***Board of Directors Meeting Agenda***

Date: March 11, 2024

Time: 19:00 Location: Virtual

Presiding: Ian Boreyko Secretary: Cathy Shepherd-Finlin

**Attendance**: Ian Boreyko, Cian O’Kelly, Cathy Finlin, Chris Nelson, Paul Birmingham, Sara Pretzlaff, Kristi Williams, Erica Solomon, Tarek Motan, Ryan Mo

1. **Welcome and Call to Order**

Ian Boreyko called the meeting to order at 7:05 pm

1. **Approval of Agenda**

A motion was brought forward by Sara Pretzlaff and seconded by Erica Solomon to approve the agenda as circulated. All in favour.

**CARRIED**

1. **Approval of Minutes from Previous Meetings**
	1. Minutes - Dec 4, 2023 meeting - ***awaiting circulation of minutes***
	2. Minutes - [February 12, 2024](https://docs.google.com/document/d/1aCKpQx7pV1jktEzLZHSuvRDnZl4A8Jz3/edit?usp=sharing&ouid=109616958081611358901&rtpof=true&sd=true)

A motion was brought forward by Kristi Williams and seconded by Ryan Mo to approve the

minutes from the meeting of [January](https://drive.google.com/file/d/1h2BG_kCS4ZSTKTRtncADLLo20tjWP_5F/view?usp=drive_link) 8, 2024, as circulated. All in favour.

1. **New Business**
	1. [CSU 52 Job Action](https://globalnews.ca/news/10350987/edmonton-csu-52-strike-notice/)/[CoE Response](https://www.edmonton.ca/city_government/service-impacts?utm_source=virtualaddress&utm_campaign=serviceimpacts) - Ian/Chris
		1. Internal communication plan - At the time of the meeting Chris has received communication to state that rentals and contracts will be honoured. The EKSC communication plan is:
* Chris will send an email to the membership tonight to acknowledge that EKSC is aware of the potential strike action and to advise members that swimming will continue unless the City of Edmonton advises it cannot.
* In addition, he will let members know that an update will be coming on Wednesday evening as the strike is scheduled to start on Thursday at 1100.
* Chris will only be communicating information directly received from the Kinsmen leadership to ensure there is no misinformation spread.
* EKSC is aware that the Kinsmen parking area, as well as other pools, are potential picketing sites and it is up to the members to decide if they are comfortable bringing their children to the pool. The coaches will be aware of this as well.
* EKSC will adapt and respond and communicate changes and updates to members as they are received.
	1. [Sportlaw Seminars](https://mail.google.com/mail/u/2/?ogbl#inbox/FMfcgzGxRxKKgzHtRKMdwrdJzxPDNrJL) - Ian
* Ian received an email via Swim Alberta regarding seminars for Swim Club Board members being held by Sport Law. There are 3 webinars: Hosting Effective Board Meetings; Hosting Effective Member Meetings; Minute Taking Must Knows.
* The Chris indicated that he attended similar webinars as did some board members (2018) prior to hiring Paul and developing the strategic plan.
* The board is agreeable to having members attend if able as it has been 6 years since they were offered. The webinars are being offered on 3 Wednesday mornings which makes attendance difficult. Cathy will try to attend all 3 and Sara Pretzlaff will try to join her.
* Ian will inquire if we will receive copies of the slides if a member attends.
* There is a small cost ($50/webinar) that the club will absorb.
	1. [AGLC Funding Confirmation](https://mail.google.com/mail/u/2/?ogbl#inbox/FMfcgzGxSHfcHHJlQkSSflNMjqWGbwQh) - Ryan
* Ian was inquiring about this document. Ryan and Chris confirmed that it is a piece of the formal audit required by VKO to confirm AGLC fund transfers,
	1. [AGLC User Survey](https://mail.google.com/mail/u/2/?ogbl#inbox/FMfcgzGxSHfcHFzHxmdCfGjzSRVhvbCV) - Ian
* Ian received this survey and will forward on to Chris as he is the best person to respond to it.
1. **Ongoing Business**
	1. Signing authority changes - Chris/Ryan
* Jill Edwards and Carol Basler have been removed as credit officers and no longer have signing authority with CIBC. New members have been added. Sara Pretzlaff and Cathy Shepherd-Finlinare awaiting instructions from CIBC to start the login process. Ryan will follow up with CIBC re: same.
* The limit has been increased to $100, 00 on Visa but Paul does not yet have the ability to access the extra funds yet.
	+ 1. EKSC VISA - Officer Roles/Designations and Implications - Ryan
* Ryan Mo has brought forward the issue of continuity of cash flow re: effects of terms ending and changes in Board members requiring a long process with CIBC to update signing authority and assigning credit officers. The separation consists of a rewards officer (who can cash out the credit card reward points) and a card officer (who oversees the charges).
* Chris Nelson mentioned that CIBC had sent an email suggesting that EKSC staff fill these roles as there is more continuity in those roles. Ryan asked for more time to read through the email and formulate his thoughts prior to a larger board discussion.
* Ryan pointed out that the consideration is related to a balance between efficiency and oversight that can be at risk when the board is no longer involved.
* Cian reminded the board that the issue of efficiency is also related to the CIBC system and that checks and balances are in place. Inquiring if there is an additional way to support these without impacting efficiency as is the current situation.
* The board will revisit at the next meeting for formal discussion but may continue to email any thoughts or questions in the meantime.
1. **Standing Reports**
	* 1. Head Coach Report - Paul Birmingham

Nothing to report.

* + 1. [General Manager Report](https://docs.google.com/document/d/1MeDm5_dc1QapnQhRQpYxfegT7N7SDRwP/edit?usp=sharing&ouid=109616958081611358901&rtpof=true&sd=true) - Chris Nelson

See attached.

[GM Report - Mar 2024.docx](https://docs.google.com/document/d/1v4sMBMPsWWc0jWWUo7CG0DnI7eRNKReB/edit?usp=sharing&ouid=116462977651977093357&rtpof=true&sd=true)[ProfitandLoss\_Jan31,2024.pdf](https://drive.google.com/file/d/18OZwf9s0fZDlnGD3-YeI8w7-Ac_Mdwpl/view?usp=sharing)[BalanceSheet\_Jan31,2024.pdf](https://drive.google.com/file/d/1CY0qO4naoDPjmpDuP-FJV0EmAL-Ra-0-/view?usp=sharing)

1. **Upcoming Meetings**
	1. April EKSC Board Meeting - April 8, 2024 @ 1900.
2. **Roundtable**
* Tarek reported the chatter in the stands during Provincials related to parent complaints with delays in the meet. Chris indicated that there is a balance when discussing issues with the City as the majority of the delays are electronics related and some progress has finally been made towards resolving the technical issues with the equipment.
* Sara Pretzlaff queried if we are meeting with the right people to have issues addressed in a timely manner. Working towards a long term solution rather than a meet by meet basis especially with Canada Open commitment in the next 4 years.
* Chris has stated that there is some information in his Manager Report with updates on this. Short version is that the new electrician is very responsive and works through the pieces that need to be addressed diligently. He also maintains an open dialogue with the stakeholders to update on progress. Ultimately, a new score will be needed as well.
1. **Adjournment**

A motion was brought forward by Tarek Motan to adjourn the meeting. Seconded by Sara Pretzlaff. Adjourned at 2035.

**\*(Board members only)**