***Board of Directors Meeting Minutes***

Date: January 23, 2019

Time: 4:30 pm - 6:30 pm Location: Kinsmen Board Room

Presiding: Jill Edwards Recorder: Kristi Williams

**Attendance**: Chris Nelson, Cian O’Kelly, Eugene Chomey, Jill Edwards, Jane Forest, Larry Liang, Kristi Williams, Paul Birmingham

**Via Teleconference:** N/A

**Regrets:** Rob Cole, Troy Long, Clare Hickson

1. **Welcome and Call to Order**

Jill Edwards called the meeting to order at 4:41 pm.

1. **Approval of Agenda**

A motion was brought forward by Cian O’Kelly and seconded by Eugene Chomey that the agenda be approved as circulated.

 **CARRIED**

1. **Approval of Minutes from Previous Meeting**

 A motion was brought forward by Kristi Williams and seconded by Cian O’Kelly to approve the minutes from December 11, 2018 as circulated. **CARRIED**

1. **\**In Camera* Session -** not required.
2. **Ongoing Business**

**5.1.1 Terms of Reference: Financial and Audit Committee**

* There was considerable discussion regarding the wording of the document and some editing was made of the document presented. We still foresee the need for some changes and improvements to the document over time.
* The section regarding contracts was reviewed carefully; it should be in alignment with the HR/Legal document regarding contracts and not a duplication. Contracts are only to be reviewed by the Finance and Audit Committee if requested.

A motion was brought forward by Eugene Chomey and seconded by Jane Forest to approve the Terms of Reference for the Finance and Audit Committee with revisions as discussed.

 **CARRIED**

**5.2 Approval of Committee Membership**

**5.2.1 Bingo Committee**

* The following people are nominated to serve on the Bingo Committee: Natalie Lau, Christine Reeves, Christian Ulrich, Troy Long, Shauna Nelson, Stephanie Womack, Pamela Hall, \*Stacey Dej (pending)

 A motion was brought forward by Cian O’Kelly and seconded by Kristi Williams to approve the nominated members to serve on the Bingo Committee.

 **CARRIED\***

**\*One member voted against the motion, citing a specific objection to one of the nominees.**

 **5.2.2 Team Travel Committee**

* Currently only Shawna Hiley is officially listed as a committee member. Cian will contact potential members who may be interested in joining.

 **5.2.3 Alumni Committee**

* Curent committee members are Sky McLaughlin, Donna Cole and Debbie Younger. The committee is meeting next Wednesday and will discuss other potential members.

 A motion was brought forwrd by Cian O’Kelly and seconded by Jane Forest to approve the members to the Alumni Committee.

 **CARRIED**

**5.2.4 Finance and Audit Committee**

* Proposed committee members are Eugene Chomey, Jane Forest and Claudia Davis.

 A motion was brought forward by Jane Forest and seconded by Larry Liang to approve the above members to the Finance and Audit Committee.

 **CARRIED**

1. **New Business**

No new business to be discussed.

1. **Standing Reports**

 **7.1 Head Coach Report**

* Paul discussed the success of the Blue Bears meet and was pleased with the participation rate of Keyano swimmers.
* The Development Camp was successful in that the cost was kept to a minimum and Chris and Paul had time to meet and make plans for the 2019/2020 season.
* The Bear Cubs Race Series has been formalized and will take place over three Wednesday practices. The goal of the race series is to teach ‘Race Literacy”, to teach coaches how to manage kids pre and post race, and to give officials some extra practice in new jobs.
* Upcoming meets: Brainsport (long course experience for the Junior Championship and Provincial groups), new meet in Victoria for 10 swimmers in Paul’s group, Trials - Paul is wanting all swimmers to team travel.

 **7.2 General Manager Report**

* There is an “Oil King Day” planned for Family Day in February. Parents will buy tickets and will take their own kids to the game.
* Chris is in negotiations with the city for our upcoming marketing campaign.

1. **Committee Reports**

**8.1 HR & Legal Committee Report**

 **8.1.1 Policy on Outstanding Member Accounts**

* Members discussed the “Escalation Procudure” in detail. The goal is to make money owing more recoverable before the billings become too large.
* The accountant and the executive, including the treasurer wll review outstanding accounts on a weekly basis.
* Changes to this policy, including rational for changes will be sent out to members in the next newsletter.

 A motion was brought forward by Cian O’Kelly and seconded by Larry Liang to approve the Policy on Outstanding Member Accounts.

 **CARRIED**

Other items will be deferred to the next meeting.

1. **Adjournment**

A motion was brought forward by Cian O’Kelly to adjourn the meeting.

**Meeting adjourned by 7:00 pm.**