



Minutes

Cranbrook Tritons Swim Club – Annual General Meeting

Date: October 6th, 2025

Time: 7:15 pm

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

ATTENDEES: Carmen Bergen (Registrar), Tiffany Johnson, Tori Little, Chris Bergen (Treasurer), Angela Linardic, Jacqueline Grieve, Laura Ryan, Sydney Kenke, Jackson Sorensen (Head Coach), Laura Turner, Kim Dudas (Secretary), Chantal Walters, Carrie Branstetter, Lisa Rogers, Kelsey Johnson, Niki Walkey, Brandi Spiers-Rogers (Acting President), Stephanie Baldwin, Amy Hartl, Graham Hartl, Brenda Johnson, Phil Aston, Julia Oaks, Tingting Zhou, Mia Tait, Gary Liu

Note: President and Head Coach do not vote on motions.

1. Call to Order

- Meeting called to order by the Chair/President at 7:15pm
- Confirmation of quorum: Yes all directors present (Acting President, Treasurer, Registrar and Secretary + committee members and members and head coach (see attendance).
- Introduction of board members present

2. Approval of Agenda

- Motion to approve the agenda for the Fall 2025 AGM (Moved by Tori, Seconded by Chantal - All in favour - 22 yes, 0 No)

3. Adoption of Previous AGM minutes

- Review and approval of minutes from the June 2025 AGM
- Motion to approve (Moved by Carrie, Seconded by Steph - All in favour - 22 Yes, 0 No)

4. Presentation of Reports

Summary of activities since the June 2025 AGM, achievements, and challenges:

i. President/Vice President's Report

- Summary provided by Brandi Spiers-Rogers, as presented at meeting:

I am just giving a very brief overview of what has happened in the past year as I did just give this overview back in June. We are actually having this board meeting to align with our fiscal year so that we can go over last year's finances and vote on them plus a few key roles as well but in terms of my report, not much has changed as we've only been swimming another month now. Our last year's board faced quite a few challenges starting out as we were all new and did not have a ton of help from past members board. The previous board to us 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. So when we took over, our finances were messy, but after we took it to an accountant and we were able to send out bills and pay bills 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. Just to put that in perspective, the previous year (2023) we had gotten \$18,000 which helped cover coaching payroll and expenses. I am happy to report though that we were able to make it through last year by being very diligent on any money coming in and out plus we had numerous fundraisers to try to compensate for the gaming grant not received. Chris will talk more to the numbers shortly. We also had some major meetings with the city regarding their increases this coming year and keeping our cost low for the future as they had been looking to offset their deficit by increasing our fees again in a huge way. After a lot of work put in by the board, we are happy to report that over the next two years our fees will not be going up a significant amount and we are working together with them to build a better partnership.

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 this next year (thanks Chris). We were able to make some important purchase like backstroke wedges to practice with and already this year, we have been able to replace some key equipment for the coaches and things to be used for our meets like a laptop. I will let Carmen talk about our club numbers and also Jackson to talk about the team specific achievements and challenges this past year.

In closing, I would just like to say thank you to the board for working so hard this year to make sure that we could start our season. We still have a lot of work to do to update our bylaws/business practices, but I look forward to building this club and helping to make it as successful as we can, but that does take more parents help as we are all volunteers and we are all busy with our lives outside of the pool but more help would make it easier on the few of us doing the majority right now. Thank you!

ii. Treasurer's Report

- Summary provided by Chris Bergen, as presented at meeting:

Reporting on 2024-2025 season (September 1, 2024 to August 31, 2025)

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

Closing balance: \$7,146.56 (General account: \$6,945.46 and Gaming account: \$201.10)

Community Gaming Grant: \$0

Total Revenues: \$118,031.22

Total Expenses: \$121,747.17

Coaching costs (32%), coach meet expenses (6%), pool rental/lane costs (19%), remits (14%)

Equipment costs: \$3,340.92 which includes backstroke wedges, swim caps and a starter mic.

Cranbrook swim meets generated \$10,117.55 but \$5,532.00 was from the 2023-2024 season that was collected in Sep'24.

Remit payments were higher than usual as total shortfall of \$5159.31 from the 2023-2024 season was paid in this season along with late penalties totalling \$505.37 for late payments to CRA and T4s issued late in the 2023-2024 season.

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

Chris also noted during the meeting:

- This year, we are not charging up front for volunteer fees. Volunteer fees will be collected at the end of the year. All outstanding volunteer fees have been refunded for last year.
- \$2471 in credit card fees from past year, which is why we have implemented a 2.9% surcharge for credit card transactions (STRIPE 2.9% + \$0.30 per transaction).
- PoolQueue charges an additional 0.2% per transaction; therefore, suggested motion to charge 3.1% per credit card transaction

At the June 2025 AGM, the financial statements for 2023-2024 were presented and approved.

- Motion to approve the 2024-2025 financial statements (distributed during the meeting) and report (Moved by Chantal, Seconded by Tori - All in favor - 22 Yes, 0 No)

iii. Registrar's Report

- Summary provided by Carmen Bergen, as presented at meeting:

As shared in the June AGM, 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. In group 3 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. We will be looking at offering a modified group 4 for swimmers who participate in spring sports in order to meet the needs of a number of swimmers who participate in multiple sports. Some of the change in numbers from each group was due to students moving up levels.

This year we have implemented a commitment model where the fees for the year have been divided up into 6 equal payments. If swimmers choose to leave the club prior to December 31 they are eligible to receive a refund of 50% of the fees. Withdrawal from the Triton any time after December 30th will have no fees refunded. If swimmers change levels, the difference in fees will be calculated using a formula based on the cost per week. 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.

- At the meeting, Carmen invited members to share feedback on draft handbook prior to Oct. 29th board meeting. i.e. Rename it from Parent Handbook to "Tritons" Handbook.

iv. Head Coach Report

From Coach Jackson, as reported at the meeting:

- Last report (June 2025), we were going into divisionals.
- Group 4 has grown substantially.
- More provincial qualifiers last year than in previous years.
- 35 registered in Pentathlon so far; 18 registered in Lethbridge already.
- Practice Tuesdays and Saturdays has changed to keep morale up using new techniques Jackson learned over the summer.
- Aim to fall in love with racing and practice performance = Jackson choosing half the races for meets this year to push them. Fernie and Nelson don't allow their swimmers to choose any races. Jackson may choose all races for one meet this year.

v. Committee and Manager Reports:

Fundraising Committee

As reported at the meeting by Amy Hartl:

- Amy spoke to the need for volunteers/Thank you to the Board

- Season Sponsor Plan/Packages – Amy invites parents to get the word out and seek out sponsors. Letters distributed to parents at the meeting that they can share with potential sponsors.
- Update on 50/50 Draw – wraps up Oct. 18
- Upcoming Mitchell's Soup Fundraiser – starts on Oct. 20
- Flipgive (on-going fundraiser) hard push towards Christmas
- Encourage parents to help out at meets – Pentathlon will be the first opportunity this year to volunteer at meets. Information on training to a meet official (i.e. timer) will go out soon

Socials Committee

As reported at the meeting by Chantal Walters:

- Encourage parents to share over Facebook and Instagram
- Please follow and share our Social Accounts
- WhatsApp Team Chat – link has been shared with parents
- A separate WhatsApp chat is created for swim meets
- Swim Meets - please send photos via Facebook Messenger or IG NOT WhatsApp Chat

Officials Committee

As reported at the meeting by Julia Oaks:

- Julia organizes training for Fernie and Cranbrook and is working with Aisha (higher level official) who can oversee Julia's training. Email Julia to do training to become a timer or safety official. Inspector of Turns is the next level, and ideally we'll get everyone bumped up a level. If interested in volunteering at meets, email ctscofficials@gmail.com.
- Julia will verify expired officials who need to renew certification.

Meet Manager

As reported at the meeting by Stephanie Baldwin:

- Last season, instead of running two full meets, we held two smaller ones. A good opportunity for parents to do officials training. This season, the Pentathlon is going to be a low-key, local meet (Otters have been invited, but not sure if we're expecting them to attend). The Pentathlon will also offer a 1500m freestyle, but only one heat.
- Full meet in May will require more volunteers (usually we cap at about 250 swimmers). Min 40 officials include Judges of Stroke, Judges of Turns
- Steph will not continue as Meet Manager next season, so she invites others to shadow during May meet in order to learn the role.
- Jackson invites swimmers to arrive at pool for their first heat (not necessarily for warm up if warm up is really early and their first heat is hours later)

Team Manager

As reported at the meeting by Niki Walkey:

- Niki will send out a What's App chat invite for each meet. Watch for emails regarding hotels for certain meets.

Equipment Manager

Summary provided by Andrea Spowart and presented in their absence:

- Poseidon T-Shirt orders – pre-order for 20+ shirts have been made, but any shirts ordered after Oct. 3 will be available after the Pentathlon.
- Pro-Shop (Old gear, New gear)
- Ideas for pro-shop: mesh swim bags, croc charms, stickers

5. Election of Directors - President/Vice President/Registrar

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.

At the time of June 2025 AGM, there were 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 2025 AGM at which time Carmen would move into position of Vice President and Brandi would move into position of President

Carmen steps down as Registrar.

Motion to elect Tiffany as Registrar for two year term until Fall 2027 AGM (Moved by Carmen, Seconded by Julie - All in favor - 22 Yes, 0 No)

Brandi steps down as Vice President.

Motion to elect Carmen as Vice President for two year term until Fall 2027 AGM (Moved by Niki, Seconded by Phil - All in favour - 22 Yes, 0 No)

Motion to elect Brandi as President for a one-year term until Fall 2026 AGM (Moved by Amy, Seconded by Steph - All in favour - 22 Yes, 0 No)

6. Open Floor

(for member questions, comments, or motions)

Coach Greg hasn't messaged Jackson back yet.

Inquiry about Swimathon – Jackson says we're planning to do one in the new year.

Masters currently runs in the evenings. Masters cannot swim in a lane with the kids. 5 swimmers/lane would be enough interest to open up morning times for Masters (6:30-7:30am)

7. Next Board Meeting:

October 29th, 2025 at 7:15 p.m. At Rella, Paolini & Rogers office on 12th Ave S near Lucky Star

8. Adjournment: 8:18pm (Moved by Chantal, Seconded by Laura - All in favor - 22 Yes, 0 No)