



**Edmonton Keyano Swim Club**

## **Board of Directors Meeting Minutes**

Date: Thursday, September 17, 2020

Time: 5:00 pm - 7:00 pm

Presiding: Jill Edwards

Location: Online Meeting platform

Recorder: Kristi Williams

**Attendance:** Jill Edwards, Clare Hickson, Karol Basler, Inna Mackay, Ian Boreyko, Rob Cole, Kristi Williams, Chirs Nelson, Paul Birmingham

**Regrets:** Cian O'Kelly

### **1. Welcome and Call to Order**

Jill welcomed the Board Members and called the meeting to order at 5:02 pm.

### **2. Approval of Agenda**

A motion was brought forward by Clare Hickson and seconded by Karol Basler that the agenda be approved with the addition of "CEWS" as the first item under "New Business".

All in favour.

**CARRIED**

### **3. Approval of Minutes from Previous Meeting**

A motion was brought forward by Clare Hickson and seconded by Inna Mackay to approve the minutes from August 18, 2020, as circulated. All in favour.

**CARRIED**

### **4. In Camera Session (*not required*)**

### **5. Ongoing Business**

#### **5.1. Safety Assessment Working Group**

- Nothing new has been brought to the attention of the group.

#### **5.2. Bylaw Review Update**

- One suggestion is to provide a link to the revised bylaws in the AGM documents.
- We could call an EGM in November or December to present bylaws to members.
- All were in agreement to present before 2021.
- Clare will consult the Bylaw Group regarding time frame needed to present to members.

### **5.3. AGM Planning**

- We have chosen November 3 as the date for the AGM.
- Platform will be “Large Zoom Meeting” which has a polling function. Paul reported that both UCSC and SPSC used this platform for their AGMs.
- At our next board meeting we will test approving motions and polling using the Zoom platform.
- Drawback is that “permanent mute” is not an option, so having an effective moderator will be essential.
- Swim Alberta will assist with ballots; they will act as scrutineers and they will collect results of votes for Board Member positions. They just require email addresses of those members who will be voting.
- We will use a “Google Form” to register members for the meeting - this will provide us with email addresses and the number of members attending.
- It will be essential to make the Notice of AGM letter very clearly worded; Kristi, Jill, and Clare will draft the notice and then send out to board members for review prior to mailing out to all club members.
- We will post the ‘bios’ of those running for board positions on the Keyano website.
- All business at the AGM will be “pre-motioned” so members will just vote “Yay/Nay/Abstain”.
- Agenda will not be posted until October 19, as this will give members time to suggest any other business items.
- There was some discussion as to whether the Financials need to be formally approved by members. According to Bylaws, they just need to be “presented” at the AGM, so that is what we will do this year. All were in agreement as the board members have diligently reviewed and approved the 2019 Financials already.
- Karol has drafted a “Statement from the Treasurer” which will be posted under the AGM documents.
- Questions regarding the impact on COVID-19 and the Finances, will be more pertinent to the 2020 Financials and therefore will not be formally addressed as part of the discussion pertaining to the financials at this AGM.

## **6. New Business**

### **6.1. CEWS**

- This is a government subsidy for employers “who have experienced a drop in revenue, to cover part of employee wages”.
- Starting in August, the subsidy will decrease monthly.
- In order to maximize the subsidy we are eligible for, we must reallocate some of our revenue within our accounting. There was discussion as to how we wanted to proceed with this. Essentially, the subsidy money will be used to pay our employees.
- As we did not need to make a decision today, the members decided to wait until the next meeting to revisit the discussion. As well, there may be additional changes to the program made after the ‘Throne Speech’ of September 23.

## **6.2. Fundraising for 2020-2021**

- Carolyn is willing to lead the Purdy's Chocolate fundraiser again this year.
- The Safety Assessment Group should be consulted if we decide to go ahead with the fundraiser to ensure we provide a safe environment for all volunteers.
- There was some discussion regarding the impact of fundraising revenue on our eligibility for the CEWS subsidy. The more our fundraising revenue, the less subsidy income. As well, the majority of the fundraising money goes back to members and does not stay as revenue for Keyano.
- The members will make a decision at the October meeting regarding whether to proceed with this and other fundraising ventures.

## **6.3. Withdrawal Policy**

- The current policy could be abused if anyone provides a medical note for absence.
- With COVID isolation requirements, kids could be away due to a need to self isolate.
- The suggestion is that we add to the policy the requirement that the medical absence be at least 30 days to qualify for withdrawal.

Inna Mackay made a motion to amend the Withdrawal Policy to state that there be a minimum of 30 day absence from activity to qualify for a withdrawal. The motion was seconded by Ian Boreyko. All in favour.

**CARRIED**

## **7. Standing Reports**

### **7.1. Head Coach Report**

- Meets: None scheduled; may try to hold virtual meets with Northern AB clubs.
- New shirts and water bottles for athletes and new shirts for coaches are ready.
- Kinsmen is asking us to keep a maximum of 4 swimmers per lane; we may need to exceed this if the Kinsmen requires a buffer lane.

### **7.2. General Manager Report**

- Chris has brought to our attention the fact that the fine for non-attendance at bingo shifts is quite harsh, particularly for first time offenses. He has recommended that we amend the Bingo Policy to be a bit more forgiving under some circumstances.
- Upon further discussion, it was agreed that we leave the decision of a fine on the offense to the discretion of the GM and the Bingo Co-Ordinator.

Inna Mackay made a motion to amend the Bingo Policy such that the fine for a No-Show at a bingo shift is \$300 unless there are exceptional circumstances and at the discretion of the General Manager and the Bingo Co-Ordinator. The motion was

seconded by Karol Basler. All in favour.

**CARRIED**

**8. Upcoming Meetings**

- The October meeting will be determined by a Doodle Poll.

**9. Adjournment**

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

**Meeting adjourned by 7:24 pm.**