



EDMONTON
KEYANO
SWIM CLUB **Edmonton Keyano Swim Club**

Swim to Win... Win at Life!

Board of Directors Meeting Minutes

Date: Tuesday, March 19, 2019

Time: 4:30 pm - 6:30 pm

Presiding: Jill Edwards

Location: Aquatics Meeting Room KSC

Recorder: Kristi Williams

Attendance: Jill Edwards, Clare Hickson, Eugene Chomey, Rob Cole, Larry Liang,
Kristi Williams, Chris Nelson, Cian O’Kelly*, Paul Birmingham*

*** Joined the meeting at 4:57 pm**

Via Teleconference: N/A

Regrets: Jane Forest and Troy Long

1. Welcome and Call to Order

Jill Edwards called the meeting to order at 4:29 pm.

2. Approval of Agenda

A motion was brought forward by Clare Hickson and seconded by Eugene Chomey that the agenda be approved with the addition of Item 9.2 “Dates for Strategic Planning”.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Rob Cole and seconded by Larry Liang to approve the minutes from Wednesday February 20, 2019 as circulated.

CARRIED

4. Ongoing Business

4.1. File Sharing Update

- Google Drive does not support some of our needs; for example some of the email addresses cannot be used and some of the files cannot be accessed by Chris. Larry and Chris have been working out some of the issues. Most of our information is on Google and the creation of a 'Drop Box' would solve some problems. The files on Drop Box can be backed up.
- Cian has created a Drop Box for the Alumni Committee and this has worked; all who need are able to access.

4.2 Complaint and Discipline Policy

- Clare is working on our response to "Stance on Safe Swimming".
- The Discipline portion will apply to staff and coaches.
- The Complaints portion will focus on the Parents, Athletes and Coaches.
- Once Clare has formalized the policy she will present it.

5. New Business None

6. Standing Reports

6.1 Head Coach Report

- Paul gave a quick overview of the meets in which Keyano swimmers participated over the past month. Some concerns: very few EKSC entries in Provincials (Calgary) - long term goal would be to see higher number of swimmers in this meet, Spring Champs - EKSC scored second overall for team points, with more boys swimming we could have done better.
- Development: Wednesday night Bears Cubs has had good participation and kids are having fun.
- Paul briefly discussed his vision of having two streams within the club: Developmental (12&U) where the focus would be skill development, fun, team atmosphere, coach development and less parental volunteer commitment and Performance (13+) where the philosophy changes to racing and performance.

6.2 General Manager Report

- Chris gave an update on the status of the internet in the office - it has been down intermittently. Telus has cleaned up the wiring but the signal is still a problem. Chris spoke with the PT clinic in the building and they are having the same issues. Rob suggested writing a letter to the City of Edmonton to document the problem.

- Chris visited Paul Sadler to watch their 3km and 1km swim tests and reported that 40 families took pamphlets and he spoke directly to 30 families.
- Chris put together a program for Donnan School students which occurred over 3 consecutive Wednesdays and it was well received. We need to improve our insurance (currently under EPSB) to cover such groups.

6.2.1 Raffle Policy

- ALGC requires that the club has a policy regarding raffles - Chris has drafted an “EKSC Raffle Policy”
- The policy was reviewed and there was discussion regarding point 4 “Eligibility to Purchase Raffle Tickets”.
- The members decided that EKSC employees, directors and the raffle chair-person would be ineligible from purchasing raffle tickets.

A motion was put forward by Clare Hickson and seconded by Larry Liang that the EKSC Raffle Policy be approved pending the ammendment to the “eligibility to purchase” as discussed.

CARRIED

6.2.2 Amendments to Bingo Policy

A motion was made by Clare Hickson and seconded by Cian O’Kelly to rename “Double Credit Bingos” to “Extra Credit Bingos” and allow a maximum of \$75 Account Credit per 1.0 shift or \$150 per 1.5 shift in accordance with AGLC regulation.

CARRIED

A motion was made by Clare Hickson and seconded by Cian O’Kelly to allow members to sign up for “Bingos for Account Credit” only after the bingo sign-up closes (13 days from the event).

CARRIED

6.3 Head of Development Report

- Chris reported that two coaches have resigned as of April 1, 2019. Chris has posted the job openings and is confident we should have new coaches by May, once university finishes.

6.4 Financial/Treasurer Report

- Profit and Loss:
 - Travel Recovery - Victoria meet billing was late and flights were just purchased for Toronto - both will be billed next week.

- There are an additional 3-4 U of A swimmers who have joined the National group.
- Advertising: we will be putting out signs before try-outs and before summer camps and the City of Edmonton is allowing EKSC to advertise in aquatics facilities for no cost.
- There will be an Inventory Day in April.
- Facility costs look lower because the City of Edmonton has been slow to bill.
- Draft of auditor's Financial Statements was distributed:
 - Fundraising cannot be audited and is not a concern,
 - separate accounts have been created for gaming account and GIC in accordance with ALGC regulation,
 - auditors suggested consolidating all accounts to one bank.
- Chris requested access to redeem points on the business visa for business/team related travel. Having to go through Jane or Colleen to use points is cumbersome and time consuming. This will be reviewed by the Finance/Audit Committee.

A motion was made by Cian O'Kelly and seconded by Rob Cole to make changes to allow Chris to redeem points on the RBC Visa.

CARRIED
1 ABSTENTION

7. Committee Reports

7.1 HR & Legal Committee Report

- Immigration Audit on March 5, 2019 went well and Clare indicated that it is very likely that we will get audited again next year.
- Performance reviews have begun and will finish in the next week.

7.2 Bingo Ad Hoc Committee Report

- Minutes from the committee meeting of January 31, 2019 were distributed.
- Discussion regarding Bingo Policy in GM Report (6.2).

7.3 Team Travel Ad Hoc Committee Report

- The committee has met once and will meet again.

7.4 Competitions Committee Report

- EKI/Currie Cup will take place May 10-12.
- Committee has had feedback regarding participation points which will be reviewed following EKI.
- Keyano will host Canadian Swimming Championships in August 2020.
- Plans to run an Intro to Swimming Clinic and Stroke and Turn Clinic in late April.

7.5 Fundraising Committee Report

- A meeting needs to be scheduled to discuss the new Raffle policy and to discuss Swim-A-Thon. Kristi will schedule a committee meeting.

8. *In Camera* Session 6:05- 6:45 pm

9. Upcoming meetings

9.1 Proposed dates for next Board of Directors Meetings are April 16 and May 14.

9.2 Strategic Planning Meeting to be scheduled for a Saturday afternoon at the end of April or the beginning of May. Rob will check into booking a meeting room at the Derrick.

9. Adjournment

A motion was brought forward by Jill Edwards at 6:45 to adjourn the meeting.

Meeting adjourned by 6:45 pm