



Edmonton Keyano Swim Club

Board of Directors Meeting Minutes

Date: November 29, 2021

Time: 18:30

Location: [Google Meet](#)

Presiding: Ian Boreyko

Recorder: Cathy Shepherd-Finlin

Attendance: Ian Boreyko, Cian O’Kelly, Cathy Finlin, Chris Nelson, Paul Birmingham, Shannon Loughran, Jill Edwards

Regrets: Kristi Williams

1. Welcome and Call to Order

Ian Boreyko called the meeting to order at 6:47 pm. Late start due to needing quorum to be reached.

2. Approval of Agenda

A motion was brought forward by Cian O’Kelly and seconded by Rob Cole to approve the agenda as circulated. All in favour **CARRIED**

3. Approval of Minutes from Previous Meetings

A motion was brought forward by Cian O’Kelly and seconded by Rob Cole to approve the minutes from the meeting of October 25, 2021, as circulated. All in favour.

CARRIED

4. In Camera

There was no request made for an “In Camera” session.

5. Ongoing Business

5.1. Safety Assessment Working Group

- Candy Cane Under 11 - Covid medical exemption vs. negative test when previously infected within last 90 days. When my kids were infected, we were advised not to be retested for at least 90 days as it is likely to be positive, even without being ill or infected. They were advised to isolate for 14 days if they showed symptoms again.

They were allowed to be out of isolation after 10 days from onset of symptoms or positive test. (They were allowed out in public before we were because we were negative and still waiting to see if we caught it)

So, the child is not required to isolate anymore and should be able to go to the competition, but the negative PCR for the 11&u is a SwimAb rule for competition, not a facility one, so I think the direction has to come from them.

It would be best to get clarity as this could be an ongoing question, but I also thought that Candy Cane was running the 2 age groups separately, so it wouldn't be necessary for the 11&u to provide a negative test anyway, is it?

5.2. Bylaw Review - Update

- Bylaw Review Update - Deferred

5.3. Review of Mark Phillips payment issue - Mark paid as a contractor on a payroll schedule as a courtesy. This Fall the payment became an issue due to moving to a new bank and needing 3 signing authorities. Due to this payment was slightly late - Mark was concerned re: same. Steps taken to prevent future occurrence - by approving pay further in advance (up to 3 months) and increase the number of signatories on the account. Rob spoke to CIBC and they are working on a recurring debit option for the future.

5.4 Review required CIBC docs that require signing for authorization - add Cian and Ian to the account. Formal form that needs to be completed - Rob will initiate and sign it off.

6. New Business

6.1 Discussion on implementation of administrative position. Consideration of administration support - as a response to the increase in membership and demands and a return to normal functioning and inquiries. Chris supports doing this in the new year but would like to do it properly and at the right time. Priority in doing invoices and in house accounting. Contract with Colleen is 30 days notice. Gaming revenue decrease can impact decision and timing. Rob mentioned that the auditors (VKO) offer a bookkeeping service - possible to have them submit a proposal.

Discussion related to exact needs of the club ie - bookkeeping (Quick Books certificate) and administrative skills vs. swimming expertise and demeanour.

Action items: move forward with developing a job description and Rob to check with VKO.

7. Standing Reports

7.1. Head Coach Report

- **Bear Cubs #2**
 - 110 participants
 - Amended format to allow more splashes
 - Successful
- **Candy Cane**
 - Challenging to determine format in the Covid environment.
 - Now a 2 day meet with 11&U in am as a dual with OSC and 12&O in PM timed finals multi-meet
- **Travel Meets**
 - We are proceeding with allowing Team travel for Christmas Cracker and OJI
 - Travel costs increasing
 - Christmas Cracker issues with meet quotas – we were allocated our requested

numbers after much haggling

- **Club**
Registration – Club Total 341(including UfoA)
Registration Club updated 3 October
Bronze 83
Silver 48
Gold 40
Jun Prov 26
Sen Prov 26
Jun Nat 24
Sen Nat 19
Total 266

Registration YMCA updated 3 Oct

Bronze 24
Silver 23
Total 47

- **Other**
 - Trying to settle on lane allocations for Christmas training – waiting on OSC...
 - First Club wide Test set completed – Kick Test.
 - Oilers Game 20th December – strong interest and tickets sold fast. We are hoping to receive a Oil King's 50/50 as reward
 - Edmonton Masters donated \$10,000 from their casino funds. Should we send a gift/note of thanks from Board?

Facilities

- Kinsmen headwall update: expected date re-installation of old headwalls to be completed by January
- Still working with them on trying to grant better access to the DSM LCM set up – WIP..
- Expected to have Confederation pool back online January. We are looking at marketing options before Christmas

- **Development**
 - Numbers for combined Wednesday's still quite strong despite the change in weather. Well organised each week with the lead from Matt and Kelly Bowkowsky
- **Apparel**
 - Hoody order – should be completed by weeks end
 - Speedo Week – suits now in and being distributed. Still waiting for backpacks
- **High Performance**
 - Junior Development camp to be run by Swim Canada early January. I have been notified that there may be a handful of EKSC swimmers selected
- **Swim Alberta**
 - Meeting Steve Norris this week on technical plan
 - Meeting with Dean Schultz on Wednesday
- **Coaching**
 - All coaches compliant
- **University of Alberta**
 - CanWest completed – successfully run and managed by EKSC. Thank you to all

Strategy/Business Development

- Plan for Confederation advertising

7.2 General Manager Report

Budget

- Balance sheet similar to last month - basically balanced across the board
- Installments from UofA in December and February will help with balance over the summer months
- Wage subsidy program is complete
- Swim Alberta - high performance club so will receive a \$15 000
- Colleen and Thomas are working on the audit. Aiming to complete before Christmas
- Bingo re-evaluation after this quarter. May add or drop events as needed.
- Casino has been confirmed for quarter 3.
- 50/50 with the Oil Kings is a go.

Operations

- Online ads up for Confederation; road signs ordered.
- Working through issues with Pool Queue - they are responsive.
- Back at Confederation in January; Full hours at JP and Bonnie Doon; reduced schedule at Meadows and Terwillegar.
- Working through contracting errors with the CofE; working on Christmas training camps.
- PO set for Uof A

8. Upcoming Meetings

- November Board Meeting – Motion to land on January 10, 2021.
Consensus around moving the time to 7 pm.

9. Roundtable

Shannon requesting access to the by-law files. A board member will grant Shannon access. Check with Jill regarding the file location. Shannon can also connect with Claire to discuss particulars.

10. Adjournment

A motion was brought forward by Kristi Williams to adjourn the meeting. Seconded by Cian O’Kelly

Meeting adjourned by 7:57pm.