



Edmonton Keyano Swim Club
Setting a new standard for swimming in Canada

#106-9100 Walterdale Hill NW
Edmonton, AB
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Board of Directors Meeting Minutes

Date: Tuesday, June 16, 2020

Time: 4:30pm-6:30pm

Presiding: Jill Edwards

Location: Via Zoom

Recorder: Kristi Williams/Clare Hickson

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

Regrets: Eugene Chomey, Cian O’Kelly

1. Welcome and Call to Order

Jill Edwards welcomed the Board members and called the meeting to order at 4:44pm.

2. Approval of Agenda

Jill Edwards proposed a change to 5.2 to become ‘Financial Update’ rather than ‘Year End Audit Update’, such that a number of additional financial matters could be raised by Karol Basler during that item.

A motion was brought forward by Karol Basler and seconded by Inna MacKay that the agenda be approved with the above change incorporated. All in favour.

CARRIED

3. Approval of Minutes from Previous Meetings

3.1 Meeting Date May 13, 2020

Clare Hickson outlined two minor changes to the minutes circulated which she’s discussed with Kristi Williams.

A motion was brought forward by Inna MacKay and seconded by Karol Basler to approve the minutes from June 8, 2020; with the changes outlined by Clare above. All in favour.

CARRIED

3.2 Meeting date June 8, 2020

A motion was brought forward by Ian Boreyko and seconded by Karol Basler to approve the minutes from June 8, 2020 as circulated. All in favour.

CARRIED

4 In Camera Session* (as required)

Not required.



5 Ongoing Business

5.1 In-Person Dryland/Safety Assessment Working Group

Jill Edwards confirmed the members of the EKSC Safety Assessment Working Group: Cian O’Kelly, Cathy Finlin, Paul Birmingham, Chris Nelson. The group are planning to meet for the first time next week to review the safety protocols and measures following the first 2 weeks of in-person dryland training.

Paul Birmingham will pick up how the dryland sessions are progressing in his report in section 7.

5.2 Financial Update

5.2.1. CEBA application process

- Karol Basler outlined that she is happy to pursue this application on EKSC’s behalf but requires authority from the Board in order to do so.
- Motion to deviate from the normal EKSC policy of requiring two Executive signatories; to appoint Karol Basler as sole-signatory in order to apply for the CEBA loan on EKSC’s behalf. A letter addressed to the bank specifying this will be produced and signed by two existing Exec member signatories for Karol to then arrange. Motion was proposed by Inna MacKay and seconded by Ian Boreyko. All in favour.

CARRIED

5.2.2. Closing of RBC Bank Account

- Karol Basler confirmed that Jill Edwards is the current sole-signatory of the RBC bank account who is able to close the account along with the GIC, and transfer all monies to CIBC as previously agreed.
- Motion was proposed by Karol Basler and seconded by Clare Hickson, to allow Jill Edwards to act as sole-signatory authority to close all accounts with RBC and transfer monies to CIBC. All in favour.

CARRIED

5.2.3. Audit Update

- Karol Basler has received a draft report from the auditor for last year’s accounts, and will now organise a meeting between herself, Jill Edwards and the auditor to review the contents of the report.
- The intention will be to present the report and the findings at the July board meeting.

5.3 Bylaw review Update

- Clare Hickson recapped that this is a standing agenda item until we are in a position to commence face-to-face consultations with our members on the proposed Bylaw revisions later this year.
- Clare reminded the Board that following the last Board meeting, she issued a copy of the proposed Bylaws revisions to Board members for them to ‘review and reflect’ on the contents. A question has been raised by Cian O’Kelly which is currently being reviewed by the Bylaw Working Group.



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- Clare also said she will circulate a separate email to Board members outlining one aspect of the proposed changes for them to 'review and reflect' upon – with the intention of being discussed at the next Board meeting in July.

5.4 Screening Policy Update

- Clare Hickson reminded the Board that Swim Alberta requires all Clubs to have 5 policies on 'Safe Sport' agreed and in place by September 2020. There are currently 4 policies which have now been approved, with the final one on 'Screening Policy' still outstanding.
- A template has been received from Swim Alberta. The HR & Legal Committee has also provided assistance. Clare outlined several aspects of the policy with the Board such that the policy can be tailored to meet EKSC's requirements.
- Clare will pick up the actions agreed and draft a policy for circulation to Board members over the coming weeks, with a view to agreeing the policy at the July board meeting.

5.5 AGM Planning

- Jill Edwards reminded the Board that this is a standing agenda item until the Covid restrictions allow us to offer a face-to-face AGM for our members.
- Under the current restrictions, concern was expressed whether there is an indoor space large enough to offer to our members for holding an AGM. Chris Nelson agreed to pick this up with the City and report back.

6 New Business

6.1 Bingos for 2020/2021 season and beyond

- Chris Nelson outlined the current status of bingo halls. EKSC is waiting to be notified in writing by each of the specific bingo halls about the Covid requirements they need to have in place, what these will be, and how they would impact our members should they volunteer to work a bingo session.
- It was agreed the Safety Assessment Group (see Section 5.1 above), will review and assess all proposals received from each of the bingo halls and make recommendations to the Board on whether EKSC should participate as members of each.
- Chris Nelson will take an action to build a communications plan for our members which will provide all the information they may require with regards to bingo volunteering, ready to be released when we are in a position to be able to communicate to members what this looks like.
- All members received notification last week about where to receive details of their bingo pro-rata for the season. It was agreed that the current policy on bingos will be applied to the pro rata allocation and those members who still have bingos to meet their commitment, will be contacted by the office to discuss options.
- Participation points will also be applied pro rata to members and this will be communicated out with a thankyou to those who have volunteered this year.
- The Board agreed to hold a strategic planning session on Bingos at a later date to explore longer term sustainable solutions for EKSC.

7 Standing Reports



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7.1 Head Coach Report - Paul Birmingham

- Paul outlined the current position with regards to Covid, with Phase 2 being accelerated and some activities for Sports and Recreation from Phase 3 being included. He reminded the Board that whilst jurisdictional agreement has been given, it still rests with the City of Edmonton to determine what and how this will work with regards to pools.
- Paul talked about the 'cohort' concept which they spent last week trying to get introduced for swimming by AHS as a way to mitigate risks. It requires the same people in the same group, training together at a safe distance, enabling quick contact tracing if someone within the group tests positive for covid.
- Dryland in-person sessions started last week for Gold and all Performance groups. All will train 3 times a week, with zoom calls twice weekly.
- A survey has been issued to Silver and Bronze which has received a good response, the majority of who were keen on some form of exercise being offered. Paul is currently reviewing and considering the options.
- The current thinking is that the Kinsmen warm-up pool is most likely to open first but will only be offered to HPP groups and a maximum cohort of 50. Paul and Chris are currently working with the Kinsmen to develop a model of what this may look like.

7.2 General Manager Report - Chris Nelson

- Chris outlined the budget review process over the next few months such that the budget for next year can be agreed by the Board and the fees for next season confirmed.

8 Upcoming Meetings

Our next meeting is tentatively scheduled for Thursday, July 16, from 4:30 pm to 6:30pm – and hopefully as an in-person meeting.

9 Adjournment

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

Meeting adjourned at 6:44 pm.