



*Edmonton Keyano Swim Club*

### **Board of Directors Meeting Minutes**

Date: Tuesday, May 14, 2019

Time: 4:30 pm - 6:30 pm

Presiding: Jill Edwards

Location: Boardroom, Kinsmen Sports Centre

Recorder: Kristi Williams

**Attendance:** Rob Cole, Troy Long, Eugene Chomey, Larry Liang, Cian O'Kelly, Jill Edwards, Clare Hickson, Jane Forest, Kristi Williams, Paul Birmingham\*

**Regrets:** Chris Nelson

#### **1. Welcome and Call to Order**

Jill Edwards called the meeting to order at 4:40 pm.

#### **2. Approval of Agenda**

A motion was brought forward by Clare Hickson and seconded by Larry Liang that the agenda be approved.

**CARRIED**

#### **3. Approval of Minutes from Previous Meeting**

A motion was brought forward by Cian O'Kelly and seconded by Rob Cole to approve the minutes from April 17, 2019 with one correction as discussed.

**CARRIED**

A motion was made and approved unanimously by email to approve the minutes of the meeting on Saturday, April 27, 2019.

**CARRIED**

#### **4. In Camera Session - not required**

**\*Joined meeting at 5:30**

## **5. Ongoing Business**

### **5.1. Strategic Planning Session - April 27, 2019**

- Chris and Paul have put together a presentation for members at the Town Hall.
- They will discuss a “Year in Review” to recap the past swim season.
- Their presentation will cover the “5 Pillars” and the goals within each pillar over Phases 1, 2, and 3.
- Paul will discuss the MOU with the University of Alberta.

### **5.2. Annual General Meeting**

- Notice for the AGM was sent to all members Monday, May 13 via email.
- Both Larry’s and Clare’s positions are up for re-election.
- Our auditor will be present to explain the year end financial audit and will also act as scrutineer.
- The budget will not be presented at the AGM.
- Reports will be given regarding the progress made with respect to committee development, future planning, and the transitions undergone within the club over the past season.
- Each Board -Committee liaison will provide a brief statement for Jill to present regarding each committee (goals, progress, and success).

## **6. New Business**

### **6.1. Bingo License Application for Parkway and Castledowns**

- The motion to approve the Castledowns Bingo License application was made via email and was unanimously approved on May 12, 2019.

**CARRIED**

- Jane Forest motioned to approve the Parkway Bingo License Application from September 1, 2019 - August 31, 2021; Rob cole seconded the motion. All approved.

**CARRIED**

## **7. Standing Reports**

### **7.1. Head Coach Report**

- Paul is prepared for the Town Hall on May 22; the topics he will cover include the U of A MOU, the relationship with Paul Sadler, the introduction of two streams to our program, and the changes to group structure.
- The biggest concern for EKSC going forward is the number of swimming pool closures and the resulting effect on the recruitment of new members to our club, especially at the developmental level. Chris is working with the city on behalf of EKSC to hasten the opening of Jasper Place and Bonnie Doon, and minimize the closure time of other pools for maintenance.

## **7.2 General Manager Report**

- Raffle: Winner was drawn and amount won was \$2947.50. The winner's name needs to be posted (AGLC rule).
- Profit & Loss Statement: It was discussed that a note or explanation could be included on the statement to mention that pool expenses have not been billed.
- Visa Points: Chris now has access to the Visa points. There was a discussion regarding the best use of the points for best value and most "fair" allocation.

Eugene Chomey motioned to approve converting the RBC Visa Credit Card points to "cash back" to offset the merchant fees. Kristi Williams seconded the motion. All in favour.

**CARRIED**

## **7.3 Head of Development Report**

- Chris has been focused on preparation for the Town Hall next week.

## **7.4 Financial/Treasurer Report**

- Jane is in the process of seeking proposals from various banks to potentially make a change for better services and lower fees. Along with the Finance and Audit Committee, they are hoping to have decided by mid-June which bank has the best options for Keyano.
- Jane has let our current auditor know that we are seeking other tenders for auditors. We currently have two tenders which will present their estimate to the Finance and Audit Committee. Jane is wanting to have new auditors approved by the Finance and Audit Committee and then approved by the members around the time of the AGM.
- Jane motioned to approve Joanna O'Croinin as a member of the Finance and Audit Committee. Clare seconded the motion. All approved.

**CARRIED**

- Eugene motioned that all appointed members of the Finance and Audit Committee have full voting rights. Clare seconded the motion. All approved.

**CARRIED**

## **8. Committee Reports**

### **8.1 HR & Legal Committee**

- This committee has nothing to report at this time.

### **8.2 Finance & Audit Committee**

- Jo O'Cronin has joined the committee.
- Currently working on search for better bank options and less expensive auditors.

### **8.3 Alumni Committee**

- The Alumni event at EKI was well received however attendance could have been better. It was a start and Cian thinks that if Calgary teams would have attended the meet, the numbers at the event would have been significantly better.
- Having the U of A alumni attend will also help.

#### **8.4 Team Travel Committee**

- The committee is currently working on the development of the guidelines and policies for Team Travel meets.
- There is a Swim Alberta template that has been helpful; the committee is trying to not be too restrictive.

#### **8.5 Bingo Committee**

- The committee has met and all is going well.

#### **8.6 Competition Committee**

- Parent participation is an ongoing problem. The Volunteer Co-Ordinator was very frustrated with the slow and sparse sign up for EKI.
- The committee is reviewing the Points Policy.
- The committee is about 75% finished the Meet Manager Handbook.
- It was suggested that an education night for new parents at the beginning of the season would be helpful in educating them about volunteering for swim meets.

#### **8.7 Fundraising Committee**

- The committee is meeting at the end of the week.
- Fundraising commitment reconciliation will take place after June 1.

### **9. Adjournment**

A motion was brought forward by Clare Hickson to adjourn the meeting.

**Meeting adjourned by 6:45pm.**