



Edmonton Keyano Swim Club

October 2019 Board of Directors Meeting Minutes

Date: Thursday, October 24, 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, Karol Basler, Cian O’Kelly, Ian Boreyko, Eugene Chomey, Kristi Williams, Chris Nelson

Regrets: Rob Cole and Paul Birmingham

1. Welcome and Call to Order

Jill welcomed the Board Members and formally welcomed our new member, Ian Boreyko. Jill called the meeting to order at 4:50 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 4.4 “Approval of Associate Members”.

All in favour.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Clare Hickson and seconded by Jane Forest to approve the minutes from September 5 as circulated with one correction in the attendance. All in favour.

CARRIED

A motion was brought forward by Jane Forest and seconded by Kristi Williams to approve the minutes from September 21 “Special Meeting” as circulated. All in favour.

CARRIED

4. Ongoing Business

4.1 *Bylaw Terms of Reference*

- There was a discussion that four specific issues need to be outlined in the Bylaw Terms of Reference template: 1) Continuity: This year there is the potential that six Board Members may step down. We need to put some policies in place such that the club is not exposed to too many vacancies at one time. 2) Tenure and Voting Rights Review: We need to specify the role of Past Presidents - should we transition to a one year non voting commitment such that past presidents are not potentially committed up to a six year term. 3) Associate Member Voting Rights: have we addressed the possibility that the associate membership could outnumber regular members? 4) Review and update of existing bylaws.
- We set a deadline of the AGM in June to complete the update of the bylaws.

4.2 *Member Survey Results*

- Two issues that Chris noted from the survey results:
 - 1) Most families, with the exception of those with swimmers at Terwillegar Pool, would be willing to move to other pools if needed (ie. during a shut-down).
 - 2) Many families were forthcoming with input regarding Wednesday nights at the Kinsmen.
- Chris was happy with the results of the survey and with the feedback the club received.
- The Board formally extended their thanks and gratitude to Sean Gouglas for his work with the development and interpretation of the survey.

4.3 *Swim Alberta AGM/Conference Action Items*

- Jill, Clare, Chris and Paul attended the conference.
- The focus of the conference was “Safe Sport”; there was a Safe Sport advocate and a lawyer in attendance to outline the five policies which clubs must have in place by the end of this season -
 - 1) Safe Sport Policy Statement,
 - 2) Inclusivity,
 - 3) Discipline/Complaints Policy,
 - 4) Code of Conduct, and
 - 5) Screening Procedures
- Keyano currently has the “Discipline and Complaints Policy” and the “Code of Conduct Policy” in place, which are both linked to the Swim Alberta guidelines.
- Clare is wanting to clarify what is required under “Screening Procedures”.
- Clare and Jill will clarify and draft our Safe Sport Policy and they will have the H/R & Legal Committee oversee the document.
- Goal is to have the document finished by December.

4.4 Associate Member Approval

Jane Forest made a motion to approve Doris Harris, Lisa Haycock, Julia Klywak, Clarence Lau, Natalie Lau, Brenda Nickel, Christine Reeves, Matthew Reeves, Ryan Reeves, Rose Symes, and Debbie Greenwood for Associate Membership for the 2019-20 season. Clare seconded the motion. All in favour.

CARRIED

5. New Business

5.1. *Approval of Board Member Liason to the Bingo Committee*

Kristi Williams made a motion to approve Karol Basler as the Board Liason to the Bingo Committee. Clare Hickson seconded the motion. All in favour.

CARRIED

6. Standing Reports

6.1 [Head Coach Report](#)

6.2 *General Manager Report*

- Profit and Loss Report: There are still errors in the City of Edmonton billings. The existing deficit is better than that proposed at the end of last season . The registration fee for Bronze has been lowered. Our credit card merchant fees are \$1600 lower (to date). Our fees are very competitive with other clubs, with our Bronze program being the least expensive entry program for competitive swimming in the city.

6.3 *Financial/Treasurer Report*

- Jane has not yet signed off on the September bank statements.

7. Committee Reports

7.1 *Competitions Committee*

- Nothing new to report.

7.2 *Finance and Audit Committee*

- The committee met with the new auditor and reviewed their process.
- The committee and the Board of Directors met with the CIBC bank representatives and all the appropriate forms have been signed.
- Jane, Chris, and Colleen have reviewed the process for making Visa payments and are working towards a better process to reduce interest payments.

7.3 *Human Resources and Legal Committee*

- The response to the FOIP request has been submitted.

7.4 *Fundraising Committee*

- Nothing new to report.

7.5 *Travel Committee*

- In accordance with the Safe Sport requirements the Athlete Code of Conduct will be reviewed and updated specifically for the Edmonton Keyano Swim Club.

7. Committee Reports (cont'd)

7.6 Alumni Committee

- Nothing new to report.

7.7 Bingo Committee

- Associate members completed their session with Chris and have been approved by the Board.
- Karol has been approved as the Board Liason.

8. In Camera Session

9. Upcoming Meetings

The dates proposed are: **Thursday November 21** and **Thursday December 19**.

Kristi will send out an email to determine if these dates will work for a majority of members.

8. Adjournment

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

Meeting adjourned at 6:40 pm