



EKSC Board of Directors Meeting Agenda/Minutes

Date & Time February 10, 2025; 7:30 pm

Attendees Sara, Paul, Ian, Anj, Tarek, Darren, Cathy, Chris, Heather,

Location: Virtual

Regrets
Erica

Board Meeting	
Agenda Item	Minutes / Decision / Action
1. Approvals	
1.1 Welcome and Call to Order	1.1 Sara called meeting to order at 1934
1.2 Approval of Agenda	1.2 Motion to approve agenda made by Darren and seconded by Anj. No additions.
1.3 Approval of Previous Minutes - Nov and Dec 2024, January 2025	1.3 Motion to Approve Dec 2024 and January 2025 meeting minutes. Motion by Heather and seconded by Anj.
2. New Business	
2.1 Office Administrator (Chris)	2.1 Hired Lindsay Thomas as office Admin part-time. Has been working at the office for 3 weeks. Currently, getting to know the role. Starting to take on the first point of contact for members - phone calls and emails.
2.2 Canadian Open Webcasting Equipment (Chris)	2.2 Legacy project for EKSC. Chris asked for a quote for the equipment in September 2024 - RecTek @ \$ 65 000 system. CBC level of webcasting -

	bringing it to 21 Century for swimming. Chris has applied for a CIP grant for the Canadian Open - the webcast system is in the grant request. The grant response will not come until after the Canadian Open. Therefore there is no guarantee that it will be covered (fully or partially). The second unknown is if the City will either purchase the equipment from EKSC for use by others; Budget from City to “pitch in” (Chris is meeting with the City February 12, 2025); need an agreement in place with the City for continued use; or EKSC will own it and rent it out to other users. Kinsmen has pre-approved installation if we go ahead. Chris’s advice is that we stop pursuing the purchase if the City does not provide a written agreement on usage. <u>Ian</u> - question re: installation complexity. Chris states it can be integrated and communicates from the timing system directly. Audio is overlaid for example at finals if there is an announcer. Cameras (4 of them) are static - not moving. Software license for 2 years - includes the main console that is mounted in the booth upstairs. The licensing fee is \$5500 every 2 years. question: Is it useful to other user groups in terms of rental potential. Chris - yes it can be used by other clubs and meet their needs as well. <u>Darren</u> - Age of Blaze system? Will it be changing? Chris - Even if there is a change (ie - score board changes) the data files will still be able to communicate. The grant is up to \$ 135 000. <u>Tarek</u> - How much is EKSC responsible for if the City does not come through with funding? Chris - essentially EKSC would be paying \$65 000-\$ 70 000 total. The advantage to the City is that it prevents them from following behind ie - high performance Event Centre to catch up on webcasting availability. <u>Paul</u> - Concerned about it becoming obsolete; EKSC needs more return ie - the community also utilizes it as there are only 3 meets per year that it would be appropriate for; need to either have control and EKSC leases it to other clubs <u>Sara</u> - Who does maintenance? Are they in Sweden or is there someone local? Chris - there is no grant available after this year. It is tied to the Grant application for the Canadian Open - the purpose of the grant is that EKSC will
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	take on the system with or without the grant BUT not without the support and guarantees of the City. <u>Anj</u> - Who is responsible if it is wrecked ? Chris - it would be insured. Action - Chris will meet with the City on Wednesday and have these items in mind. Chris will meet with Rec Tec afterwards with an update. Chris will send updates to the board via email.
2.3 Club Volunteering (Chris) 2.3.1 Benevity - Action items 1. Ian to check with Telus regarding EKSC 2. Darren to work on wording for bingo Policy - change would be for Sept 2025 implementation.	2.3.1 - Darren - tabled (still looking into it) Ian - EKSC is not recognized by Telus as a “charity for good”. Ian has sent another email for clarity from Telus.
3. Ongoing Business	
3.1 Participation Points - (Sara)Stephanie Slee and Linda Bowie to Review policy (remove specific point allocation) Timeline Sept 2025 Implementation. 3.2 2024 Audit (Chris and Darren) - Auditor is ready for audit and Finance committee 3.3 Bylaw submission (Cathy & Anj) 3.4 CIBC - Signing Authority 3.5 CRA - (Sara) Jill to call CRA 3.6 Board Orientation (Sara / Darren) 3.6.1 Orientation Overview Document - Reviews complete? 3.6.2 Bylaws 3.6.3 CIBC - signing authority changes	3.1- Work is in progress. Report back at the next meeting with a preliminary draft. <u>Chris</u> - concerned with lack of reciprocation with the Olympian Swim Club and others. In addition, EKSC volunteers are helping at a lot of swim meets and causing a conflict with the members fulfilling shifts at our meets. <u>Sara</u> - Could start to discuss with other Club presidents. Action - Communicate to Stephanie that the board will support her in this. 3.2 - The auditor has completed a draft. Comment = EKSC is in good order; no concerns. Profit from the year was \$ 11 000 - which is acceptable as a non-profit. Darren and Chris will meet Thursday (Feb 13, 2025) to develop the framework and then connect with Tarek to review. The recommendation will come to the board afterwards (aim for March BofD meeting). 3.4 - CIBC needs cell phone type etc. for the new board members. 3.5 - CRA password is still unknown. Jill Edwards may be on the document with CRA. Need to discuss with Jill Edwards calling into the CRA to reset password.

3.6.4 CRA - Passover of password 3.6.5 Google Suites- Passover of password 3.6.6 QBO - Passover of password 3.7 Varsity Program Update (Paul) 3.7.1 Alumni collaboration 3.8 Safe Sport Committee (Erica) 3.8.1 Update on ToR 3.8.2 Update on policy framework	3.6.1- No feedback on the document Darren circulated. Requesting feedback before the March meeting. 3.6.2. 3.6.2, 3.6.3, 3.6.4, 3.6.5, 3.6.6 - are a part of the board orientation document to be reviewed 3.7 - Another meeting had. They are looking to finalize the TOR. Have agreed to use the remaining money to support athletes for next year. Current team members have been notified that they will continue to be supported next year. 3.7.1 - Sara and Chris attended this meeting today. The message is consistent with not pushing the U of A to have a swim team. The sense is that they are willing to think outside the box ie - swim club that is not a university sponsored team. EKSC role is supportive of the current swimmers and be ready to support as things develop. 3.8 - Tabled.
4. Committees Reports & Questions	
4.1 Safe Sport Committee (Erica) 4.1.1	Tabled
4.2 Finance & Audit Committee (Darren)	As noted above.
4.3 Competitions & Officials Committee (Cathy/Sara)	As above - participation points
4.4 General Manager Report (Chris)	Attached.
4.5 Head Coach Report (Paul)	Attached.
4.6 Fundraising Committee (Creation)	Deferred

5. Roundtable	
	<u>Anj</u> - Swim Meets- Could we develop a document that has the information on what the old chair for each role did in the past? Chris - this has been developed already; direct people to Chris for access.
5.1 Next Meeting	March 10 , 2025 MS TEAMS
5.2 Adjournment	Meeting adjourned by Sara @ 2047.

* Head Coach and GM Report Below

EKSC Head Coach Report – February 2025

Upcoming Meets

Date	Meet	Travel	Notes
7-9 th Feb	Timmermans	No	
21-22 nd Feb	WTF - Calgary	No	
1-2 nd Mar	Edson Candy Crush	No	

Meet Reports

Edmonton Open

- Overall successful meet
- 60% of clubs participating from outside Northern Alberta
- Positive to race against other teams from outside of Alberta

Club

Registration Club updated 8 Jan 2025

Bronze	131 + 22 YMCA
Silver	92 + 32 YMCA
Gold	83
Jun Prov	34
Sen Prov	36
Jun Nat	27
Sen Nat	23
UofA	29
	509 With YMCA

Facilities

- Considerable impacts for training schedules persisting February due to Kinsmen events.
- UofA pool bookings have been added where possible to compensate for missed training spaces as well as irregular times on the weekends used at the Kinsmen
- Primary concern with loss of LCM training opportunities this season and particularly this month

Development

- Commencing advertisement for new coaches for next season and summer camps. Job adverts posted on CSCTA site
- Working on juggling the meet calendar to ensure all development groups are given competition opportunities over this session
- In pool coach workshop on Wed 5th Feb aimed at developing breaststroke kick
- We are planning to host skill specific clinics on the upcoming PD days 27th/28th Feb. We will have a starts and turns clinic at Bonnie Doon and a Breaststroke clinic at Confederation pool. Cost will be \$15 a session and families to be notified this week

Performance

- No resolution of expected cycle end meet in July. Have been communicating with Washington LSC for a potential meet
- We have been notified that our intended season end meet in California is a no go as the Southern California LSC won't allow out of LSC teams to compete

High Performance

- Phoenix training camp will run 25th March – 1 April
- All flights, transport and accommodations now booked

Swim Alberta

- No report

Coaching

- All coaches now compliant
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University of Alberta

- Usport 6-8th March, University of Toronto
- We have received support from Alumni regards the funding of athletes next year.
- Terms of service being completed for the Alumni committees looking at the fight to save the varsity program

Strategy/Business Development

- no report
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General Manager Report for BOD Meeting: Feb 2025

1. Balance Sheet
 - Balance sheet to Dec 31 is included.
 - Account transfers in motion at Dec 31 to have early January pool payment (payment made Jan 10).
 - Total AGLC proceeds payment \$123k in January; this will increase profit on P&L report.
2. P&L Year-to-date
 - P&L report is included to Dec 31, 2024.
 - No matters of concern.
 - Current loss of -\$52k does not account for AGLC / Bingo proceeds (+\$123k) which will be recorded in January.
 - Our true position as of Dec 31 is a profit of ~\$71k.
 - 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.
3. Audit for FYE 2023-24
 - Curtis has provided a final draft Financial Statement for Chris & Jie to review.
 - Next step: arrange meeting with F&A committee, Chris, Jie, and possibly the auditor pending availability. (Darren & Chris to coordinate before March BOD meeting).
 - The final draft took a little longer than expected, however, we are still ½ a year faster than last season. We are on track to present the audited financials and approve at the board level in March.
4. CIBC Credit Card
 - CIBC credit card officer (Ryan Mo) no longer with organization.
 - CIBC Rewards Officer (Kristi Williams)... Cathy delivered Kristi's CC to the club office. Chris & Kristi to coordinate a time to look into the rewards coffer. Chris will report back with a plan on how to best utilize the accumulated points.
5. CIBC GIC Renewed
 - Our hypothecated GIC's were renewed on Dec 20
 - \$75k GIC returned an annual income of \$3,937.50 (5.25%)
 - Full balance renewed for 1yr at 3.25%
 - \$25k GIC returned an annual income of \$1,287.50 (5.15%)
 - Original principal renewed for 1yr at 3.00%
 - \$1,287.50 deposited into reserve account (***814)

6. BOD Changeover

- CIBC:
 - Darren working on his addition as Card Officer (will replace Ryan Mo).
 - Chris first contact CIBC for changeover on Nov 12, shortly after the AGM. Bank has only supplied Card authorization form, but no word on Bank Account or CMO (online banking) changeover, which was last updated December 2. Chris has included Darren in communication with our CIBC relationship managers to try and expedite the process.
 - Motion complete from last meeting. Darren to meet with Chris regarding letter of direction to CIBC.
 - Online (CMO) authorization to follow.
 - Bank account authorization to follow.
- CRA:
 - Sara / Darren trying to recover CRA MyBusiness passwords.
 - Seems no one has this password and that the long process of proving our identity as the current BOD must begin...
- 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 WEMBA license now renewed for 2 years until Feb 28, 2027.
 - o Parkway & Castle Downs bingo license renew this summer. Motion to renew to come in April.

2. Casino

- We can expect a deposit of proceeds in early 2025 (no word yet on total proceeds from the event).
- 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

- Participation points policy updated as per January motion to increase CJE points to 10.
- Will look at more officiating courses before EKI
- ~40 volunteer shifts from Keyano members at JP Fiset.

4. Benevity

- Keyano has been an active registered with Benevity since 2021.
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- Keyano remains active and in good standing with Benevity, with \$380 coming in January 2025 donations.

Discussion: Should Keyano look at adding a Benevity / Donation minimum with a target to allow a reduction of bingo commitment by 1 shift per \$500?

OPERATIONS - REGULAR

1. University of Alberta Varsity Program
 - Alumni have meet in January and now reaching out to complete committees that were started out of the Town Hall in November. Main focuses will be Fundraising and Advocacy (2 committees).
 - Alumni have been busy creating terms of reference for committees and purchasing D&O insurance for the first time... these were recommendations from Chris as the Treasurer of the Alumni Society, prior to moving forward with any further formal actions.
 - Paul has advocated well for the current athletes to be the focus of current efforts to retain a team into the future. The Alumni have agreed to support current team members to approx. \$4000 per swimmer next season (subject to a further partnership agreement with Edmonton Keyano that will mirror in large part our partnership with the UofA – similar training, standards of admission to program, and administrative structure).
2. Competitions Committee:
 - Points policy is updated to show \$10 per point as per last meeting's carried motion.
3. Office Administrator
 - Lindsey Thomas has officially begun as our office administrator on a 'soft opening' basis.
 - Lindsey was a targeted candidate as she brings over 10 years of similar experience running swim club administration and coaching development level swimmers, bringing both exceptional admin experience and parent / coach experience.
 - Staff are currently coordinating a changeover of roles and will shortly announce / welcome Lindsey's role to the club.
 - The office administrator position was last hired in 2020-21 and was not rehired after Covid while finances were unstable. Since then, much of our focus has been on weighting more of our staff budget to technical / coaching.
 - With this hire, we are still under the administrative expense lines of 2017-19.
 - Office administrator will support Chris as well as our lead coaches in the communication of key information with parents, like swim meet, sign-up, special event, new parent and more information.
4. Staff:
 - Continue to add part time coaches.
 - No major issues with staff or payroll.

5. Swim Alberta, Competitions Committee (Chris)

- Provincial Competition Committee met in January. No news – reviewing Terms of Reference.
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- This committee will review participation and qualification outcomes for the 2024-25 provincial meets and determine any adjustments, as needed.

6. Sport Lomo – Swimming Canada’s brand-new registration system:

- The system has failed to launch on time and has many glitches. We are not yet aware of how difficult it will be to get every member fully registered (confirm their identity and swimmer information through email link). We received access to Officials late (mid Sept) and Varsity later (early Oct)... swim meets are still not supported on the new platform and may not be available until 2025!!!
- Update: the system will not launch for swim meets until at least January-February 2025.

7. Dare to Care:

Group	Swimmer Participation (%)	Parent Participation (%)
Sr National	91%	91%
Jr National	93%	59%
Sr Provincial	83%	66%
Jr Provincial	92%	72%
Gold	92%	63%
Silver	93%	64%
Bronze	93%	55%

- This will be developed more in February based on the January meeting decision to move forward with a 2025-26 pre-registration requirement of D2C completion in 2024-25.

8. Canadian Open – Webcast legacy project

- Swimming Canada helping with purchase of webcast equipment.
- Purchase likely needs to be up front by Keyano prior to any guarantee of grant money. Grant is tied to the event’s inevitable expenses and requires that organizations follow through regardless of funding.
- Update on any purchase at next board meeting.

DISCUSSION: Under what circumstances should Keyano withdraw / commit to purchasing webcast equipment?

- Commit: If Kinsmen either agrees to future purchase of the equipment from Keyano or a favourable use agreement of the equipment with Keyano. We need a guarantee that the equipment will not be destroyed or held out of Keyano’s hands after such an investment is made.

9. City of Edmonton – Swim Meet Infrastructure

- Edmonton Open was the first 50m event with the new wiring in place.
- COE forgot to order a few parts but they are on their way and will be tested at the Provincials in March.
- Outside of a few hiccups (which were resolved) it seems like a much more reliable system and we were able to run the tightest meet intervals in years. (means our time between heats was short 🐶)

10. City of Edmonton, HPP

- Fall Allocation (Kinsmen)
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- The Deep Tank will be shutdown from Oct-Feb next season, and during that time there will be some accommodation of affected teams in the remaining Kinsmen and city-wide pool space.
- 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. More TBC.

11. Training Schedules – Kinsmen Events impact training

- Training schedules take both time and patience working with the Kinsmen.
- Many schedules have been made only to have the Kinsmen change the available time over and over again and at times change the rules in how event time is reallocated to the groups who normally rent space.
- Diplomatic meetings have reaffirmed processes whereby Keyano would maintain its regular space when an event is cancelled or returns some space for rent.
- We have managed to maintain the same number of workouts for all groups through this high event period, though many groups have had to shift their training drastically and / or adapt on short notice to new workout times as the city makes new time available.
- This is time consuming and stressful on coaches & swimmers who really want to know their training times in advance. It is confusing to have a new schedule nearly every weekend.
- This has also drastically decreased available training in 50m format.

12. 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.

13. 2024-25 Events (Kinsmen)

- Oct 12, Octoberfest – DONE!
- Dec 6-8, Candy Cane – DONE!
- Jan 17-19, Blue Bears – DONE!
- Jan 31-2, Edmonton Open – DONE!
- Apr 9-12, Canadian Open – preparations heating up!
- July 3-6, EKI – creating Meet package

14. Payroll

- No current issues.

15. Odds & Ends

- Business license renewed as of Nov 26
- Travel Medical Insurance renewed for international-traveling coaches in Dec.
- Business insurance policy renewed in December.
- Hypothecated-GIC renewed in December.