet. These meets will serve as a climactic end to our short course championship season and provide a springboard of confidence into our spring Long Course Championship cycle. We are so proud of the participation and engagement in our competitive swim meets, CRKW is a force to be reckoned with.

Course Correction in CRKW High Performance Support Systems

As we have discussed our expansion into the world of Senior Varsity swimming and have an increasingly regular participation at the national level of competition it is important that our board of directors and head coach work together to support this excellence. Excellence is fragile at this point and we as a club are in our early adolescence of becoming a program that consistently produces athletes at this level. It is important that we come up with sustainable and fair policies to assist as well as reward athletes and coaches for the

	<p>extremely difficult task of competing at the highest levels. Currently CRKW has a policy that allocates High Performance athletes a lump sum of a budgeted amount to assist with the cost of a Canadian Trials competition. The practice recommended is to work with your Head Coach to cover the coaching expenses of high level competitions where only a nominal number of athletes can qualify for the event. Let's correct our course and put into place a more consistent and sustainable policy that correctly and fairly incentivizes our athletes and coaches with the support necessary to take CRKW athletes to their full potential. The ripple effect of our athletes competing at these high levels is immense. Our top athletes are also our junior coaches, as well as our deeply connected team mates.</p>
<p>7. Head Development Coach Report (Cheri Millns)</p>	<p>Last meeting I discussed the Aquathon in April. Strathcona Gardens has agreed to partner with us for the event, so I'm just working on what that might look like.</p> <p>I've sent all the information to Kili about the Winter session so she can get it up on the website. Registration opens to returning families Nov 29, and new families Dec 1. Dates are Jan 5-Mar 13. The schedule is very similar to what we are offering this session. Meghan has given her notice, so will not be working with us next session. Layanne will be a new coach and is just working on her coaching requirements.</p> <p>We have 3 precompetitive coaches that are still working through their coaching requirements, and they need to complete them by November 30. All the coaches are aware of what they need to do. I'm helping them through the process as best as I can.</p> <p>We're running a Very Mini Meet November 27 during practice time for the Platinum group. I don't require any additional help or planning for this event as it's very low key. I'm hoping for about 20 kids at the event.</p> <p>As we wrap up this session, I'm looking at group move ups. I'm anticipating about 7 kids will take the move into the Orca Development group for January (Tuesdays and Thursdays). Once I confirm all the names, I'll host a parent's meeting for new competitive families, so they know what to expect for January. I've also offered that they try out the Orca Development group the first couple days in December.</p>

<p>8. Treasurer Report (Kili)</p>	<p>General \$109, 066.03 Contingency \$31,476.09 Capital project \$4,975.13 Gaming \$35,229.32</p> <p>From a forecast perspective, I have refined the financials to include more details and tract actuals against plans. When considering plans shared at the AMG last month the picture has changed to forecast an overall deficit of \$25,000. I don't share that number to alarm anyone at this point. It is very early in the season and revenues for club fundraising were estimated to be around \$10K and Sponsorships \$2500. Very conservative. There is definitely opportunity to grow those sources of revenue. On the flip side, expenditure budgets are being tracked closely to see if /when planned funds for certain expenses can be refined / are no longer needed. Ultimately the purpose of this information is to:</p> <p>(1) promote financial stewardship.</p> <p>(2) continue to support fundraising and sponsorship ideas will be key in helping the club meet its goals and continue to support all its athletes in the way that we want and have in the past.</p> <p>Meet analysis: (1) Comox Meet we collected \$327 above what was needed to pay expenses. (2) Nanaimo Meet we collected \$ 192 above what was needed to pay expenses.</p> <p>The travel policy is a net zero cost, however, I would recommend waiting until after the CRKW meet because this is a two day meet which is more expensive to see net balance.</p>
<p>9. Fundraising & Sponsorship (Leslyann / Rachel)</p>	<p>Checking volunteer capacity; Chad exploring printing/fundraising opportunities; sponsorship process document in development with Rachel as contact.</p>
<p>10. Registrar (Kili)</p>	<p>Registrations and session operations running smoothly.</p>
<p>11. Meet Manager (Nyck-jay)</p>	<p>Our November 29,30 meet:</p> <ul style="list-style-type: none"> - sanctioned with our Ref Heather Ney. She will also be evaluating me as Meet Manager. - the meet package has been added to the event. - As of November 12th, we have 83 swimmers registered, woohoo!

	<ul style="list-style-type: none"> - Expenses anticipated for office supplies - April becoming meet coordinator and preparing a checklist; additionally in progress is the meet package posted - Noted points will be listed for volunteer parents and sent to VPS Coordinator following the meet
12. Communications / Social Media (Nycky-jay)	All systems running well; available to amplify posts; holiday posting not required.
13. VPS (Ty)	No new updates; awaiting post-meet points summary.
14. Apparel (Patricia)	Hoodie orders underway (deadline Nov 21); personalized caps in progress; LY Sports Store functioning well; no change to apparel provider recommended.
15. Social Coordinator	Role confirmed as part of Board quorum. Holiday event Dec 7; \$305 rental within \$500 budget; cheque payment required; volunteer coverage strong; seniors assisting juniors. Discussion on increasing events for Orcas; plan to solicit ideas from families. Spring event planning underway.
16. Officials Coordinator	Five parents interested in official training; system glitches noted; Chad nearing Level 3; Welcome Coordinator to help with parent letters.
17. Website	Updates in progress; Winter Session content being added.
18. Travel (Leslyann & Katie)	Workload shared; Richmond & Edmonton accommodations/chaperones confirmed; flights in progress; early dates critical for cost savings; documentation updated.
19. Welcome Coordinator	Backend access active; working to bridge information gaps; handbook access requested; all new Orca families contacted.
20. New Business – High Performance Fund Motion	<p>The Board discussed revising the High Performance Fund policy to ensure sustainable, ethical, and equitable support for athletes competing at national-level events and to remove direct payments to individual families.</p> <p>Motion (as written from the original notes): <i>“That the High Performance Fund use may include the support of CRKW coach expenses for swimmers attending national-level competitions. The amount will be determined by the Board on a year-to-year basis, and the high-performance event(s) will be determined by the Head Coach. This motion supersedes the previous Board motion regarding High Performance Fund use.”</i></p> <p>The Board agreed to review and finalize this motion via email following the meeting.</p> <p>Moved by: Kirstie Seconded by: Kelly</p>



	Outcome: <i>Motion carried via email vote after the meeting, Nov 19, 2025</i>
21. Next Meeting	December 16, 2025 – 7:00–8:00pm – Pinecrest Room, Strathcona Gardens.