



EDMONTON

KEYANO

SWIM CLUB

Edmonton Keyano Swim Club

March 2020 Board of Directors Meeting Minutes

Date: Monday, March 16, 2020

Time: 4:30 pm - 6:30 pm

Location: Conference call

Presiding: Jill Edwards

Recorder: Kristi Williams

Attendance: Jill Edwards, Clare Hickson, Karol Basler, Inna Mackay, Ian Boreyko, Cian O’Kelly, Rob Cole, Chris Nelson, Paul Birmingham, Kristi Williams

Regrets: Eugene Chomey

- **Welcome and Call to Order**

Jill thanked the members for giving their time for the meeting during this difficult period. The meeting was called to order at 4:37 pm.

- **Approval of Agenda**

A motion was brought forward by Clare Hickson and seconded by Ian Boreyko that the agenda be approved with the deferral of both the *In Camera* session and the Ongoing Business items. All in favour.

CARRIED

- **Approval of Minutes from Previous Meeting**

A motion was brought forward by Clare Hickson and seconded by Karol Basler to approve the minutes from February 20, 2020, as circulated. All in favour.

CARRIED

- ***In Camera Session*** : Deferred
- **Ongoing Business**: Deferred
- **Bylaw Working Group Presentation**: Deferred

- **New Business**

- 7.1 **Covid-19 Impact and Contingency Planning**

- **Paul Birmingham** is requesting understanding, feedback, and direction from the Board during this uncertain time.
 - Paul's main priority will be communication:
 - First with members: Swimmers and parents need to know that this is just a pause and not the end of swimming. Although we will not know for a while when swimming will return, it *will* resume when it is safe. We need to communicate to members the plan for March fees, dryland workouts for swimmers, and Bingo requirements. It was agreed that we need a joint statement from the Board and Paul and Chris which emphasizes our unified leadership.
 - Second with Bingo "executive" and AGLC: Two bingo halls are still open as of this meeting. The AGLC is scheduled to meet tonight and it is likely they will shut down bingos after that meeting. The Board members agreed that we will not subject our members to situations which are contrary to the advice of Alberta's Chief Medical Officer.

ACTION: Chris will contact Christine and have her let AGLC know that Keyano will no longer provide workers to the bingo halls due to the Covid-19 outbreak. Members will be informed that all bingo commitments will be put on hold. Those who are scheduled to work tonight's shift will also be contacted.

- Third with Coaches/Staff: All members of the Board were in agreement that maintaining loyalty with our coaches is a priority of our swim club. There was considerable discussion regarding the retention of coaches during the Covid-19 pandemic. It was discussed that the club could provide all part-time coaches with two weeks pay as a gesture of goodwill. As well, it was agreed that the best option would be to give them "Lay Off Notice", which is not termination notice and allows them to apply for salary compensation from the government once available. There are some coaches whom Chris and Paul would like to retain on salary as they continue dry land workouts with their groups. The members were in agreement with this arrangement. As well, for the salaried coaches, because the length of the shut-down is unknown, we cannot make any decisions yet. They will be paid as per their contract, however, will be encouraged to complete "off-season" projects, such as program planning during the shut-down or take

vacation time and possibly return to full time coaching in the summer if programs are able to start up then. Lina will possibly reduce her hours and work from home as much as possible. We will contact the Human Resources and Legal Committee for guidance on these issues prior to implementation.

Clare Hickson made the following motion : As of March 16, 2020, in response to the exceptional circumstances we find ourselves in with regards to Covid-19, Edmonton Keyano Swim Club will issue a working notice to all Part Time Coaching Staff effective March 17, 2020. Providing a working notice gives our part-time staff 2 weeks notice with pay and allows transition to EI benefits. Our original intention was to introduce a temporary layoff along with regular payments for 2 weeks, but the limit of 60 days for temporary layoffs and the uncertainty of when we can go back to normal, has made this approach impractical. It still remains our desire to restart the swim programme when it is deemed safe. For our coaches, our members, and our Club, we believe this to be the appropriate course of action at this time.

The motion was seconded by Ian Boreyko. All in favour.

CARRIED

ACTION: Paul and Chris will schedule a conference call with the coaches to provide an explanation of what is happening with respect to their contracts and pay.

8. Standing Reports

8.1 Head Coach Report

- Swim Canada and Swim Alberta have cancelled all upcoming meets until the end of June.
- Paul is looking into different options for our athletes while the pools are closed. The goal is to keep athletes engaged and moving and assist parents with kids' activities.
- While there is a shut-down, Paul will be working on programming and curriculum design. He will stay in communication with Swim Canada and Swim Alberta regarding meet scheduling for the next season and will be in communication with the City of Edmonton regarding possible maintenance work completion during the shut down.

8.2 General Manager Report

- Profit & Loss: Financially, the club is ahead of its position last year. We have a "healthy" balance sheet. There are no large outstanding balances owing.
- Essential expenses: permanent staff, office equipment, advertising, accounting vs. Non-Essential expenses: pools, part-time coaches, office component of accountant and office assistant - we can reduce spending on some non-essential expenses during shut-down.
- Revenue is reduced as we are not billing members during shut-down.
- Club still maintains a healthy operating account and some gaming revenue.
- There was a discussion regarding short-term (two to six weeks) shut-down versus long-term (greater than six weeks) scenarios with respect to swim programs, coach contracts, and membership fees.

- Effective March 16, all membership fees have been frozen. All fees and commitments will be treated similar to the club's Temporary Medical Withdrawal policy. All remaining March fees will be prorated and any credit will be held in the members' accounts until the programs resume. All pre-travel payments that the club recovers will be refunded to members.
- Pool allocations: Keyano has been HPP approved. Now we are awaiting Bonnie Doon and Jasper Place allocations; a meeting was to occur this week, but may be delayed due to COVID-19 issues. Chris will still be working toward the re-allocation of Keyano's historical times at Bonnie Doon and Jasper Place in meeting with the City of Edmonton.

9. Upcoming Meetings

The Board agreed to the next meeting scheduled on Friday, April 3, 4:30 - 6:30.

10. Adjournment

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

Meeting adjourned by 6:13 pm