



Cranbrook Triton Swim Club – Annual General Meeting Minutes

Date: June 16th, 2025

Time: 7:00 pm

Location: Manual Training Center, 1212 2 St N, Cranbrook, BC V1C 4T6
(attached to the Public Library)

ATTENDEES: Josh Hes (president), Brandi Spiers-Rogers (VP), Chris Bergen (treasurer), Carmen Bergen (registrar) Kelsey Morrison (Secretary) Tiffany Johnson, Gary Liu, Niki Walkey, Stephanie Baldwin, Phil Aston, Brenda Johnson, Chantal Walters, Kim Dudas, Graham Hartl, Amy Hartl, Carrie Branstetter, Kyle Grieve

1. Call to Order
 - Meeting called to order by the Chair/President: 7:02pm
 - Confirmation of quorum: Yes all directors present (President, vice president, Treasurer, Registrar and Secretary + committee members and members (see attendance))
2. Approval of Agenda
 - Motion to approve the agenda for the AGM-
Kelsey motioned- All in favour (15 Yes, 0 No)
3. Adoption of Previous AGM minutes
 - Review and approval of minutes from the 2024 AGM
Kelsey Motioned All in favour (15 Yes, 0 No)
4. Presentation of Annual reports:
 - i. Vice President's Report
 - Summary provided by Brandi Spiers-Rogers, was presented at meeting:

We started out quite a new board with only a couple past members, all of whom, unfortunately had to take a step back quite early on during the year. The previous board had also had some trouble as well keeping all of its key positions filled, which led to some things being missed/overlooked last year, like billing and applying for the gaming grant.

When the new board took over, we took it to an accountant and worked through all the numbers we were able to send out bills to be paid, pay bills that needed to be paid but unfortunately, the gaming grant date had already passed and we were on the hook for the penalties of taxes not being paid on time.

Throughout this season, we have scrutinized over our numbers, gone over every bill and been very diligent on any money coming in and out plus we had numerous fundraisers to try

to compensate for the gaming grant not received. Though we did have low participation on these,

We also had some major meetings with the city regarding their increases this year and keeping our cost low for the future as they had been looking to offset their deficit by increasing our fees once again in a huge way. After a lot of work put in by the board and a presentation to the key people, we are happy to report that over the next two years our fees will not be going up a significant amount.

On the positive side, we have been able to keep this club afloat with our very successful Pentathlon and also the gaming grant has been applied for for next year.

We were able to purchase backstroke wedges this year and the kids have been loving practicing with those.

ii. Treasurer's Report

- Report provided by Chris Bergen, presented at meeting:

Reporting on 2023-2024 season: (September 1, 2023 to August 31, 2024)

Opening balance: \$23,654.11 (General account: \$23,605.89 and Gaming account: \$48.22)

Closing balance: \$10,955.68 (General account: \$10,724.58 and Gaming account: \$231.10)

Community Gaming Grant: \$18,000

Total Expenses: \$130,153.46

Total Revenues: \$116,597.22

Coaching costs (34%), coach meet expenses (9%), pool rental/lane costs (29%), remits (6%)

Equipment costs: \$6500.88 which includes equipment upgrades, swim caps and T-shirts (Head to Head swim training was included in this category)

Total fixed assets: \$77,500.00 which includes the starting and timing system, starting blocks, and other equipment.

Remit payments were lower than usual as total shortfall of \$5159.31 was paid in the next season (2024-2025) along with late penalties totalling \$505.37 for late payments to CRA and T4s issued late.

- Motion to approve the financial statements-

Kelsey motioned- All in favour (17 yes-two new attendees arrived late , 0 no)

iii. Registrar's Report- From Carmen Bergen, was reported at meeting:

We began the 2024/2025 season with 17 swimmers in groups 1a and b for the fall session. In the winter session there were 11 and then the spring 12. We faced a challenge in the spring due to the pilot project for pool hours that the City of Cranbrook put into place which resulted in us not being able to offer one of the group times for group 1, resulting in combining the two groups.

We started the year with 15 swimmers and ended the year with 14 swimmers in group 2.

We started the year with 11 swimmers and ended the year with 10 swimmers in group 3.

We started the year with 14 swimmers and ended the year with 10 swimmers in group 4.

In December we noticed a change taking place for our older swimmers who were beginning to pull back from swimming due to other commitments. To address this, along with interest expressed by past swimmers, we offered a group aimed at high school students who still wanted to train with the team. We had inconsistent membership for this, at one point having 3 swimmers and ending the year with 1 swimmer.

Some of the change in numbers from each group was due to students moving up levels.

Next year we will be looking at a commitment model which will hopefully help us have a better idea of our numbers throughout the year where families will pay fees in a reduced number of equal payments. If swimmers choose to leave the club prior to December 31 they will receive a refund of 50% of the fees. Any time after December will have no fees refunded. The Fernie Dolphins have this model which allows them to have a better idea of fees collected to help with budgeting.

We will also be asking for a volunteer commitment from families, but instead of collecting money from them, families will be asked for a post-dated cheque which will be returned after their volunteer duties have been fulfilled. Again, this is a model that the Fernie Dolphins follow and have had success with.

5. Head Coach Report

- From Coach Jackson- was reported at meeting:

Tritons AGM June 16th 2025 Head Coach Report:

Year in Review:

- Had good training with little outside influence to get in the way.
- Struggled with retention of older swimmers
- Dryland has taken off and the kids are far stronger than before. Started with about 20 push ups per day and now we are at 60 to 80.
- 13 Divisional Qualifiers over the season.
- 2 swimmers attending Mansask (9 qualifiers)

- 1 swimmer attending Festivals (5 qualifiers)
- 51 Club records broken (not including ones broken multiple times this season)

Items for next year:

- Adding to Development Programs
- School program
- Invite elementary schools to join the club during first term and end with a mini meet.
- More sessions of group 1
- Group 1 will be swimming 30 minutes for each session this year. Less will be more and we can get more time to run other programs that allow for younger swimmers to join if they fail their swimming lessons.
- Masters Program: Ensuring we can run it properly with no cost to the club.
- Adding another coach to the roster
- We would like to add another coach to the roster to cover for when someone is gone at a meet, or sick.
- I would also like to encourage some of the older swimmers to join as volunteer coaches!
- More Long Course meets
- Potentially SCY meet
- More focus on Activation, Warmup, and cooldown. As well as dryland training that will strengthen shoulders for health as well as increasing strength.
- Focus on retention of older swimmers and placing them into leadership roles while pushing their abilities in the water.

6. Committee Reports

- Reports from team manager & meet manager.

Meet Manager- 2 pretty successful meets. One time trial and our Pentathlon. The success of the meet was really tied into the amount of sponsorships we were able to get. Andrew (our ref) was pleased to work with our club and we are happy to have solidified that relationship. More parents stepped into leadership roles

Team Manager- New position this year. Hotel blocks were harder to book than we anticipated. Next season the plan will be to have 4-5 “mandatory” club meets that we will have hotel blocks, restaurants etc . Also organized the fitter and faster clinic which was very well received. Hoping to bring that back again next year.

7. Election of Directors

- Explanation of open positions and nomination process:

President

The President leads the Cranbrook Triton Swim Club, ensuring all operations align with long-term goals. They chair board meetings, manage club policies, oversee the coaching staff, and serve as the main contact for Swim BC, legal matters, and media. They help plan the budget, approve expenses, and provide regular reports to the board and membership.

Josh Hes regrettably steps down from the position of president. Effective from this AGM forward.

At the time of the meeting there was no nominations/elections for the position of President. It was discussed at the meeting that Tiffany would be willing to shadow Carmen in the position of registrar through this registration cycle. And if it is a good fit would consider taking the position of registrar at the Fall AGM at which time Carmen would move into position of Vice President and Brandi would move into position of president

Secretary

The Secretary maintains all official club records, including meeting agendas and minutes, ensuring legal and organizational accuracy. They handle club correspondence, ensure meeting notices are sent as per bylaws, and keep bylaws and records current and accessible. They regularly report to the board and attend all meetings.

Carmen nominated Kim Dudas. Kim accepted the nomination. 17 in favour. 0 opposed

Officials Director

The Officials Director coordinates all officiating needs for hosted swim meets, liaises with Swim BC and other clubs, and ensures members are trained and current on officiating requirements. They track volunteer participation, report regularly to the board, and help with planning for future meets.

Josh Hes nominated Julia Oakes. Julia had accepted the nomination in writing prior to the meeting as she was unable to attend. 17 in favour. 0 opposed.

Brenda Johnson nominated Phil Aston to co-direct. Phil accepted the nomination. 17 in favour. 0 opposed.

Fundraising Coordinator

The Fundraising Coordinator plans and oversees all fundraising efforts, including BC Gaming raffles, events, and corporate sponsorships. They ensure activities meet club targets,

manage volunteers, pursue grants, and maintain accurate financial records. They provide monthly updates to the board and strategic fundraising advice.

Stephanie Baldwin nominated Amy & Graham Hartl. Both accepted the nomination. 17 in favour. 0 opposed.

Equipment Manager

The Equipment Manager is responsible for ordering and distributing all team gear, including clothing and officiating materials. They coordinate with suppliers, coaches, and other board members to ensure athletes and volunteers have the equipment they need. They also organize team photo night and report monthly to the board.

Stephanie Baldwin nominated Andrea Spowart. Andrea accepted the nomination. 17 in favour. 0 opposed.

Social Media Manager

The Social Media Manager oversees the club's online presence, sharing updates, photos, and promotions on platforms like Facebook and Instagram. They ensure all content follows Swim BC and safe sport guidelines, promote club values, and engage with members online. They report on activity and collaborate with the board and coaches.

Kelsey Morrison nominated Chantal Walters and Brenda Johnson. Both accepted the nomination. 17 in favour. 0 opposed.

Team Manager

The Team Manager handles logistics for swim meets, including booking hotels, organizing team events, and communicating with parents. They coordinate with coaches to support scheduling and respond to family questions to ensure smooth, enjoyable travel experiences. They provide reports to the board and help run team weekends efficiently.

Brandi nominated Niki Walkey to return to this position. Niki accepted the nomination. 17 in favour. 0 opposed.

8. Open floor for member questions, comments, or motions

Request for end of year wind up- Thursday July 3rd, 2025. Details to come. Brandi and Carmen to connect.

Amy has connection with Organ family to possibly get Vanderbilt to come speak with the club

Possible connection with former coach- Jackson to follow up.

9. Next board meeting:

July 14th 6:30pm. At Rella, Paolini & Rogers (former maritime travel)

10. Adjournment

- Motion to adjourn the meeting: 8:37pm