



### **Board of Directors Meeting Minutes**

Date: Friday, April 3, 2020

Time: 4:30pm - 6:30pm

Presiding: Jill Edwards

Location: Teleconference/Online Meeting

Recorder: Kristi Williams

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

**Regrets:** Inna MacKay, Eugene Chomey

- **Welcome and Call to Order** Jill welcomed the members and called the meeting to order at 4:37 pm.
- **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**

- **New and Ongoing Business**

- 3.1 Head Coach Report**

- Paul reported that the home programs are in full swing and are well attended by all groups.
    - Paul hosted a teleconference with other Alberta swim clubs to determine how they are managing their staff, membership dues, and athletes during the shut-down. Keyano’s decisions are largely consistent with those of the other clubs in Alberta.
    - The members discussed how we should proceed with those coaches (Matt, Bryner, and Francois) who continue to provide coaching to their groups now that the two week pay period has ended. Chris included the salaries of these three coaches in all budget scenarios.

- There was discussion regarding the Gov't of Canada's wage subsidy for small businesses; there is currently no specific guideline in the subsidy for "Not-For-Profit" organizations and it was agreed that while we will apply for any possible subsidies, we will not include them in our budget.

### **3.2 Member Credit and Refunds**

- The Board re-affirmed our decision of the last meeting to hold as a credit, all fees owing, for the last two weeks of March and apply all credit to "fees owing" once programming resumes.

### **3.3 Covid-19 Impact and Contingency Planning**

#### **● 3.3.1 Financial Overview**

- Prior to the COVID-19 shut-down, Keyano was anticipating finishing the season with a balanced budget. Despite the planned closing of Confederation Pool for maintenance, we anticipated 90% retention of Confederation swimmers.
- Chris discussed a potential budget based on a scenario where the pools were to re-open on July 1 and we had 55% member participation with coaches re-hired as required per enrollement. In this case, we would recover enough fees in training revenue to remain under budget for the 2019/2020 season.
- Another scenario, where we recover no training fee revenue for the remainder of the season (ie. if the pools remain closed over the summer) was reviewed. In this case, we would require the expenditure of approximately \$40,500 of reserve funds to cover our expenses. There was then discussion regarding the availability of our reserve revenue. As we are in the process of changing banks, Karol reported that there is sufficient money available within 30 day notice to cover these expenses. As well, AGLC has waived the requirement that gaming funds strictly be allocated to payment of pool rental fees.

#### **● 3.3.2 Wage Subsidy/Government Assistance Programs**

- It was discussed that we will not build in any potential government subsidies into our budgets, as we cannot be sure of their availability at this time.
- Currently, wage subsidies are available for a maximum of 12 weeks.
- It is anticipated that if we have to spend some reserve funds, that we would be able to recuperate about 75% of that with available Small Business government assistant programs.

#### **● 3.3.3 Staffing**

- Alex and Desmond have contracts which need to be renewed this August 31.
- It was discussed that we would approve staff budgets based on a scenario of pools reopening September 1. However, the board is aware that these issues will need to be reviewed on an ongoing basis depending on the guidance provided by the Chief Medical Officer of Alberta with respect to return to activity.

- **3.3.4 Swim Alberta/Swimming Canada Updates**

- There is considerable concern regarding future funding within both of these organisations.
- There was some discussion regarding Keyano's AGM. It needs to be held before August 31, so that affords us time to finalize changes to the By-Laws and discuss potential scenarios which will be required to have a Town Hall for members to review the By-Laws.

**ACTION:** Board members will read through the revised By-Laws prior to our next board meeting. Brian Brendzan will attend our next meeting and will go through the By-Law presentation and will be available to answer any questions which members may have.

### **3.4 Current Programming and Feedback**

- Paul reported that there have been many positive comments regarding the dryland program and the meetings.
- The kids seem interested and engaged in the activities offered.
- The challenge will be to maintain enthusiasm; Paul will revisit the content on a regular basis and do his best to offer variety and challenges to the swimmers.

### **3.5 Pool Allocation Updates**

- The good news is that the City of Edmonton has agreed to give Keyano "historical time" allocation at all pools. This is a big step in getting our pool rental times secured for the upcoming season.
- There is a planned maintenance closure for Confederation Pool for the next year; now the majority of those swimmers can be accommodated at Bonnie Doon Pool.
- Kinsmen Pool has a planned maintenance closure scheduled from August 17 to October 17. The City of Edmonton is wanting to do that maintenance now, while the pool is closed for COVID-19, however, as of this meeting, that has not been started.
- RGC has a new Aquatics Manager. Chris has discussed the potential of having summer camps at their pool and the Aquatics Committee at the Glenora is supportive of this plan.

#### **4. Upcoming Meetings**

- Next meeting has been scheduled for Monday, April 20, 2020 from 4:30pm to 6:30 pm.

**ACTION:** Jill, Ian and Rob will compose a message to be sent out to members. In this message, we will reassure members that the club is in a healthy financial position, that we are striving to take care of our staff, and that we remain committed to providing quality programming to our athletes, both in and out of the pool.

#### **5. Adjournment**

A motion was brought forward by Clare Hickson and seconded by Karol Basler to adjourn the meeting.

**Meeting adjourned by 6:30 pm.**