



Edmonton Keyano Swim Club

Board of Directors Meeting Minutes

Date: May 13, 2020

Time: 4:30pm - 6:30pm

Presiding: Jill Edwards

Location: Via Teleconference

Recorder: Kristi Williams

Attendance: Jill Edwards, Clare Hickson, Karol Basler, Rob Cole, Ian Boreyko, Inna MacKay, Kristi Willaims, Paul Birmingham, Chris Nelson

Regrets: Cian O'Kelly

Welcome and Call to Order

Jill Edwards welcomed the Board Members and called the meeting to order at 4:43 pm.

Approval of Agenda

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

CARRIED

Approval of Minutes from April 20, 2020

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

CARRIED

Ongoing Business

4.1 Bylaw Review Update

- A new item regarding *In Camera* minute recording has been written.
- The Bylaw Committee would prefer an in-person presentation of the revisions to members, therefore, their recommendation is to wait until the AGM, hopefully in October, to discuss the amendments.
- This delay will give time to the board members to review the amended Bylaws.
- We will keep the Bylaw Review as an ongoing agenda item until then.

4.2 Year End Audit Update

- **VKO** are our new auditors. Karol has been very happy with their responsiveness to all our inquiries. They have been providing us with good direction with respect to available subsidies. As well, they have been understanding of the CRA oversight which has occurred.
- There has been a problem with our CRA authorization - Karol is working to correct it.
- We have until August 31, 2020, to hold an AGM (this is within the fiscal year).

5. New Business

5.1 AGM Update/Planning

- The Not-For-Profit-Society has amended AGM requirements and given organizations the authority to delay the holding of annual AGMs this year due to extenuating circumstances of Covid-19.
- The board members agree that for our club, an “in-person” AGM would be preferable to a virtual AGM. We could therefore delay our AGM until the end of 2020.
- Delaying the AGM will also mean that those board members whose positions were to end this year, will be serving on the board for a few more months. Members were agreeable to serve until the AGM.
- Chris will communicate the delay of the AGM to members in the next newsletter.
- The board agreed to keep this as a rolling agenda item until the AGM is scheduled.

5.2 In Camera Meeting Policy

- Clare, along with the ByLaw committee, have drafted a policy, which will act as a governance piece to guide the holding, the recording, and the accessing of minutes of “In Camera” meetings. This policy will help to define the roles of the secretary and president.
- There was discussion regarding how to protect the privacy of the minutes.
- The issue regarding the maintenance of the password to access the “In Camera” minutes has not yet been resolved. Several members have agreed to look into this matter for discussion at the next meeting.

Action Item: Clare will amend and circulate the policy and Chris will post it on the website.

A motion was brought forward by Clare Hickson to approve the “EKSC ‘In Camera’ Policy. The motion was seconded by Inna MacKay. All in favour.

CARRIED

6. New Business

6.1 Head Coach Report

- Coaches have been working hard to initiate social activities within their groups.
- Attendance is still good with online meetings and workouts.
- Meeting with Swim Canada - International swim meet calendar has been set.
- Keyano Bearcast has been initiated and has featured interviews with Emma O’Croinin and Dave Johnson. There was positive feedback regarding the interviews.

6.1 Head Coach Report (cont'd)

- Trivia night was a success; 50+ participating families.
- Paul participated in Town Hall Conference Call with Jason Kenney and Deena Hinshaw. It was made clear that the government wants businesses to put together their own proposals regarding “re-opening strategies”.
- Paul is hoping to start by getting the High Performance group into the pool, but we are reliant on the City of Edmonton to re-open pools for these groups. The goal is to make incremental steps in opening of facilities for our groups.
- University of Alberta has remodelled their swim program and has approached Keyano to provide year round training for their swimmers. There will be performance criteria, the numbers will be limited, and the university will fully fund the swimmers. This is still in the planning phase. All members were in agreement, in principle, with going forward with a partnership with the university.
- Clare will bring any proposed contracts or MOU's between Keyano and the University of Alberta to the H/R and Legal Committee for review.

6.2 General Manager Report

- The budget was previously reviewed thoroughly with several scenarios considered.
- The audit is currently underway.
- Profit/Loss Statement: We are on target for our proposed budget, CEWS has been extended by the federal government, our club has sufficient operating cash and currently our expenses are low relative to available cash.
- CEBA Loan: \$10,000 non-repayment portion (ie. net profit) would be available, so it is worth applying for it. However, the members would like a proposal outlining how this money will be spent.

A motion was brought forward by Clare Hickson and seconded by Inna MacKay to approve Edmonton Keyano Swim Club's application for the CEBA Loan with the agreement that the loan amount will be paid back and the disbursement of the non-repayment portion will be agreed upon by board members. All in favour.

CARRIED

- The office lease has been approved for renewal for two years; the cost is still “To Be Determined” and terms are forthcoming.
- HPP allocation: most user groups are wanting to return to historical allocation.
- RGC is unsure as to when they are reopening.

7. Upcoming Meetings

- Our next meeting is tentatively scheduled for Monday, June 15, from 4:30 pm to 6:30 pm.

8. Adjournment

A motion was brought forward by Inna MacKay to adjourn the meeting.

Meeting adjourned by 6:41 pm.

