EKSC Board of Directors Meeting Agenda/Minutes

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Date & Time Sep 8, 2025; 6:00 pm

Location: Virtual

Attendees Darren, Tarek, Chris, Paul, Sara, Cathy

Regrets Heather, Anj, Erica

Board Meeting	
Agenda Item	**Minutes / Decision / Action**
1. Approvals	
1.1 Welcome and Call to Order 1.2 Approval of Agenda	1.1 Call to order at 1807 by Sara 1.2 Motion to approve the agenda - no quorum; all in attendance approve; no additions
1.3 Approval of Previous Minutes – July 7, 2025	1.3 Motion to approve the minutes from made by Cathy and seconded by Tarek
2. New Business	
2.1 AGM 2.1.1 Proposed Date: Wed Oct 29, 5-6pm 2.1.2 AGM Announcement 2.1.3 AGM preparation workflow 2.1.4 New & Returning BOD	2.1.1 Chris has pre-booked due to Cof E booking rooms out already. All in attendance agree with the date. Tarek asking re: time from 5-6. Chris indicated that this time falls between the groups at Kinsmen. Quorum is 21 members. 2.1.2 AGM Announcement needs to be out not less than 28 days in advance. **Action Items:**

	Cathy will put it together and send it to membership and post on the EKSC site. Members have until 14 days prior to bring items for the agenda to the board and the board will review and decide whether or not to add to agenda. 2.1.3 Staying focused is the plan. The new bylaws will be used to guide the meeting. Presidents Report, Financial report etc.. will be posted on the EKSC site a week out for review by members. Chris will develop a power point to guide the meeting. Sara will call the AGM to order and introduce various pieces. Audited Financials for 2023/2024 will be presented but do not need to be approved. Chris will present an executive summary (high level). Darren will be there to answer any questions. Paul will highlight club success and goals. Need to appoint next years auditor 2.1.4 Voting in new BOD members **<u>Action Items:</u>** Cathy to send out a call for nominations to the membership once we know what positions are vacant. Sara will confirm new and returning members first.
3. Ongoing Business	
3.1 Bingo Policy (Chris, Darren) 3.1.1 Discussion: Do we add a Benevity clause? 3.2 Points Policy (Chris, Sara) 3.2.1 New REMS and Swim Alberta policy & procedure 3.3 Dare to Care (Chris, Erica) 3.3.1 Final 2025-26 update	3.1.1 Past discussion led to there not being much support from companies with the Benevity framework but new emails received by Darren and Chris have had new information that it is growing. It is a new style of donation ie - approved charitable causes from their employer translates to money that is donated. Enbridge and Telus are supporters of this. The question is that if a member receives donations based on volunteer hours and it is high enough would we offer a bingo credit in kind. Not dollar for dollar. UCSC has put a $500 cumulative donation as a bingo credit.

3.3.2 Discussion on 2025-26 D2C / Safe Sport requirements 3.4 CIBC - Signing Authority (Darren) 3.5 CRA – Retrieval of BOD Access (Sara) 3.6 Board Orientation (Darren & Sara) 3.7 Post-Secondary Program Update (Paul)	**Action Items:** Request their policy and adjust as a starting policy for EKSC. Ask club members if they have access to a Benevity benefit. 3.2.1 The EKSC points policy is already approved - no action needed The new Swim Alberta policy indicates that volunteers MAY need a police check to volunteer. Clarity is needed. Chris is waiting for confirmation and direction from Swim Alberta 3.3.1 Over 90% of performance families Over 70% of development families The uptake on the swimmer and coaching side was almost 100% due to events being held during practice times. A few families were held back on registration due to non-compliance. 3.3.2 Swimming Canada is working on a Safe Sport policy. Next steps: How much do we want to do this year with sessions and requirements? **Action Items:** New members will be required to take it. Sessions need to be set up for the New Year due to room booking. Chris will book for early January and reach out to the Dare 2 Care team. It can also be used as a tool and a refresher in specific instances where a group may need it. Darren wondering re: a reminder of positive behaviors via a key chain or other memento. BoD will look into doing this. Heather also suggests a reminder once or twice a year in the newsletter. Sara also asking re: coaches reinforcing the messages along with a memento Paul to chat with coaches in the office. 3.4 CIBC signing. Darren and Erica need the online tokens Sara has a video to help set up once the tokens are sent. **Action Items:**

	Sara will send video to Darren, Erica and Cathy Darren will follow up with Leanne from CIBC re: tokens for Cathy Darren and Erica Goal is for token set up by AGM 3.5 Sara will sit down with Chris to figure out what needs to be said to the CRA to obtain access. Chris says it's likely the annual return information. Need to add redundancy afterwards so that EKSC doesn't lose access again when board changes. 3.6 Chris states there are 2 halves to the orientation. What is my role on the board? What are the board responsibilities? What are the roles of everyone else (staff) at Keyano? Suggests revisiting at the first full board meeting for new members. **Action Items:** Darren and Sara will add this to their other meetings offline. 3.7 Expecting 7 swimmers to swim this year and will be receiving subsidies from the UofA alumni funds. EKSC will be registering/competing the swimmers under them.
4. Committees Reports & Questions	
4.1 Head Coach Report (Paul) 4.2 Safe Sport Committee (Erica)	See attached (in September folder) Deferred.
4.3 Finance & Audit Committee (Darren)	See above discussions
4.4 Competitions & Officials Committee (Cathy/Sara)	Planning to have a meeting September 22 or 29. Jen Flowers will no longer be part of it.
4.5 General Manager Report (Chris)	See attached (in September folder)

4.6 Fund Development Committee (Creation) – Next season?	Deferred - will bring forward with a new board.
4.7 Offering of alternative programs (master, post-secondary, etc.) - Tarek	Tarek would like to revisit this as a discussion. Resurrection of former programming at EKSC that offered swimmers in the post secondary a place to swim. Currently having to turn away swimmers that fall between due to resources - pool space. Kudos to Paul and Chris for spearheading the new para program at EKSC.
5. Roundtable	
5.1 Next Meeting	Next meeting Chris Cathy and Sara prior to the 28 day mark September 29 @ 1900 October 6, 2025 @ 1900.
5.2 Adjournment	Meeting adjourned at 1935 by Sara