

Blueback Swim Club
Executive Board Meeting Minutes
Thursday September 4 , 2025
7pm In Person Coast Mountain College

In Attendance: Sarah Meijer, Nola Sambo, Marina Downs, Carin Henschel, Nadia Gemeinhardt, Trish Goldsworthy, Keith Goldsworthy, Chris Street, Olgierd Ungehojer

Regrets: Mike Prest, Leah Sells

Recording Secretary: Sarah Grielens

1. Call to order 7:02pm

2. Adoption of Agenda

Addition of:

5.1 Signing Authority for action,

5.2 Equipment Purchase for discussion,

5.3 Renewal of Zoom Account for action

Motion to approve agenda with amendments – Marina Downs moves. Nola Sambo Seconds.
Carried

3. Old Business

3.1 Approval of Minutes from May 17, 2025

Sarah Grielens moves, Marina Downs seconds. Carried

4. Reports

4.1 Coach Report- Chris/Olgierd

- Prepping for the new season and getting new Terrace coaches compliant.
- Northern Coaching conference being held in Prince Rupert this month. Justin Daly from the Chilliwack Spartans will be attending to focus on how to push divisional time swimmers to provincials and provincial level swimmers to nationals. Alex Pettifer is the Development Head Coach for the Richmond Rapids will be attending via two zoom sessions to concentrate on specific swimmer skill development.
- Season schedule is ready and posted with coaches in place to support each level.
- Olgierd is prepping the programs for each level and will be on pool deck to support

- Historically Terrace Mini Meets have been held just before our home regional meets. A mini meet closer to the start of the season may be explored.
- Olgierd will be assessing swimmers currently on our waitlist over the next week and a half. There is currently no documentation for assessments. Based on these upcoming assessments, Olgierd will create a set of procedures on what skills are required to be registered for each level and this document will be posted on the website. It will be very useful for feedback to assessed swimmers and potential members.
- Dryland is being organized. It is no longer feasible to have this occur on pool deck. Exploring the option of a dryland session for senior swimmers after Saturday practice.
- Olgierd will be meeting with pool with the goal of establishing a communication channel for the season, extra storage space request, prep for swim club ie. lane ropes, and swimmer behavior expectations.

4.2 Registrar Report- Nola Sambo

- 84 Returning Registered Swimmers
- 3 Masters
- Approx 30 scheduled for intake assessment

5. New Business

5.1 Signing Authority

Motion: To remove Karen McMurray and Sheryl Gardiner from signing authority of all TBSC bank accounts and to add Marina Downs, Keith Goldsworthy and Nola Sambo to signing authority on all TBSC bank accounts. Sarah Grielens moves, Keith Goldsworthy seconds. Carried.

Action Item: Board to follow up with bookkeeper and past chair Karen McMurray in regards to club credit card details.

5.2 Equipment Purchase

- Inventory of current equipment to be completed to determine what should be purchased for this season.
- Bronze and up swimmers should purchase their own set of training equipment but more flippers and kickboards will be required for junior swimmers.
- Consideration should be made for how long current and new equipment will last and an inventory cycle should be created based on registration numbers.
- Marina, Nadia and Olgeird will compile a list and get quotes.

5.3 Renewal of Zoom Account

Motion: To renew the existing club Zoom account keeping the same terms as the current account. Nola Sambo moves. Carin Henschel seconds. Carried.

5.4 Interim Head Coach and Remote Coach Hire

Motion: To approve the drafted contracts for coaching as written for Olgierd Ungehojer as Interim Head Coach and Chris Street as Remote Coach as written. Email motion made to Board and approved August 15, 2025.

5.5 Review of approved 25/26 budget

- Review and discussion recommended once registration numbers are confirmed. Wage line items will be adjusted for remote and interim head coach.

5.6 Board Meeting Schedule

- Thursday October 16 via Zoom
- Thursday December 4 via Zoom
- New Year meeting schedule to be determined at December meeting.

5.7 Board Contact

- Propose each member have a TBSC email account.
- Benefits from organization and succession planning and training
- Discussion around retaining google email and drive or move to Microsoft as a non profit
- Suggest email account for each member of the executive and numbered member at large accounts
- If moving to Microsoft explore pricing for Teams
- If Teams is comparable in price and club decides to move to this platform, then the club Zoom account will not be renewed.

5.8 Committee Updates

Hiring

- The current hiring committee has reached out to past applicants and interviewees, but these individuals have already secured employment with other clubs.
- Our head coach posting is still published and will continue to be posted
- Current committee will be paused and re-struck when new applications are received.

Policy

- The club is now compliant with Swim BC on all policies.

- Next for review is financial management policy to be approved at December meeting.
- Sarah G, Keith and Trish G to review

Fundraising

- Review of current system.
- Ideas around points system for parent and swimmer volunteer hours
- Ideas around specific fundraisers outside of normal yearly ones ie. equipment purchases
- Encourage parents to join this committee
- Apply for Raffle license of over \$20,000 needs to be started right away as an amount this size takes longer for approval.
- Karen McMurray has confirmed that she will continue to work on corporate sponsorship.

6. Adourn Meeting adjourned 8:10 pm