



# Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

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## **Board of Directors Meeting**

Date: Monday, August 29, 2022

Time: 7:00pm - 9:00pm

Location: Via Google Meet

Presiding: Ian Boreyko

Recorder: Kristi Williams

**Attendance:** Ian Boreyko, Cian O'Kelly, Ryan Mo, Shannon Loughran, Jill Edwards, Chris Nelson, Kristi Williams

**Regrets:** Cathy Shepherd-Finlin, Paul Birmingham

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

Ian Boreyko welcomed all members. The meeting was called to order at 7:05 pm.

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

A motion was brought forward by Shannon Loughran and seconded by Kristi Williams to approve the agenda as circulated. 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 July 18, 2022. There was one correction to be made to the date of the next scheduled meeting - should be August 29 (not 28). All in favour.

**CARRIED**

### **4. New Business**

#### **4.1 Review of Proposed Bylaw Changes**

- Shannon Loughran gave the board a short review of the process by which the Bylaws have been amended over the past three years (during the COVID-19 pandemic). The last amendment was done in 2013, so this review was needed.
- The Committee formatted the Bylaw changes into a powerpoint presentation which can be distributed to members for review. There was some discussion as to how to highlight the areas where changes have been made so it is clear to members.

## **4. New Business**

### **4.1 Review of Proposed Bylaw Changes (cont'd)**

- Shannon Loughran gave the board a summary of the changes which have been made to the bylaws. The changes to the bylaws include some updates to correspond to policy amendments, to improve clarity, and increase relevance. It was confirmed that the board at the time approved the changes to the bylaws just before they were to be presented to members (about February 2020).
- We need to clarify the requirements of Corporate Registry with regard to the presentation and approval of Bylaw changes within the club. Shannon will follow up with Corporate Registries and Jill will follow up with Claire Hickson and Brian Brendzan.
- There was discussion regarding how we want to present the bylaw changes to members. There was agreement that the powerpoint presentation could be made available to members prior to the Annual General Meeting; members could then forward questions or concerns to Stephanie Slee or Morgan McGlade prior to the AGM. This would avoid lengthy debate and discussion at the AGM and the AGM would just be a forum to vote to approve the proposed changes.
- Ideally, the Bylaw changes and powerpoint presentation will be available to members by the end of September.

### **4.2 Swim Alberta Conference**

- The Swim Alberta AGM and conference will be held on September 23 and 24 in Canmore.
- Ian is unable to attend. The only members available to attend are Kristi Williams and Cathy Shepherd-Finlin . They will discuss to determine who will represent EKSC at the meeting.

### **4.3 AGLC 2022 Casino**

- The Casino was fully staffed and was a success.
- Ian Boreyko or Chris Nelson will forward a Thank You to members for volunteering.

### **4.4 Swim Alberta RTR Closure**

- There is a “re-set” of the system which is scheduled from August 25-September 6, during which time registrations through Swim Alberta will not be processed. Everything will re-open on September 7, 2022.

## 4.5 AGM Planning

- Members agreed on Wednesday, October 19, 4:45 - 5:30pm as the date for this year's AGM. It will be "In Person" in the Kinette Room.
- Chris Nelson suggested that we could schedule a "Club Orientation" to follow the AGM.
- We will need to send out notice of AGM to members by September 20, 2022.
- Financial Statements (assuming they are ready) will be presented - usually by the auditor. They do not need board approval prior to the AGM.
- Members can run for board positions and vote for members to hold board positions. There are six vacancies; hopefully most of the current board members whose positions are up for renewal will put their names forward for another term.

- Action Plan:
1. Confirm the number of available positions on the Board of Directors.
  2. Confirm that the financials will be ready for the AGM and that the auditor will be available to present them.
  3. Book the Kinette Room.
  4. Finalize the notification of AGM and send out to members by September 20.

## 5. Ongoing Business

### 5.1 Hiring of Office Administrator

- There is nothing new to report.

### 5.2 Standing Reports

#### 5.2.1 Head Coach Report

- Paul Birmingham was not in attendance at the meeting; there was not a Head Coach Report to present.

#### 5.2.2 General Manager Report

- Chris Nelson reported that our banking administration needs to be updated. Both Cian OKelly and Ryan Mo need to be issued "tokens".
- Chris Nelson appealed to the board members for an upgrade in the access to online banking. Currently, he is not able to view accounts or transactions. Chris Nelson is asking that he be given access viewing accounts and making transfers. Transfers will still require two approvals from board members. He explained that any expenses above \$500 still require board approval. He cannot sign or approve any expenses which go directly to himself.

**Motion:** Jill Edwards brought forward a motion to approve Chris Nelson access to view EKSC account balances and transaction history and the ability to create transactions and payments, with the understanding that transactions will still require the approval of two board members. The motion was seconded by Kristi Williams . All in favour.

**Motion Carried**

**Action Plan:** Ian will contact CIBC to set up these changes. As well, he will provide CIBC with a letter of direction to request tokens for himself and Ryan Mo.

- Chris Nelson reported that Keyano had a busy and successful summer camp season.
- Keyano registration is going well. We anticipate at least 310 total swimmers (not including RGC and YMCA). Importantly, we have a strong number (100+) Bronze swimmers.
- Most coaching positions are filled.
- Keyano has the most pool availability that we have had over the past many years (fewer pool closures).
- Chris Nelson is planning to send out a “Welcome” letter to families which will include start dates.

## 6.0 Upcoming Meetings

- Members agreed to meet on Monday September 19, 7:00pm-9:00pm.
- AGM has been scheduled for Wednesday, October 19, 4:45-5:30pm.

## 7. Round Table

- Shannon Loughran asked members about which committees currently exist and if there is a need for any committees this year. There is currently a Competitions Committee, and ad-hoc Bingo and Team Travel Committees. We would benefit from a Finance and Audit Committee and an H/R & Legal Committee which we have had in the past. It was suggested that once we have our new board in place, after October’s AGM, that we could address this.
- Kristi Williams reminded members about Paul Birmingham’s note from Swim Canada that all expenses from Westerns be submitted ASAP.

## 8. Adjournment

A motion was brought forward by Jill Edwards to adjourn the meeting.

**Meeting adjourned at 8:41 pm.**