



**Edmonton Keyano Swim Club**  
*Swim to Win... Win at Life!*

### **Board of Directors Meeting Minutes**

Date: Wednesday, April 17, 2019

Time: 4:30 pm - 6:30 pm

Presiding: Jill Edwards

Location: Kinsmen Sports Centre, Boardroom

Recorder: Kristi Williams

**Attendance:** Jill Edwards, Clare Hickson, Jane Forest, Rob Cole, Troy Long, Larry Liang, Cian O’Kelly, Kristi Williams, Chris Nelson

**Regrets:** Eugene Chomey, Paul Birmingham

**1. Welcome and Call to Order**

Jill Edwards called the meeting to order at 4:30 pm.

**2. Approval of Agenda**

A motion was brought forward by Clare Hickson and seconded by Troy Long that the agenda be approved as circulated.

**CARRIED**

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

A motion was brought forward by Rob Cole and seconded by Cian O’Kelly to approve the minutes from March 19, 2019, as circulated.

**CARRIED**

**4. \*In Camera Session:** not required

**5. Ongoing Business**

**5.1. Resolution of Disputes and Complaints Policy and Procedures**

- This document is a response to the Swim Alberta/Swim Canada “Safe Sport” policy
- This document provides clarity to the step-by-step procedures outlined in the “Summary Steps” document

## 5.2. **Disciplinary Policy**

- There is a separate flow chart for coach, athlete and member
- Each follows a consistent process and flow of communication
- Both the “Resolution of Disputes and Complaints Policy” and “Procedures and the Disciplinary Policy” have been reviewed and approved by the H/R and Legal Committee.
- There was one question regarding the inclusion of a “Sign Off”, to document that due process was followed and that the resolution is documented. Action: Clare will add “Documentation to acknowledge the resolution of the dispute” into the policy.

Clare Hickson put forward a motion to approve the **Resolution of Disputes and Complaints Policy and Procedures** and the **Disciplinary Policy** subject to the discussed ammendment. This was seconded by Troy Long. All approved.

**CARRIED**

## 5.3 **Strategic Planning Meeting** April 27, 2019

- Scheduled for 10:30 am - 2:30 pm at the Derrick Golf and Country Club
- Clare, Jill, Chris, and Paul are working out an agenda for the meeting
- Chris distributed a workbook: includes rewriting the Mission Statement
- Will focus on 2, 5, and 10 year planning

## 6. **New Business**

### 6.1. **2019 Annual General Meeting**

- Tentatively scheduled for June 12, 2019
- Auditor will attend, along with Jane, Chris, and Paul to present the Auditor’s Report.
- Board positions up for renewal are Clare Hickson and Larry Liang
- Notice of AGM will go out to members May 1st.
- Jane is wondering if EKSC wants to renew the current auditor, given that Colleen is a designated Chartered Accountant and has most of the financials in order prior to the audit. Action: Jane will check into the cost of other audit firms and the Audit and Finance Committee will also review.

## 7. **Standing Reports**

### 7.1. **Head Coach Report**

- Paul was not present at the meeting, however he did submit a [written report](#).
- The Board acknowledged the achievement of EKSC winning the Team Award at Western Canadian Championships and as well Paul being selected as a coach for the Junior Canadian National Team this summer.

## 7.2 General Manager Report

### Profit and Loss Statement

-Pool costs are not included, however, neither are the payments. The money for payments is in the account, waiting for the City of Edmonton to submit the bill. The City of Edmonton is still having difficulty with its billing.

-"Activities" amount increased because members who had many bingos yet to fulfill were contacted and many of them paid out their amount owing.

### 7.2.1 Amendment to EKSC Policy on Member Outstanding Accounts

- Amendment: a recommendation to amend the Policy on Outstanding Member Accounts to ensure outstanding balances are dealt with immediately as current policy allows up to a \$1000 balance to accrue along with allowing for substantial future commitments to be purchased.

Cian O'Kelly put forth a motion to amend the EKSC Policy on Outstanding Member Accounts which would remove the section for "Member Accounts >30 days in arrears" and rename the section for "Members Accounts > 30 days in arrears with an amount outstanding >\$1000" to "Member Accounts > 30 days in arrears with any amount outstanding". This motion was seconded by Kristi Williams. All approved.

**CARRIED**

## 7.3 Head of Development Report

- **Update on Satellite Pools:** Confed is closing June 3rd for 12-14 weeks and Meadows has no coach after May 1 (affecting 3 families). Discussed possible recommendations. Chris will talk to parents affected and will provide a schedule in time for parents to make arrangements to their schedules. RGC does not currently have an aquatics director; Cian will attempt to help Chris get our contract signed.

## 7.4 Financial/Treasurer Report

- Jane has paperwork prepared for Paul's Visa card. There is a set limit for miscellaneous travel items.
- Auditor's report will be presented at the AGM on June 12.

## 8. Committee Reports

### 8.1 HR & Legal Committee Report

- The Committee has formally agreed to dissolve the Search and Selection Committee. It can re-convene any time if necessary.

## **8.2 Alumni Committee**

- One committee member has left due to unforeseen circumstances.
- Planning a “Kick-off” alumni event at EKI with the goal of raising awareness, generating a mailing list, and generating future fundraising ideas.
- Request made for money to help fund the event.

Clare Hickson motioned to approve up to \$750 for the EKI Social event for Alumni. The motion was seconded by Troy Long. All approved.

**CARRIED**

## **8.3 Team Travel Ad Hoc Committee**

- There has been some debate about “mandating” team travel. The committee may ask Paul to attend the meeting to explain the benefits of team travel and why it should be mandatory for some events.
- Discussing ratios of chaperone number to athlete number - what is realistic and enforceable.
- Some issues may need to be reviewed by the HR & Legal Committee prior to formalizing the policy.

## **8.4 Bingo Ad Hoc Committee**

- Committee is working well.
- They have addressed 6-7 components of the Bingos and are working towards a policy.

## **8.5 Competitions Committee**

- Currently the committee is working on the Meet Manager manual.
- Also looking at outlining “budgeting” for swim meets.

## **8.6 Fundraising Committee**

- Murray has organised a raffle for EKI.
- Still trying to schedule a committee meeting for May.

## **9. Upcoming Meetings**

- Next Board Meeting scheduled for Tuesday, May 14, 4:30 - 6:30.
- Jill wondered if we need to schedule a short Board Meeting for June 11, in the event there is anything to discuss prior to the AGM. Will confirm at next Board Meeting.
- AGM scheduled for Wednesday, June 12, 4:30 - 6:00.

## **9. Adjournment**

A motion was brought forward by Troy Long to adjourn the meeting.

**Meeting adjourned by 6:20 pm**