



Edmonton Keyano Swim Club

Board of Directors Meeting Minutes

Date: Tuesday, July 16, 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, Rob Cole, Cian O’Kelly, Karol Basler, 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 Clare Hickson and seconded by Karol Basler that the agenda be approved with the addition of item 6.3 Registration 2019.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Karol Basler and seconded by Clare Hickson to approve the minutes from the meeting of June 20, 2019 as circulated.

CARRIED

4. In Camera *Cancelled*

5. Ongoing Business

5.1. Roles and Responsibilities of the Board Member

- Eugene circulated a draft of *EKSC Director’s Acknowledgment* which outlines and clarifies roles and responsibilities of the Board and its members.
- Discussion regarding the “policies”, which were clarified as guiding principles.
- The document will be helpful with recruiting members and helping to define roles.
- Overall, members were in agreement with the document with some wording changes.

A motion was brought forward by Eugene Chomey and seconded by Clare Hickson to approve the *EKSC Director’s Acknowledgement*. All in favour.

CARRIED

5.2 Bylaw Review Preparation

- Eugene is working on this and is improving the formatting and presentation of the document.
- He would like a small group to review the document prior to presenting it to the Board for approval.
- Brian Brendzan has offered to guide this group. Jill will join along with Paul or Chris and an email will be sent to the club to find another member with some bylaw experience.

5.3 New Swim Club Application - Update

- A letter was sent to Swim Alberta on behalf of EKSC and OSC regarding the application. Swim Alberta has informed us that the application has been denied.

5.4 Terms of Reference Review

- Competitions Committee made some minor changes to their Terms of Reference.
- Clare has made changes to remove some specific names from the Terms of Reference as the document was from September 2018 and some changes have been made since then. She will update the names on the Terms of Reference for the next meeting.

6. New Business

6.1 Membership Survey

- There was some discussion regarding what some members have heard regarding the availability of spaces in some of the groups. Some members may have misconstrued the email regarding the “First Come First Served” wording with respect to registration.
- The survey will be available to members within the next few weeks.
- Paul is wanting the “Splash Page” of our website to focus more on new members.

6.2 2019/2020 Draft Budget and Member Fees

- There is money budgeted for upcoming pool fees. The City of Edmonton has not yet confirmed when this will be billed.
- “Membership Forecast” has been based on enrollment of 300 swimmers. Chris has budgeted for low numbers upon initial re-opening of Jasper Place and Bonnie Doon pools.
- The club has changed the “Fundraising” requirement of members. In the new Fee Schedule, there is no set Fundraising amount. This has been included in the membership fees. However, members will still have the opportunity to fundraise and have that money offset fees.
- There was some concern regarding how successful some fundraisers will be based on the fact that the members will not get the same perceived benefit.
- The Fundraising Committee will meet prior to the next board meeting and will discuss this.
- The policy regarding Member Non-Fulfillment has been successfully enforced this year.
- Meet Income and Expenses: we are anticipating more swimmers at EKI, however, EKO will run close in time to Blue Bears, so anticipating smaller EKO attendance.

- Grant money will not be known until September, however as there are fewer eligible clubs, we anticipate the potential for increased grant availability.
- The club is still working on an agreement with Edmonton Public Schools for some program opportunity.
- EKSC will have a casino in the second quarter of 2020 and we are anticipating more available bingos for next year.
- Expenses: more money has been budgeted to EKI awards. Teamunify expenses will remain the same. Members will be surveyed to determine the effectiveness of advertising. There will be no increase in facility rental/pool fees from the City. We will be renting more lanes for the National group.

6.3 Registration

- A suggestion was made to have Board members present at registration, as a means of introduction.
- Registration date is set as September 21, so we will plan for something then.
- Chris is wanting to have “Pool Parent” representatives at each pool next year and specifically available during tryouts to answer questions from new parents.

7. Standing Reports

7.1 Head Coach Report

- Paul has completed development of a new curriculum - with the main focus being on the Silver and Bronze programs.
- There will be a sticker chart which attaches to each swimmer’s kickboard.
- Performance benchmarks will be helpful for both swimmer and coach evaluation.
- Swimmers this year will be given a T-shirt, a toque, and a kickboard at registration.

7.2 GM Report

- A new administrative assistant has been interviewed with the agreement to commit to the position. She will have a trial week and then be hired on a three month trial basis. She has experience with marketing and website design. She will be working 20 hours per week.
- There was some discussion regarding the management of the phone when she is not in the office - currently Chris assured the board, all phone calls are answered and messages are returned in a timely fashion.
- The budget must be reviewed by the Finance and Audit committee prior to approval.
- There have been some changes to the Fee Structure; the fundraising fee is now included in the monthly fees.
- Bingo and Participation point commitments cannot be determined until the current season has been evaluated.
- The new Fee Structure was reviewed and members were satisfied with the new outline.

Jane put forward a motion to accept the proposed Commitment and Fees 2019-20 draft as presented, contingent on a final Bingo Commitment and Participation points review prior to registration. Eugene seconded the motion. All in favour.

7.3 Head of Development Report

- The focus is now on coaching; the goal is to have the best person to run each pool.

7.4 Financial/Treasurer Report

- The Finance and Audit Committee will review the proposed budget prior to the next BOD meeting.
- Eugene has proposed the following Action Items:
 1. Profit and Loss Statement: approved 2019-20 budget line added as a third column would enable tracking month over month to the budget. Notes indicating and explaining exceptional line items must be reserved. A Balance Sheet of current assest should be included. Gaming revenues: a reconciliation should be presented quarterly.
 2. Based on a defecit budget being approved, the Finance and Audit Committee should investigate, determine and present quantified amounts to restrict for the health of the club. Parallel to this are allocations for sustainablility and general operating reserve funds.
 3. Client Base and Revenue Distribution: A tool is needed to track past client enrolment; a six year historical accounting would be a minimun, with a simple revenue average per member over the same period. Included would be pool to program costs and revenue.
 4. Board documents need to be made available to members whether in printed or electronic form.

8. Committee Reports

- Due to time restrictions, these will be presented at the next meeting.

9. Upcoming Meetings

- Kristi will send out a Doodle poll to schedule a meeting for the last week in August or the first week in September.

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

Meeting adjourned by 6:32 pm.