



Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

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Board of Directors Meeting

Date: Monday, January 23, 2023

Time: 7:30pm - 9:00pm

Location: Via Google Meet

Presiding: Ian Boreyko

Recorder: Kristi Williams

Attendance: Ian Boreyko, Cian O’Kelly, Cathy Shepherd-Finlin , Shannon Loughran , Erica Solomon, Jill Edwards , Chris Nelson , Paul Birmingham, Sara Pretzlaff, and Kristi Williams

Regrets: Ryan Mo

1. Welcome and Call to Order

Ian Boreyko welcomed the board members. The meeting was called to order at 7:34 pm.

2. Agenda

A motion was made by Kristi Williams that the agenda be approved as circulated. The motion was seconded by Shannon Loughran. All in favour.

MOTION CARRIED

3. Approval of Minutes from Previous Meetings

3.1 Approval of Minutes from December 19, 2022

- Chris Nelson wanted the minutes from the meeting of December 19, 2022 to clearly point out the differences between “individual risk” and “club risk” as it pertains to activities in which Keyano members participate. Kristi Williams will revise the minutes to reflect these points and they will be reviewed at the next meeting.
- There were some other errors with respect to meeting dates which need to be corrected in the December minutes prior to approval; these will be corrected as well.

3.2 Approval of Financial Statements year ending August 31, 2021

- It was brought to the attention of members that the approval of the Financial Statement at the December Meeting was not done correctly and needs to be revised.

A motion was made by Kristi Williams to approve the Financial Statements as presented by VKO for the year ended August 31, 2021. Jill Edwards seconded the motion.

All in favour.

MOTION CARRIED

4. New Business

4.1 City of Edmonton Payment Method

- Chris Nelson provided some background information regarding how the City of Edmonton (COE) invoices are paid. For the past three to four years, Keyano has been paying the COE invoices using the Keyano credit card. This method provides several benefits: 1) the club receives credit card “points”, which can value up to \$6000 per year and 2) we can pay invoices individually with the credit card, which is easier to reconcile with AGLC.

At our year end meeting with Thomas (auditor from VKO), Thomas stated that this payment method (paying invoices with the credit card and then paying the credit card) was cumbersome and involved too many steps. He would prefer that invoices be paid via cheque. Chris Nelson said that while he has no problem with paying this way, it does make it difficult to itemize invoices for AGLC and we lose the benefit of credit card points which the club uses to pay for travel meets. Chris Nelson also thought that because the accounting was behind last year, this added to the difficulty which Thomas experienced with our invoicing and payment. Chris is confident that with our new accountant, we will be up to date with our invoicing and clearer with the statements and this should be more agreeable to Thomas at the end of the year.

- There was some discussion regarding which payment method we should use going forward.
- Members agreed that for the next six month reporting period (February 28, 2023 - August 31, 2023), we will continue paying our COE invoices with our credit card. If we get positive feedback from VKO we will continue, if not, we will change to paying lump sum invoices with a cheque.

4.2 Swim Alberta Cybersecurity Session

- Chris Nelson is aware of the sessions and is in contact with Swim Alberta regarding cybersecurity and the data breaches which have occurred.

5. Ongoing Business

5.1 COLA Recommendations for EKSC Personnel

- Chris Nelson and Paul Birmingham have been awaiting the finalized financial report and now that it is complete, they have a better idea of our budget and can go ahead with recommendations for salary increases for full time coaches.
- They will report back to the board with their recommendations in the February meeting.

5.2 Club Events

- The discussion regarding the Launchpad activity was covered when reviewing the minutes from the December meeting and will be reflected in the revised minutes.

5.3 Confidentiality Document

- Ian Boreyko circulated a copy of a “Confidentiality and Non-Disclosure Agreement” which the club has on file. It just needs to be updated and edited and then board members will sign.

5. Ongoing Business (Cont'd)

5.4 Strategic Planning Meeting

- Sara Pretzlaff has two potential venues.
- We just need to decide on a date; Kristi Williams will circulate a Doodle Poll.

5.5 Standing Reports

5.5.1 Head Coach Report

- Paul Birmingham discussed the difficult race calendar this year; most of the crucial meets occur within a four week period so difficult decisions will be made regarding which meets swimmers will attend.
- He has proposed attending a swim meet in Kelowna in May; geared for those swimmers who do not qualify for Westerns and will not have another opportunity to race until June.
- There will not be a training camp/meet in Phoenix this June as it is too costly.
- There was some discussion about hosting a meet at RGC.

5.5.2 General Manager Report

- Chris Nelson reviewed the Balance Sheet
- The club is ahead of where we were last year, financially.
- Last year, we budgeted for a Casino revenue included in our revenue this year, however we deferred the Casino until 2023.
- The Societies Annual Return needs to be completed; Kristi Williams will submit paperwork.
- Ryan Mo has submitted the repayment of the CEBA loan.

6. Upcoming Meetings

- Our next meeting will be scheduled for Monday February 27, 7:30 - 9:00pm.

7. Roundtable

- Shannon Loughran will bring forward the review of the Bylaw Amendments in February or March.

8. Adjournment

- Shannon Loughran motioned to adjourn the meeting.

Meeting adjourned at 9:04 pm.