



Edmonton Keyano Swim Club

November 2019 Board of Directors Meeting Minutes

Date: Thursday, November 21, 2019

Time: 4:30 pm - 6:30 pm

Location: Kinsmen Sports Centre Boardroom

Presiding: Jill Edwards

Recorder: Kristi Williams

Attendance: Rob Cole, Karol Basler, Jill Edwards, Clare Hickson, Ian Boreyko, Jane Forest, Kristi Williams, Chris Nelson, Paul Birmingham

Regrets: Cian O'Kelly, Eugene Chomey

1. Welcome and Call to Order

Jill Edwards welcomed the board members and called the meeting to order at 4:37 pm.

2. Approval of Agenda

A motion was brought forward by Clare Hickson and seconded by Karol Basler that the agenda be approved as circulated. All in favour.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Ian Boreyko and seconded by Clare Hickson to approve the minutes from the meeting of October 24, 2019 as circulated. All in favour.

CARRIED

4. Ongoing Business

4.1 Bylaw Terms of Reference Review

- Eugene Chomey has taken the lead on this project and as he was not in attendance, Clare offered to review the Bylaw Terms of Reference amendments. The board could then tentatively approve the amended Bylaw Terms of Reference by email. The Bylaw Committee will then be convened with the members who have already volunteered to participate and these Terms of Reference will be used as the basis for their review.

4.2 Swim Alberta AGM/Conference Action Items

- Clare Hickson and Jill Edwards are reviewing these policies. They will have them available for review at the December Board Meeting.

5. New Business

5.1. HR & Legal Committee member appointment

Clare Hickson made a motion to approve Christine Pritchard and Inna MacKay as members of the HR and Legal Committee. Kristi Williams seconded the motion.

All in favour.

CARRIED

5.2. FOIP/Privacy Request

- The club received a written request regarding personal information in the Bear Facts newsletter. There was discussion amongst the members with respect to the difficulty in defining the privacy limitations which we could exercise in the newsletter while still having the newsletter function as a feature of our club's website to celebrate swimmers' achievements and club news. As a "Not for Profit Organization", our club's privacy requirements are different from other businesses. When members register, they do sign a form agreeing to our policies, one of which is a Privacy Policy. This policy does say that if there is a request, a swimmer can "opt out" within a "limit". As per our discussion, that "limit" would be our best attempt to ensure the privacy of the requested swimmer's personal information.
- **Action Item:** The club will endeavor to ensure that the swimmer who has requested privacy not be included in photographs with personal information attached.

6. Standing Reports

6.1 Head Coach Report

- *Coaching Compliance:* All coaches have been reminded that it is imperative that they have all their coaching requirements finished as soon as possible such that EKSC fulfills its requirements with respect to compliance. Some of the coaches' documentation has been delayed by a computer issue with Swim Canada.
- There was positive feedback regarding the Awards banquet and attendance was better than in previous years.

6.2 General Manager Report

- *Profit & Loss Report:* There was one error in the report with respect to "Training Fees".
- *Accounts Receivable:* There is one account with an outstanding balance. There is a deposit amount which will cover some of the balance owing.
Action Item: The office will communicate with the family to attempt to recover the outstanding amount.
- Glenora Time Trial was a success. The Competitions Committee will review the meet to determine what our needs will be going forward with respect to the Dolphin System. We need to upgrade some of the laptops but are wondering if it is worth the cost as we have not used the Dolphin System as frequently over the past few years.

- Candy Cane meet has fewer entries as there are fewer local teams.
- *Contracts*: There is another delay in the opening of Jasper Place and Bonnie Doon pools. The club will request that the shut-down scheduled for Terwillegar pool be delayed until these pools are open and able to absorb the programs which are impacted by the shut-down.
- *City of Edmonton Invoicing*: There is a miscommunication between the city's licencing system and the invoicing system which is creating many errors in our invoicing. Chris is therefore still going through all of our invoices and as a result our Year End will be delayed. Our audit will have to begin later than scheduled.
- *Pool Allocation*: The Kinsmen has been allocated as a "High Performance Center".
- *Paul Sadler*: In January, 2020, we will start coaching a group of Paul Sadler "graduates" once a week. This way, the swimmers will be familiar with one another and can try out the Keyano program.

7. Committee Reports

- There are no Committee Reports

8. In Camera Session

- No In camera session has been requested.

9. Upcoming Meetings

- November 26, 2019 5:00 - 6:30 in the Aquatics Room. In Camera meeting with Paul.
- December 19, 2019 4:30 - 6:30 in the Kinsmen Boardroom December Board meeting.

10. Adjournment

Clare Hickson motioned to adjourn the meeting at 6:10 pm.