



Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

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February 14, 2022 Board of Directors Meeting: Minutes

Date: Monday, February 14, 2022

Time: 7:00pm- 9:00pm

Location: Via Google Meet online platform

Presiding: Ian Boreyko

Recorder: Kristi Williams

Attendance: Ian Boreyko , Cian O’Kelly, Rob Cole, Cathy Shepherd-Finlin, Shannon Loughran , Jill Edwards , Chris Nelson , Paul Birmingham , Kristi Williams

Regrets: N/A

1. Welcome and Call to Order

Ian Boreyko welcomed all Board members and called the meeting to order at 7:04pm.

2. Approval of Agenda

A motion was brought forward by Cathy Shepherd-Finlin and seconded by Jill Edwards that the agenda be approved with the addition of Item 5.0 Handling of Cash Request. All in favour.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Shannon Loughran and seconded by Jill Edwards to approve the minutes from January 13, 2022, as circulated. All in favour.

CARRIED

4. In Camera Session - not requested

5. Ongoing Business

5.0 Handling of Cash Requests

- Rob Cole was asked to withdraw \$3000 cash for the Edmonton Open and became aware that there is currently not a two person signing requirement for cash withdrawals.
- Our cheques all require two signatures and there should be the same requirement for cash withdrawals (for the safety of EKSC).
- There is currently a policy which requires Board approval for any cash withdrawals greater than \$3000.
- Jill Edwards has developed a letter which authorizes a cash withdrawal and requires two signatories to sign. This is for withdrawals which occur once per year and are greater than \$1500.
- Previously, BMO required two signatories (for Edmonton Open three years ago).

Action Item: Rob Cole will contact ATB requesting that documentation requiring two signatures for cash withdrawals greater than \$1500 be required.

5.1. Safety Assessment Working Group

5.1.1 Swim Alberta Requirements and Recommendations for Training and Competition

- Chris Nelson presented this document and noted that there is not much change to what EKSC is already requiring for safe competition. We are currently abiding by provincial health orders.
- This document is Swim Alberta's response to the new provincial order with the relaxation of vaccination requirements.
- EKSC will still ask that swimmers/parents screen for symptoms prior to participating in practices or meets and "stay home if sick"; Keyano will not impose restrictions which are more strict than what Alberta Health has established.

5.2 Notification for CRA Regarding outstanding \$12,000 Payroll Tax

- Chris Nelson assured Board members that this is a "form issue" - a form has been submitted, however, it has been "declined" because "Past President" is not a recognized term on the form.
- Jill Edwards has the case number and she will call to "erase" her name.

5.3 Swim Alberta Town Hall

- This meeting is to introduce the new Executive Director of Swim Alberta.
- Paul Birmingham is planning to attend and will give the Board a report on the meeting next month.

5.4 Office Hiring

- Chris Nelson has a draft of the posting and will share it with the board members.

5.5 Officials Training

- This was covered at our meeting in January.

5.6 Standing Reports

5.6.1 Head Coach Report

- March is a busy month for swim meets.
- The Edmonton Open was a success. Swimmers had good results (first LC meet in two years).
- Bronze groups have not had many race opportunities; Paul Birmingham has sanctioning from Swim Alberta such that times from Bear Cub Mini Meets may be used as qualifying times for provincial meets.
- Paul Birmingham would like to take advantage of space at Bonnie Doon pool for a “meet series” possibly between satellite pools.
- There are plans for two possible camps to the USA in early summer for high performance groups.

5.6.2 General Manager Report

- Corrected profit to date is \$41,000; we need \$80,000 by the end of June to balance at year end.
- Current proceeds from Bingos are 50% of pre-COVID - going forward the hope is that with decrease in Omicron cases, Bingo revenue will increase.
- We need to watch the next few months’ proceeds as this will determine fees and Bingo commitments for next season.
- JP pool has been closed for three weeks; Bonnie Doon has been able to absorb extra swimmers. Coaches have organized a mini-meet between two pools which was very well received.
- Edmonton Open posted a modest profit. 10% of entries cancelled, otherwise we could have had over 400 swimmers in the meet.
- Swim Alberta is changing officials' uniforms. The club may consider offering shirts with the Keyano logo, which parents could purchase and wear for on deck volunteering.

6. Roundtable

7.1 Rob Cole: No items for discussion.

7.2 Cian O’Kelly: A few emails were not sent out to all members. Please check the email contact list prior to sending out correspondence to ensure all members are included.

7.3 Kristi Willimas: Follow up regarding discussion of eating disorders and mental health from January meeting. Paul Birmingham will contact Jackie Poole from Swim Alberta to discuss resources for clubs.

7.4 Shannon Loughran She is supportive of a standard shirt for volunteers - looks professional. She also voiced a concern regarding some broken equipment at the Kinsmen; new equipment has been ordered and will be installed for Westerns. As well, there was some discussion about timing (the interval between the "Take Your Marks" cue and the "Go" signal might have been too short).

Both Scott and Jen Flowers are aware of the issue.

7.5 Jill Edwards Follow up regarding the Livestream of Westerns, Swim Canada will now cover the cost.

8. Upcoming Meetings

- Our March meeting will be scheduled for Monday, March 14, 7pm - 9pm.

8. Adjournment

A motion was brought forward by Kristi Williams to adjourn the meeting.

Meeting adjourned at 8:32pm.