



Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

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Board of Directors Meeting

Date: Monday, November 21, 2022

Time: 7:00pm - 9:00pm

Presiding: Ian Boreyko

Location: Via Google Meet

Recorder: Kristi Williams

Attendance: Ian Boreyko, Cian O'Kelly, Ryan Mo, Shannon Loughran, Jill Edwards, Chris Nelson, Paul Birmingham, Kristi Williams, Erica Solomon, and Sara Pretzlaff

Regrets: Cathy Shepherd-Finlin

1. Welcome and Call to Order

Ian Boreyko welcomed our new board members. The meeting was called to order at 7:03 pm.

2. Approval of Agenda

A motion was brought forward by Kristi Williams and seconded by Erica Solomon to approve the agenda as circulated. All in favour.

CARRIED

3. Approval of Minutes from Previous Meeting

A motion was brought forward by Jill Edwards and seconded by Sara Pretzlaff, to approve the minutes from both October 17, 2022 and October 19, 2022 as circulated. All in favour.

The minutes from the AGM will be approved at the 2023 AGM.

CARRIED

4. New Business

4.1 Audited Financial Statement Year ending August 31, 2001

- The audited financial statements have been finalized.
- Thomas (VKO) had no concerns with the finalized statements.
- Chris Nelson has requested that the reporting period be adjusted to finish on August 31 to make the report in line with the fiscal year end and audit.

4.2 Coach Compliance

- November 30, 2022 is the deadline for Coach compliance to be completed. Paul reported that everything is complete for coaches with the exception of the criminal record checks, which have been slow to get from EPS. Only two coaches are awaiting full compliance.

4.3 CIBC Requirements

- Motion passed via email which will allow Chris Nelson and Ryan Mo to access CIBC accounts:

Cian made a motion that 2 signing authorities from the list of names below be required to establish and operate bank accounts with CIBC:

Currently:

Ian Boreyko, Kristi Williams, Chris Nelson, Rob Cole, Cian O'Kelly

Motion to update to:

Ian Boreyko, Kristi Williams, Chris Nelson, Cian O'Kelly, Ryan Mo

Effective changes:

Add - Ryan Mo; Remove - Rob Cole

*The motion was seconded by Ian Boreyko. All in favour. **CARRIED***

- There was discussion regarding the Bank Access Card - it is expired. We need a new bank card in order to have access to online banking and in order to link the VISA to Quickbooks. We will need a letter of direction for bank to issue new cards.
- There was discussion regarding the admin function of Google Suites, CRA, and QBO; the Board executive must ensure that they have control of access (passwords, logins), that those are current, and shared appropriately. (Karol Basler was the last person on the CRA officer list).

4.4 Bingo License Renewal

- Motion passed via email:

Cian O'Kelly has put forward a motion

"That EKSC shall apply for a new Bingo License as a member of the West Edmonton Mall (Caesar's) Bingo Association for the two year period from March 1, 2023 to February 28, 2025."

*The motion was seconded by Ian Boreyko. All in favour. **CARRIED***

4.5 CEBA Loan

- No approvals are required, just a letter of direction.
- Ryan Mo will take the letter of direction to the bank prior to the December 31st deadline.

4.6 Strategic Planning Meeting

- Sara Pretzlaff has suggested two locations which have rooms at no cost and free parking.
- Kristi Williams will send out a Doodle Poll to determine a date (January, after Blue Bears), possibly a Saturday lunchtime.

4.7 Confidentiality/Disclosure Signings for Board Members

- Ian Boreyko has suggested that Board Members should be signing a confidentiality form; this is a healthy practice.
- Jill Edwards thinks that we have a document on file (she will look for it).

5. Ongoing Business

5.1 COLA Application for EKSC Personnel

- Ian Boreyko would like to have this ready for December.
- Sara Pretzlaff has offered to participate in the discussions.
- Unless the amount exceeds \$5000, Paul Birmingham and Chris Nelson can approve salary increases for coaches without Board approval for full time coaches.
- The Board will have to approve pay raises for Chris Nelson and Paul Birmingham.

5.2 Standing Reports

5.2.1 [Head Coach Report](#)

5.2.2 General Manager Report

- Final audited financial report is ready for approval.
- Annual return needs to be filed through Alberta Registries - Kristi Williams will do this.
- New bookkeeper hired - Jie Cheng; she will work 30 - 40 hours per month. Eventually she will take over invoicing, payments, bank reconciliations, and payroll.
- We have \$200,000 GIC which needs to be re-invested. Ryan will look into options when he is paying the CEBA loan.
- Several members are interested in forming a fundraising committee - we could look at starting a committee once the bookkeeper has established a workload and caught up on unfinished items.
- Chris Nelson is working with YMCA to improve access to membership records and to educate the front staff at YMCA so they can answer questions regarding the Keyano program.
- RGC has a two week shut down - swimmers have been relocated to the Kinsmen.

6. Upcoming Meetings

- Our next meeting is scheduled for Monday, December 19, 7:00 pm via Google Meets.

7. Roundtable

- Ian Boreyko brought up the Lewis Farms survey and suggested that we could forward a letter to our council person to lobby for the city to keep the original plans for a 50m pool. The deadline is November 28

8. Adjournment

- Jill Edwards motioned to adjourn the meeting at 9:00 pm.

Meeting adjourned at 8:30 pm.