



EKSC Board of Directors Meeting Agenda/Minutes

Date & Time April 7, 2025; 7:00 pm

Attendees

Sara, Chris,
Cathy, Anj,
Heather, Erica,
Tarek

Location: Virtual

Regrets Paul,
Ian, Darren

Board Meeting	
Agenda Item	Minutes / Decision / Action
1. Approvals	
1.1 Welcome and Call to Order	1.1 Sara called meeting to order at 1905
1.2 Approval of Agenda	1.2 Motion to approve agenda made by Cathy and seconded by Anj No additions.
1.3 Approval of Previous Minutes – March 10, 2025	1.3 1.3 Motion to Approve March 10, 2025 meeting minutes. Motion made by Anj and seconded by Sara.
2. New Business	

2.1 Canadian Open Preparations (Sara/Cathy) 2.1.1 Record of Decision (Darren/Chris) 2.1.2 CIP Project grant approved for \$50 000.00 2.2 Motion To renew Keyano's bingo license with the Parkway Bingo Association from September 1, 2025 to August 31, 2027. 2.3 Motion To renew Keyano's bingo license with the Castledowns Bingo Association from August 1, 2025 to July 31, 2027.	2.1 Preparations done. Swim Canada officials are arriving. 2.1.1 Record of decision on Rec Tec Purchase - being completed with Darren and the City. will be updated once there is a confirmed decision. Received approval for the CIP grant. \$50,000 shared with Swim Canada. EKSC has approached Swim Canada to share more than half due to the grant being large due to the Rec Tech inclusion. Chris worked with the City to get the cable and conduit complete. Rec Tech approved this and reduced the cost by \$11,000. EKSC owing \$ 49, 000 Andre Pardo, Chris Nelson and Shane Beeler are being trained at Canadian Open to be the EKSC experts and will be the trainers moving forward. Motion to approve : Defer to next meeting 2.2 Motion: Motion To renew Keyano's bingo license with the Parkway Bingo Association from September 1, 2025 to August 31, 2027. Motion made by Anj and seconded by Heather. ALL in favour. Motion carried. 2.3 Motion: Motion To renew Keyano's bingo license with the Castledowns Bingo Association from August 1, 2025 to July 31, 2027. Motion made by Erica and seconded by Heather. ALL in favour. Motion carried.
3. Ongoing Business	
3.1 Participation Points Policy 3.2 Bylaw submission (Cathy) 3.3 Annual Return (Cathy) 3.4 CIBC - Signing Authority (Darren/Chris) 3.5 CRA - (Sara)	3.1 Stephanie Slee and Linda Bowie have reviewed the participation points policy and are requesting a review meeting with Chris and Sara. For approval at the next meeting. Removed the specific points for each position to be used as a guide rather than as a policy. Chris and Sara will bring it forward to the EKSC board at the May meeting. Goal is to have it in place for the 2025-2026 season. 3.2 Chris and Darren to finalize signing of final audit documents. Once signed Cathy will submit the Bylaw as well as the Annual return.

3.6 Board Orientation (Sara / Darren) 3.7 Varsity Program Update (Paul) 3.7.1 Alumni collaboration 3.8 Safe Sport Committee (Erica) 3.8.1 Dare to Care 3.8.2 Update on ToR 3.8.3 Update on policy framework	3.4 CIBC wants the letter of direction to be signed by the bank authority signatures. This means that non-board members will be signing. Chris to have the EKSC board sign a letter for our purposes and add the CIBC elements as required. Sara and Chris to compose the letter and the board will sign this week. Tarek asked re: Servus Credit Union as an option. Chris indicated it was included in the last round of looking to move. CIBC was chosen as it had a dedicated non-profit department and the interest rate was good. 3.5 Jill called. She is not the name on the account . The CRA gave Jill the work around and Chris and Sara to work on it this week. 3.6 Request for other board members to look through and make recommendations as needed for their particular roles. 3.7 Meeting with a secondary focus group led by some alumni and tied in Swim Alberta. UofA will not be competing at USport next year. Create an environment where varsity age athletes can swim while they attend the UofA. UofA alumni made a \$35,000 donation to help with supporting athletes for September. 3.8. Waiting for a date to meet. Recommending that we need to have members for the committee before we move forward with details. Erica is aiming for a ToR and a process to test by the next meeting. 3.8.1 Chris awaiting confirmation of dates for Dare to Care Will send out messaging to members re: mandatory nature of program
4. Committees Reports & Questions	

4.1 Safe Sport Committee (Erica)	4.1 See above.
4.2 Finance & Audit Committee (Darren)	As noted above
4.3 Competitions & Officials Committee (Cathy/Sara)	As noted above
4.4 General Manager Report (Chris) 4.4.1 Pool Allocation Update	Attached
4.5 Head Coach Report (Paul)	Deferred
4.6 Fundraising Committee (Creation)	Deferred
5. Roundtable	
5.1 Next Meeting	May 5 , 2025 MS TEAMS
5.2 Questions	Erica asked re: where the agenda. minutes and reports are stored. They are stored in the EKSC Shared Drive/Agendas,Minutes,Reports and organized by month and year.
5.3 Adjournment	Meeting adjourned by Sara @19:51

* GM Report Below

Head Coach Report Deferred

General Manager Report for BOD Meeting: Apr 2025

FINANCIALS

1. Balance Sheet
 - Balance sheet to Feb 28 is included.
 - \$119k deposited from Keyano safe (multiple) on Mar 12 will show on next report.
 - \$50k deposited from UofA Alumni (deferred) on Mar 27.
 - Note: "Undeposited funds" is a Pool term for transactions that have actually been completed and are awaiting manual classification from Jie. This line can be added to the Operating Account for a true account balance at any point in time.
 - Pool Payment will be made again in May, utilizing the remainder of our Consolidated Bingo Account funds. ***** The AGLC has changed its policies regarding organizations with multiple bingo accounts in an effort to make things easier on AGLC organizations: Keyano has been instructed to spend the remaining balance in our Consolidated Bingo account and then close that account prior to August 31, 2025.**
 - No balance sheet issues at this time.
2. P&L Year-to-date
 - P&L report is included to Feb 28.
 - No matters of concern.
 - Showing a profit of \$79k at this time:
 - Remember that our target is a profit of ~\$80-90k at Jun 30 annually because our annual training fees have a last payment in June. July & August run planned losses as annual & summer expenses remain while income is at its lowest.
 - Keyano is on track for a slight profit at the end of the year; our budget was for a -\$25,000 loss, however, we have done exceptionally well with registration in every program this season, exceeding the 90-95% capacity that was budgeted. We are having an excellent year financially.
3. Audit for FYE 2023-24
 - Audit is complete. Signed copies to be sent to CIBC (done), Alberta Registries, and Swim Alberta (in fall).
4. CIP-Project Grant
 - Grant approved! We have been approved for \$50,000, which will be shared with Swimming Canada.
5. BOD Changeover
 - CIBC:
 - Darren working on his addition as Card Officer (will replace Ryan Mo).
 - Forms sent to CIBC in Jan; following up with CIBC
 - Online (CMO) authorization to follow.
 - Darren signed letters of direction in Feb.
 - CIBC replied late March asking for the letters to be signed by additional officers of the bank accounts at CIBC – this poses an issue for the club where CIBC is actually insisting that a letter of direction from Keyano's Board of Directors be signed potentially by non-board members.

- This is a conflict for which Darren is following up with the CIBC.
 - Awaiting CIBC.
- Bank account authorization to follow.
 - Darren signed letters of direction in Feb. Awaiting CIBC.
- CRA:
 - Sara / Darren trying to recover CRA MyBusiness passwords.
 - Jill Edwards called and could not gain access... she is not the one.
 - Chris will now try to update through his own MyCRA, however, he will need the new Annual Returns (once Financial Statement is submitted to Alberta Registries).
- Google Suites:
 - Sara / Darren trying to recover overriding admin password
 - Want to set up a shared drive with club admin and BOD to have shared space.
 - We need to have better means of storing information; first step is having access to our own Google Suites top-level security clearance.
- Quickbooks Online:
 - Complete. Chris & Darren share password & access.

FUNDRAISING & VOLUNTEERING

1. Bingos
 - BINGO LICENSE RENEWAL:
 - o 2 Motions required this month:
 1. To renew Keyano's bingo license with the Parkway Bingo Association from September 1, 2025 to August 31, 2027.
 2. To renew Keyano's bingo license with the Castle Downs Bingo Association from August 1, 2025 to July 31, 2027.
2. Casino
 - Casino Proceeds received! \$79,762 deposited from AGLC on February 18.
 - CASINO has been approved for Q3 2026 (Jul, Aug, Sep)... this is slightly sooner than expected (usually at least a 2-yr wait).
3. Officials
 - We are fully swamped with Canadian Open this week.
 - Will debrief and report back as necessary after the Open.
4. Bingo Policy
 - Reviewing bingo policy to include a section for fundraising (Benevity, etc) to contribute towards Bingo credits. To be reviewed at a later date.

OPERATIONS - REGULAR

1. University of Alberta Varsity Program
 - UASTAS has made a donation to Keyano of \$35,000 to cover expenses towards the upcoming season and new UofA Club entity.
 - This gives Keyano the certainty that it can move ahead with supporting the new program for the next season+ and keep varsity-level swimming alive and a pathway to thrive again in Edmonton.
2. Competitions Committee:
 - Review of Points policy underway with Stephanie Slee and Linda Bowie providing volunteer help.
 - Policy review includes removing process-level wording, mandatory shift definition.
3. Staff:
 - Continue to add part time coaches.
 - Many changes in group coach and one performance coach, Glen P, who has accepted a position as head coach for triathlon.
 - Administratively complicated as more than 10 coaches have changed their schedules / contracts within the last few weeks; all precautions taken to ensure accurate pay and adjustments for all changes.
4. Swim Alberta, Competitions Committee (Chris)
 - No March meeting due to competitions.
5. Sport Lomo – Swimming Canada's brand-new registration system:
 - We will be posting EKI shortly. This will be our first meet of the season on the new platform.
 - As witnessed at USPORTS and Canadian Open, two of the first meets to fully use the new platform, there are still some bugs to be worked out.
6. Dare to Care:
 - Chris has contacted Dare to Care and offered 8 dates, 3 of which will be the final D2C sessions of the 2024-25 season.
 - Completion of the course by at least 1 parent per family is required in order to preregister for 2025-26.
7. Canadian Open – Webcast legacy project
 - The CIP Grant was approved, ensuring that the cost of this project will not fall predominantly on Keyano.
 - Chris has worked with City electricians to ensure cabling / conduit is installed at the city level.
 - RecTec has confirmed this work is complete and reduced the project proposed cost a further \$11,000... the project has been reduced from \$65,000 to a final estimate of \$49,000.
8. City of Edmonton – Swim Meet Infrastructure
 - Improvements continue, with webcast system now included. This system may also upgrade the Kinsmen scoreboard to a more manageable, appealing display.

9. City of Edmonton, HPP

- Fall Allocation (Kinsmen)
 - Conflict resolution completed in March.
 - The single most stressful process of every year; all aquatic user groups make requests for as much pool time as they want, and then come together in a city-mediated meeting to decide who wins every conflict.
- Summer Allocation (Kinsmen)
 - This took place in January.
 - Originally slated to be all 25m. We were successful in convincing the Kinsmen to continue the summer in 50m format, as has been the case for all non-pandemic seasons.
 - Successful allocation process; Keyano has the pool time required for training into summer championship meets and summer camps.
- Summer Allocation (outdoor pools)
 - This process started the first week of February.
 - All outdoor pools are set to open the last week of June.
 - Keyano has QE Pool reserved for summer camps and is working on an agreement to expand in August. Keyano is looking at great access to pool space for summer camps.

10. Training Schedules – Kinsmen Events impact training

- April training schedules due to Kinsmen events were posted at the end of Spring break. There are more April events than ever before, causing continued complications to training schedules. The Kinsmen appears to solicit as many competitions at a national and provincial level as possible.

11. City of Edmonton, Shutdowns & Maintenance

- Deep Tank is now delayed opening until at least May 2025.
- No further COE shutdowns in community facilities this season
- DSM is scheduled for maintenance from Aug 6 thru mid-September. This is thanks to our own request to start earlier shutdowns in August to avoid late reopening (used to reopen around Thanksgiving). This allows us to start programs with very little impact from shutdowns.
- We are waiting on shutdown announcements for City of Edmonton facilities in 2025-26

12. 2024-25 Events (Kinsmen)

- Oct 12, Oktoberfest – DONE!
- Dec 6-8, Candy Cane – DONE!
- Jan 17-19, Blue Bears – DONE!
- Jan 31-2, Edmonton Open – DONE!
- Apr 9-12, Canadian Open – Final steps – hosting this week!
- July 3-6, EK1 – Meet package to be posted after Canadian Open

13. Payroll

- No current issues.

14. Odds & Ends

- Business license renewed
- Travel Medical Insurance renewed for international-traveling coaches
- Business insurance policy renewed
- Hypothecated-GIC renewed.
- SMI insurance policy renewed
- Proof of Liability Insurance provided to City of Edmonton

15. Canadian Open

- 2027 changed dates from April to June (swap dates with Trials) due to change in international calendar.
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Statement of Activity
Edmonton Keyano Swim Club
September 1, 2024-February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 MEMBERSHIP	0
4020 Annual Registration Fee	106,410.00
4030 Training Fees (Keyano)	\$603,010.79
4031 Refunds on Training Fees	-2,435.49
Total for 4030 Training Fees (Keyano)	\$600,575.30
4040 Training Fees - RGC	32,217.24
4050 Membership Activities	-18.90
4060 Multi-Swimmer Discounts	-50.00
4350 Training Fees - U of A	52,571.50
4360 Training Fees - YMCA	36,655.00
4400 Camp Revenue	-159.00
Total for 4000 MEMBERSHIP	\$828,201.14
4100 MEET INCOME	0
4120 Meet Entries (Members)	70,551.50
4130 Meet Entries (Attending Clubs)	86,083.00
4150 Meet Travel Recovery Income	26,425.02
Total for 4100 MEET INCOME	\$183,059.52
4200 GRANTS/GOVERNMENT FUNDING	0
4210 Swim Alberta Club Funding	15,000.00
4240 Swimming Canada	-2,500.00
4295 Grants - Swim Canada Funding	75.00
4300 Sponsorship/Donations	1,000.00
Total for 4200 GRANTS/GOVERNMENT FUNDING	\$13,575.00
4500 CASINO/GAMING	0
4550 Bingo Revenue	124,393.00
Total for 4500 CASINO/GAMING	\$124,393.00
4600 OTHER INCOME	0
4700 Pro Shop Sales	8,817.50
4900 Interest Income	14,185.53
4999 Miscellaneous Income	600.00
Total for 4600 OTHER INCOME	\$23,603.03
Total for Income	\$1,172,831.69
Cost of Goods Sold	
Gross Profit	\$1,172,831.69
Expenses	
6000 MEMBERSHIP EXPENSES	-\$1,417.11
6020 Annual Registration Fees	100,977.36
6040 Membership Activity Expenses	24,053.01
6085 Team Unify Expense	654.00
Total for 6000 MEMBERSHIP EXPENSES	\$124,267.26
6100 MEET EXPENSES	0
6115 Awards/Trophies/Prizes	4,865.84
6130 Meet Supplies	264.60

Edmonton Keyano Swim Club
September 1, 2024-February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
6140 Hospitality, Meals & Entertainment	12,404.87
6150 Meet Entry Fees	56,454.61
6165 Other Meet Expense	117.23
6179 TRAVEL - Meets	0
6180 Flights	51,027.82
6181 Ground Transport	3,543.82
6182 Accomodations	7,028.11
6185 Per Diems, Meals & Entertainment	10,511.44
6186 Travel - Other	5,039.06
Total for 6179 TRAVEL - Meets	\$77,150.25
Total for 6100 MEET EXPENSES	\$151,257.40
6300 COACHING	0
6325 Meals & Entertainment	323.65
6330 Memberships, Dues & Certification	3,285.00
6340 Coaching Supplies	182.34
6350 Education & Training	4,829.14
6380 Travel Expenses	3,820.40
Total for 6300 COACHING	\$12,440.53
6400 HIGH PERFORMANCE DEVELOPMENT	0
6480 Equipment	86.06
6490 Subsidies (High Performance Budget)	1,988.37
Total for 6400 HIGH PERFORMANCE DEVELOPMENT	\$2,074.43
7000 ADMINISTRATION	\$89.50
7010 Advertising & Promotional Activity	10,821.08
7040 Bank charges	105.47
7070 Credit Card Merchant Fees	25,045.04
7200 Facility Rental - Office	4,005.78
7225 Facility Rent - POOLS	261,470.23
7300 Insurance	12.85
7350 IT and Communications	2,820.72
7415 Licences & Subscriptions	147.42
7500 Office Supplies/Equipment (Non Asset)	7,099.28
7520 Payroll Service	1,034.00
7530 Postage/Courier/Copying	45.09
7535 PROFESSIONAL FEES	0
7555 Legal Fees	92.00
Total for 7535 PROFESSIONAL FEES	\$92.00
7600 Staffing Salaries & Wages	0
7620 Salaries, Wages & Contract Staff	461,257.30
7650 CPP Expense - Employer	17,709.97
7660 EI Expense - Employer	7,657.79
7670 Staff Benefits	1,650.00
Total for 7600 Staffing Salaries & Wages	\$488,275.06

Edmonton Keyano Swim Club
September 1, 2024-February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
8000 CASINO/GAMING EXPENSES	\$2,539.95
8450 Casino Expenses (Use of Proceeds AGLC)	45.50
Total for 8000 CASINO/GAMING EXPENSES	\$2,585.45
Total for Expenses	\$1,093,688.59
Other Income	
Other Expenses	
Profit	\$79,143.10