



Board of Directors Meeting Minutes

Date:	Oct 28, 2025	Location:	Pinecrest Room – Strathcona Gardens
Start Time:	7:01pm	Facilitator:	Kelly Bignell
End Time:	8:20pm		
Attendees: Registrar – Kili Enger, Fundraising Coordinator – Rachel Balabuch, Officials Coordinator – Chad Rocon (Officials Education Coordinator) Laura Partyk (Officials Administration Coordinator), Meet Manager – Nycky-jay Vanjecek, Social Coordinator – Sehleeah Schevers, President – Kelly Bignell, Vice President – Kim Thompson, Treasurer – Krista Petch, Apparel Coordinator – Patricia Demille, Coaches – Richard Millns and Cheri Millns Regrets: VPS Coordinator – Tyrone Monteith, Website Coordinator – Rachel Friedrich, Welcome Coordinator – Sarah Willis, Travel Coordinator – Leslyann Komljenovic			

1. Call to Order & Land Acknowledgement	<p>Meeting called to order:</p> <ul style="list-style-type: none"> 7:01pm <p>Land Acknowledgement</p> <p>Before we get started tonight, I want to take a moment to acknowledge that we are meeting here at the Strathcona Gardens Recreation Complex which is located on the traditional unceded territory of the Ligwítḁaʷw people.</p>
2. Agenda	<p>Acceptance of the agenda (as provided) & request for additions:</p> <ul style="list-style-type: none"> Approved by Kelly, Second by Rachel – All in favor Call for additional agenda items: None
3. Meeting Minutes	<p>Acceptance of previous meeting minutes:</p> <ul style="list-style-type: none"> Approved by Kelly, Second: Rachel – All in favor
4. Previous Business & Action Items	<ul style="list-style-type: none"> ACTION ITEM (Kelly): to explore process for 50/50 draw and report back – IN PROGRESS ACTION ITEM (Kili): to ask website support to remove the fee noted, review site for additional outdated information – DONE ACTION ITEM (Ty): Email to be sent to parents reminding them of VPS contact to ensure flow of communication is clear – IN PROGRESS
5. Reports	<p>President</p> <p>I'm honoured to begin my role as President and excited to work with such a passionate and committed group. Whether you're new to the board or returning, thank you for stepping up to support our swim club. It means a lot to our swimmers, families, and community.</p> <p>As we start this term together, I'd like to share a few simple expectations to help us communicate clearly and work well as a team:</p> <p>Working Together:</p> <ul style="list-style-type: none"> Supportive Teamwork: Encourage and support one another. We're all here for the same reason—to help our swimmers thrive.

- Respect for Roles: Trust each other to lead in our areas and collaborate when needed.
- Follow-Through: If you take on a task, please follow through or let us know if you need help.
- Positive Representation: As board members, we represent the club. Let's model positivity and professionalism in all interactions.
- Confidentiality and Care: Respect sensitive information and handle club matters with thoughtfulness and discretion.

Communication Expectations:

- In Person: Let's keep meetings focused, respectful, and inclusive. Please come prepared, and feel free to share your thoughts...every voice matters.
- Email: Keep messages clear and to the point. Aim to respond within 48 hours, or acknowledge if you need more time. Let's be mindful of who we include in threads to keep things efficient.

I'm looking forward to a great season ahead and all the good we'll accomplish together.

Head Coach

Welcome to our new board of directors! I am excited to see such a wonderful and keen group of volunteers as we are preparing to move forward.

A few items to report on as we are gearing up to host our meet, and then head into championship meet season.

CRKW Invitational Meet

This year we are once again working to shift our meet from a long, repetitive meet where people get up and simply swim their races, into a hyped, fun and dynamic competition with march out music, showmanship and goofy prizes. I am in the midst of ordering championship belts and crowns. We will need to also decorate a throne for the meet as well. Remember it may seem overdone and silly, but the kids will enjoy it.

The Gordon Head Guppie & Other Varsity Affiliates

We have some swimmers who are friends of Ricky who are delaying their retirement from swimming (they call themselves the Gordon Head Guppies, because they train alone at Gordon Head Pool) they are looking to register as Campbell River Killer Whales, and compete at Richmond. I am looking to see what costs are associated with this and to ensure they register with us. As we are graduating more and more athletes, we are now able to begin looking at varsity affiliate fees. Usually swim clubs welcome back their graduates for the summer portion of the swim season and do so at a discounted level. I propose our varsity affiliates pay a one time rate of \$450 dollars to cover all insurance and some contributions to the club, and be removed from any fundraising requirements, so long as they have graduated from CRKW.

Championship Season

In December we will be in preparation for our peak meets. Nanaimo for Killer Whale Development, Ontario Junior Internation for our Academy, and Richmond for our Killer Whale Junior & Academy. Our coaches will be traveling heavily through this time and the competition will be really exciting. Let's get ready to support our kids and coaches as we gear towards some strong progress. Exciting times ahead, welcome to everyone new on our board

Development Coach

The numbers keep going up in the Mini Whales program. My mission for the winter session is to maximize the deep end lane space use for our Platinum level. The group has grown significantly, and I want to try and open up more spaces at the higher levels of the Mini Whales program so we can feed them into the competitive program.

I will be offering about 10 swimmers the move to Orca Development for a January start. I'm hoping that we get about 7 to join. I'll offer an information session to the families, and it would be great to have a board representative in attendance (possibly our new welcome coordinator??).

In the Mini Whales program, we're losing one coach and possibly gaining two new ones in January. I'll forward details as they complete the coaching requirements.

I'm happy with our lane space this year and things seem to be running quite well. I feel like our relationship with the facility staff is good and we are working well together.

On another note, I've been working on putting together some information for an Aquathon (swim/run) event on the Sunday after our spring swim meet. Here's what I've learned so far:

- Swim BC will not insure a swim run event, but Triathlon BC is really excited about working with a swim club.
- There is a cost of \$160 to sanction the event
- Each participant will need either a yearly or daily TriBC membership at the cost of \$5.50/child (up to 18 years)
- We need written approval from the facility and from the City of Campbell River to run the event
- We can reserve the Pinecrest Park field for the Sunday for \$40/day (not Pinecrest School Park-it's booked already by someone else)
- Tri BC will try to send out a couple officials that will help us on the day of the event (they are free if they are from the area, but we need to pay for them if there's no one available from the area)
- Tri BC is willing to run an officials clinic for us if we want, but it's not required.

Things to consider:

- The weather in April is similar to October... Fairly cold and reasonably wet. Are we okay with that?
- Did we want to try and have some kind of potluck event as well? Tents?
- Timing equipment/transition area

Treasurer

General: \$113,481.55
Gaming: \$35,233.07 (pool fees to be paid out from this account)
Capital project: \$4,978.88
Contingency: \$31,479.84

Current Financial Forecast predicts a tiny surplus of less than \$1K. So the bottom line is very much within the budget presented at the AMG.

As previously mentioned I will be tracking revenue and expenditures in detail moving forward and I will identify gaps between planned versus actual expenditures for the boards awareness and decision moving forward. So far nothing of notice to report.

Fundraising & Sponsorship

- Everything going well, startup email with directions and overview sent out
- Next fundraiser coming up is the Holiday plants sale
- Gunters confirmed for spring
- Cheese sales, there is a volunteer in place, email following
- Sponsorship Coordinator would be wonderful to confirm, please remember to 'spread the word'

Registrar

- Everything going well, registration issues are sorted and systems running smoothly

Meet Manager

Our November 29th /30th meet has been listed and sent to be sanctioned/approved. We have Heather Ney as our Ref, yay!

I have invited Heather Ogradnik to be my second Meet Manager and she has agreed. The meet manager position is a big job and with 3 meets, needs to be more than one person. Heather will begin with our first meet in November. After that meet, she will learn step by step with our January meet and at the same time, together, we are going to develop a guide specific for CRKW. I propose that she also gets the VPS points for Meet Manager as she will be putting in equal time, effort and energy.

Our April 18th swim meet needs to start after 12noon as lessons go until then so we will need to adjust.

Communications/Social Media

- All going well

VPS

- New points details for this coming season will be emailed out to parents after review and approval by President

Apparel

- Handover in progress, thank you to Lesleyann
- T-shirts have arrived and will be available for parent pick up
- Caps with names are in progress

- Updates to follow via email to club

Social

- Preparing for Holiday party, locations being sourced, more to report at next meeting

Officials

Club Officials Administrator - Administration

Currently in the process of setting up Chad and myself as the new COA for CRKW through swimBC. Once completed I will be registering parents and family members for each swimmer so they may be officials for swim meets. No fast way to do this, as we need to ask each family for who they want to be registered. We will be sending out an email to all the families asking for their cooperation in replying to the email ASAP as two clinics are being held at the beginning of November for our home meet at the end of November.

Website

- Noting new to report

Travel

- Nothing new to report

Welcome Coordinator

Hi everyone,

First, I'd like to thank you for appointing me as the new Welcome Coordinator. I'm really looking forward to taking on this role and helping our swim club families feel welcome, supported, and informed. My goal is to ensure parents know where to turn for answers and guidance as they get involved with the club.

Unfortunately, I won't be able to attend this upcoming meeting due to a prior commitment that I made before joining the board a couple of weeks ago. However, I wanted to share some feedback and ideas that I hope will be helpful as we continue to grow and strengthen communication with parents.

I'm also hoping to work on updating the Swim Club Handbook, as the current version (from 2016/2017) doesn't reflect many of the changes and growth the club has experienced since then. Once it's updated, I'd love to include a link to the handbook in my 'Welcome' emails so new and returning families can easily access all the key information they need in one place. You may receive an email or two from me as I work through this project. I hope it's okay if I reach out with questions or requests for clarification to make sure everything is accurate and up to date. Since my swimmer is currently in Orca Senior, I know there will be some details and routines in the Killer Whales program that I may not be as familiar with. I'll make sure to reach out to coaches also for clarification to ensure the information in the handbook is up to date. I wanted to share some feedback I received this past week after speaking with several new and seasoned parents about their experiences as a new swim parent and a few key themes and suggestions came up that I think are worth

discussing as a board and also so i can help the families be informed in their welcome email:

1. Clarity Around VPS Points and Opportunities

Parents mentioned there's quite a bit of confusion about why and how VPS points are earned and what activities count toward their requirement. They would appreciate a clear breakdown of what each task or role is worth (e.g., board positions, running fundraisers, assisting with social events, meet volunteering, etc.).

2. Perceived Fairness of Points for Meet Volunteering

There seems to be a concern about the fairness in how points are assigned. For example, volunteering to set up for a meet may take about 30 minutes and earn 0.5 points, whereas being a timer during a meet can take 4 hours plus and earns 1 point. Parents suggested the idea of awarding points based more on the *time commitment* (hourly) rather than strictly by role or upping the points for certain roles. Is this something we could consider adjusting or at least review for consistency and maybe re-evaluate?

3. Points for Corporate Sponsorships

Another idea was to allow families to earn VPS points if they bring in a large corporate sponsor for the club. Could this be something we explore or create a structure for?

4. Training for Meet Positions

Parents also asked about access to training for meet roles. I know we discussed this at the Annual Meeting. Some parents asked if we could provide online links or resources for this instead of evening in-person meetings? Additionally, does the training need to be completed under supervision, or can it be done fully online and self-paced?

I'd love to be able to provide this information in the handbook or have the knowledge on hand for when we welcome new swimmers.

Overall, the feedback was very constructive. The parents I spoke with are eager to get involved with the club and meet their VPS requirements but feel some clarity and adjustments could make participation feel more equitable and accessible. Thank you again for the opportunity to serve in this new role. I'm excited to get started and to help make the club experience even better for all our families and work alongside everyone.

<p>6. New Business</p>	<p>Inclusion Policy Development Committee – Update (Kelly)</p> <p>CRKW is committed to fostering an environment where all individuals feel welcome, respected, and included. To support this commitment, the Board is establishing a Diversity, Equity, and Inclusion (DEI) Committee. This committee will play a key role in ensuring our club’s values are reflected across all aspects of our organization, including membership, coaching, volunteer engagement, community outreach, and policy development.</p> <p>The DEI Committee will be tasked with the following responsibilities:</p> <ul style="list-style-type: none"> · Advising the Board on matters related to diversity, equity, and inclusion. · Reviewing club policies and practices through a DEI lens. · Recommending strategies to promote inclusion and respect throughout club activities. · Developing measurable goals and reporting on actions taken to enhance diversity and inclusion within CRKW. <p>This initiative is intended to strengthen our club culture and ensure that every member can feel a sense of belonging and to thrive</p> <p>Signing Authority – Post Meeting Email Confirmation</p> <ul style="list-style-type: none"> • Email sent post meeting seeking motion and approval from Board of Directors. • Motion to appoint Krista Petch and Kili Enger as the new signors for all bank accounts connected to the Campbell River Killer Whales accounts and have Mercedes Hayduk and Billie Vose removed. Kelly Bignell will remain a signor. <p>Approved first by Kelly and second by Kirstie. All board members voted in support.</p>
<p>8. Next Meeting</p>	<ul style="list-style-type: none"> • Board Meeting November 18, 2025 7-8pm Pinecrest Room Strathcona Gardens