



**Edmonton Keyano Swim Club**

## **Board of Directors Meeting Minutes**

Date: Thursday, June 20, 2019

Time: 4:30 pm - 6:30 pm

Presiding: Jill Edwards

Location: Boardroom, Kinsmen Sports Centre

Recorder: Kristi Williams

**Attendance:** Jill Edwards, Clare Hickson, Jane Forest, Cian O’Kelly, Karol Basler, Rob Cole, Eugene Chomey, Kristi Williams, Paul Birmingham, Chris Nelson

**Regrets:** Troy Long

### **1. Welcome and Call to Order**

Jill Edwards called the meeting to order at 4:34 pm.

### **2. Approval of Agenda**

A motion was brought forward by Care Hickson and seconded by Karol Basler that the agenda be approved with the addition of items 6.4 “Approval of Associate Members” and 6.5 “New Swim Club Application in Edmonton”. All in favour.

**CARRIED**

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

A motion was brought forward by Clare Hickson and seconded by Rob Cole to approve the minutes from the meeting of May 14 as circulated. All in favour.

**CARRIED**

A motion was brought forward by Clare Hickson and seconded by Karol Basler to approve the minutes from the meeting of June 12, 2019 , the election of the executive. All in favour.

**CARRIED**

### **4. In Camera Session**

To be deferred until the next Board of Directors meeting.

## 5. Ongoing Business

### 5.1. Board Roles and Responsibilities

Eugene Chomey will address and review board roles and responsibilities.

### 5.2. Finance and Audit Committee Membership

A motion was brought forward by Jane Forest and seconded by Rob Cole to add Karol Basler to the Finance and Audit Committee and allow her voting privileges on the committee. All in favour.

**CARRIED**

## 6. New Business

### 6.1. Complaints to AGLC

- The complaint was managed by the General Manager sending an email to members reminding them of the Bingo rules and regulations.
- The club has heard nothing more from AGLC.
- The Bingo Committee is aware of the complaint and satisfied that members are complying with all AGLC rules.

### 6.2. Role of Board Members and GM on Committees

- A question has arisen regarding the amount of authority the GM and Board Member Liaison should have within the committee
- Each committee should review their Terms of Reference to ensure there is continuity between committees with respect to the role of Board member liaison and GM within the committee.

**ACTION ITEM:** Each committee liaison will review the Terms of Reference of their respective committee to address the issue of authority.

### 6.3. IT Support

- Larry Liang has expressed an interest in continuing on as our IT support person. The members agreed that this would be advantageous to maintain continuity and consistency within this area. He knows the problems we have previously encountered and he has a good repore with the administrative staff.

A motion was made by Eugene Chomey and seconded by Clare Hickson that Larry Liang maintain his status and ability to oversee the IT, Technical and Google Drive issues of EKSC with the agreement that he sign a confidentiality agreement. All in favour.

**CARRIED**

## **6.4 Approval of Associate Members**

- There has been a request made to allow some non-members to be approved as associate members in order that they may work skilled positions at bingos over the summer months.
- There was some discussion regarding the rights which go along with granting “associate member” status, including voting rights and the ability to call a “Special Meeting”. Currently, approximately 10% of our members have Associate Member status.
- Members agreed that the granting of “associate member” status would be contingent upon review in September.
- The Bingo Committee will review the need for further approval of associate members to fill skilled positions at bingos.

A motion was made by Cian O’Kelly and seconded by Karol Basler to approve Clarence Lau, Matthew Reeves, Ryan Reeves, and Julia Kwalyk as associate members until August 31, 2019. All in favour.

**CARRIED**

## **6.5 New Swim Club Application in Edmonton Area**

- Jill has been informed by Swim Alberta that a new swim club is wanting to start up in Sherwood Park.
- There was discussion regarding whether our club would like to send a letter to Swim Alberta in support or opposition to this application.
- Chris was concerned about any benefit a new swim club would offer to the Edmonton area. There are currently only three swim clubs which have the ability to host a swim meet. Would the existence of another club affect the number of volunteers at any of the other clubs, the availability of coaching staff or the lane space at the sparse number of pools currently open in the city.
- Jill will contact other clubs to see what their thoughts are regarding the possibility of another swim club starting in the Edmonton area prior to the consideration of sending a letter to Swim Alberta.

## **7. Standing Reports**

### **7.1 Head Coach Report**

- Paul talked about the meet calendar for 2019/2020 and reflected on some of the meets in June specifically. He thought some of the meets were not appropriate for some swimmers and he will look into other meets in May and June for next year.
- The first draft of the Coach Procedure Manual has been completed and he is working on finalizing it.
- Regarding coaches for next season, there have been some good applicants, however, nothing will be finalized until early September when all coaches finalize their school commitments.
- Paul asked the members’ opinions regarding the printing of the “Redbook”, specifically aimed at new members. It would be a concise document which would act as a quick reference.
- The Strategic Plan is now on the Keyano website.

## **7.2 General Manager Report**

- There were no questions regarding the Profit/Loss statements.
- Visa points from the Visa card will be redeemed as cash and used to pay credit card fees.
- Chris has looked into the Fundraising component of the fees; essentially the club is losing money by adopting fundraising activities as a portion of our operating costs. He has therefore recommended that the fundraising portion of the fee schedule be eliminated and the training fee raised the equivalent amount. Going forward the goal of fundraising should be to offset travel or other fees and should focus on corporate sponsorship.
- Brea has given notice that she will be leaving her position at the end of the month. Chris and Paul will manage her replacement.
- City of Edmonton meetings are going well. They have been receptive to our concerns and are going to revisit the allocation process of lane space at the pool level.

## **7.3 Head of Development Report**

- The Bronze program will change next year - the program time will be shorter, but we will offer double the number of classes.

## **7.4 Financial/Treasurer Report**

- At Jasper Place and Bonnie Doon pools the operational costs will initially be higher than our revenue as we forecast a deficit in the first year or two based on the projection that there will be no Gold program initially. However, within two to three years, once the program is established, it should become profitable again.
- The policy regarding outstanding balances seems to be working well.

## **8. Committee Reports**

### **8.1 HR & Legal**

- There is nothing to report from this committee at this time.

### **8.2 Finance and Audit Committee**

- Jane and Chris will meet with the new auditors from VKO.
- Four banks were “interviewed” by the committee and they compared all their proposals.
- CIBC was chosen as they have a specific “Not for Profit” section which deals with groups such as EKSC. CIBC is showing a keen interest in making a difference in the “Non-Profit Community”. They will look at our portfolio as a whole and the committee anticipates a cost savings.

Jane Forest put forward a motion to secure CIBC as the financial institution for EKSC. The motion was seconded by Cian O’Kelly. Both Jane Forest and Rob Cole abstained From voting due to conflicts of interest with CIBC. All others in favour.

**CARRIED**

### **8.3 Alumni Committee Report**

- Nothing new to report from this committee.

#### **8.4 Team Travel Ad Hoc Committee Report**

- Our goal is to approve the Team Travel Policy prior to September registration.
- July BOD meeting we will review and hope to approve.

#### **8.5 Bingo Ad Hoc Committee Report**

- Approval for associate members was addressed.

#### **8.6 Competitions Committee Report**

- Nothing new to report at this time.

#### **8.7 Fundraising Committee Report**

- Meeting minutes are available.
- Changes for next year were discussed.

### **9. Upcoming Meetings**

- Kristi will send out a Doodle poll for meeting dates in July (the week of the 14th) and the first week of September.

### **8. Adjournment**

A motion was brought forward by Clare Hickson to adjourn the meeting.

**Meeting adjourned by 6:45 pm.**