



Edmonton Keyano Swim Club

Board of Directors Meeting Minutes

Date: Thursday, September 5, 2019

Time: 4:30pm - 6:30 pm

Presiding: Jill Edwards

Location: Kinsmen Sport Centre Boardroom

Recorder: Kristi Williams

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

Regrets: Troy Long

1. Welcome and Call to Order

Jill Edwards called the meeting to order at 4:45 pm.

2. Approval of Agenda

A motion was brought forward by Clare Hickson and seconded by Jane Forest that the agenda be approved with the addition of item 6.4 “Board Member Resignation”. All in favour.

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 July 16 as circulated. All in favour.

CARRIED

4. In camera session

Not required.

5. Ongoing Business

5.1. Bylaw Review

Action Item: Calre Hickson will review the Terms of Reference of the By-Law Review Committee and review the membership prior to next meeting. If additional members are required for the By-Law Review Committee, she will send out an email to the membership.

5.2. Membership Survey

- Chris Nelson reported that the results of the survey have been received. He will go through the results at our next meeting.

5.3. Registration

- Saturday, September 21 is the official registration day for Keyano members. Karol Basler has organized refreshments and the registration tables; Board members have been encouraged to attend.

5.4 Travel Policy

- The committee is still working on supporting documents for the policy, including chaperone guidelines. The guiding document has some minor changes since the last meeting. Members were supportive of the general policy.

Karol Basler made a motion to approve the "EKSC Travel Policy" as presented with the understanding that supporting documents to the policy are upcoming. Clare Hickson seconded the motion. All in favour.

CARRIED

6. Committee Reports

6.1. Swim Alberta AGM/Conference

- Jill and Clare are the attending Board members.

6.2. Associate Member Review

- There are two EKSC associate members to approve.

Kristi Williams made a motion to approve Jane Forest and Jen Flowers as Associate Members of the Edmonton Keyano Swim Club. Rob Cole seconded this motion. All in favour. One abstention (Jane Forest).

CARRIED

- Chris Nelson has a meeting planned with Christine Reeves and the proposed associate members who are requesting associate membership to work Bingos. At this meeting, he will review and have them sign a Code of Conduct for associate members working Bingos in order that they understand their expectations as associate members. After this meeting, Chris will put forward their names to the Board for associate membership approval.

6.3 Fundraising Committee Update

6.3.1 Approval of New Member

- *Clare Hickson made a motion to approve Rob Cole to the Fundraising Committee. Karol Basler seconded the motion. All in favour with one abstention (Rob Cole).*

CARRIED

6.3 Fundraising Committee Update (cont'd)

6.3.2 Fundraising Policy

- There was considerable discussion regarding how to define different fundraising efforts. It was agreed that an “EKSC *MEMBER* FUNDRAISER” would encompass those fundraising activities which would provide participating members the opportunity to offset their annual financial commitments. It was agreed that 80% of the net revenue from “Member” fundraising activities would go to the member and 20% would go to the club to cover administrative expenses.
- It was recognized that there will be some fundraising activities where 100% of the net revenue will go to support the EKSC. These activities will fall under the category of an “EKSC *CLUB* FUNDRAISER”.
- The Fundraising Committee, with the approval of the Board of Directors, will determine which fundraising activities fall under each category.

Karol Basler made a motion to approve the “EKSC Policy on EKSC Member Fundraisers” with changes made to definitions and wording as noted.

6.4 Member Resignation

- Troy Long has submitted his resignation from the Board of Directors. The By-Laws require that a replacement be appointed until the next AGM, at which time a replacement can be elected by the general membership.
- A general email will be sent out to members to recruit a new Board Member.

7. Standing Reports

7.1. Head Coach Report

- Paul Birmingham gave a quick overview of the end of the season. Overall, he was happy with the performances of all the swimmers at Juniors Nationals, Senior Nationals, Western Canada Games, and Senior and Junior World Championships.
- Jill Edwards announced to the board that Paul was the recipient of the 2019 Petro-Canada Coaching Excellence Award.

7.2 General Manager Report

- **Financials:** The City of Edmonton pool invoice has finally been received and paid. Overall, the financials have remained similar to the last report. The money from the club credit card will be applied to cover some of the credit card fees for the year. The current budget will be used throughout the year to compare month to month budgets to see if we are on target.
- Budget was reviewed, bottom line has remained the same.

Karol Basler made a motion to approve the draft budget as proposed. Eugene Chomey seconded the motion. All in favour.

CARRIED

7.2.1 Finance Policy

- The Finance Committee will review the Finance Policy with the goal to present and approve the policy at the September meeting.

7.3 Head of Development Report

- There was some discussion regarding advertising. Paul is wanting the advertising to target new swimmers.
- Swim Alberta is mandating that some of the club's policies be updated prior to 2020, specifically SafeSport and Anti-Bullying policies. Policy development will be one goal of the upcoming year.
- The club is fully staffed for coaches.
- Eugene Chomey has offered to review the RGC contract.

8. Upcoming Meetings

- Next meeting will be scheduled for before Registration on Saturday, September 21.

9. Adjournment

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

Meeting adjourned by 6:40 pm