



**Minutes
Annual General Meeting
Wednesday October 12, 2022
Virtual via Zoom**

Present

Jill, President
Morrie, Vice President
Jenny, Treasurer
Chris, GM
Jennifer, Registrar

Buffy, Equipment Manager
Coach
coach
Other board members
Club members

Meeting called to order 8:02pm by Jill

Introduction of current Board and administrative team

Jill opened the meeting with acknowledgement and appreciation for the WSÁNEĆ First Nations territory on which she was speaking and on which we all get to live, work, and play.

She thanked all for being part of the AGM at the launch of the 2022-23 season. Jill (2021-22 president) introduced herself and led a round of introductions from members of the 2021-2022 board, registrar, coaches, and all other attendees present. She thanked Michelle and Charles (2021-22 board members) for their significant time and energy last season.

Adoption of the AGM Agenda

Motion to approve the agenda by Morrie, seconded by Jenny, motion passed.

Adoption of the Minutes of the 2021 AGM

Motion to approve 2021 AGM minutes by Morrie, seconded by Sydney, motion passed.

President's Report - Jill

Jill reported on the 2021-22 season. The club saw a return of recreational programs and the beginnings of a pandemic rebuild. The competitive programs had a return to a much more normal looking season of training, travel, and competition. She acknowledged and appreciated the dedication, resilience, and commitment demonstrated by coaches and athletes through the difficult covid stages and phases. These traits were especially displayed when hard work could not be rewarded with meets and watershows. Many of last year's complexities were linked to pandemic conditions. This year, the club is excited to have athletes back into the pool and for an even more normal season than they experienced last year with meet opportunities for National and Provincial stream athletes as well as fun days, themed days, and mentoring opportunities for all ages and stages. She thanked the 2021-22 board for their work as well as Chris, Jennifer, and the entire coaching team.

Next, Jill reported on structural changes to the club. Traditionally, the club has had a head coach who acted as club administrator and HP coach (filled by Tara until she retired after the 2020-21 season). Filling this role proved to be difficult and ultimately the coach recruited filled the role of HP director but not of club administrator. Through the 2021-22 season, the club recognized that a general manager was needed and this year Chris will fill this role in an official capacity. A group of skilled and experienced coaches will coach the national stream in a collaborative way. The provincial and recreational stream coaching will remain unchanged.

Jill then talked about the Club's Vision, Mission and Objectives statement worked on by the Board last year and circulated before the meeting. She shared this document on the screen for attendees to review. This document was developed with the Board from information gathered from parents, athletes, and coaches and in a survey that went out to the whole club. The Board feels it accurately reflects the information gathered.

Motion to accept the Club's Vision, Mission and Objectives statement by Morrie, seconded by Melissa, all in favour; motion passed.

A discussion on accountability to the document and further discussion on sharing, distributing, and revisiting this document as needed ensued.

General Manager's Report – Chris

Chris reported on the summer and year ahead. There were productive August camps - 4 weeks for National and Provincial stream athletes with diving and water polo coaches and 2 weeks for beginners which gained some registration. She noted that the National stream is at a low but that there is a robust Provincial stream. A building up of the base with the recreational programs should increase the National stream next year. There have been challenges with extended pool closure this fall due to replacement of the boiler system and competition pool tiles. There are 4 new enthusiastic beginner level coaches joining (UVic students). Because they are students there have been some scheduling difficulties. Club will be hosting the first training meet of the season Nov 4-6. It will be a learning conference format as new technical elements, routine changes, and judging scoring systems are being introduced. Coaches have received the manual with this new information and are working through it. Two water shows are booked - Feb 5 and June 18 - which are fun showcase events for all of the club's groups and teams.

Registrar's Report – Jennifer

Jennifer reviewed the registrar's report she circulated before the meeting and that was shared on the screen for attendees. The current total registration is 52. The club is still recovering from covid setbacks, especially in recreational numbers (Artistic Swim Kids, Aquago, Artistic Swim School and Artistic Swimming for Teens). Provincial stream is strong with 16 and National stream is low but hopefully next year numbers will increase. Jennifer showed a comparison of this year's registration with other years. The total numbers fluctuate, and this year is on the low side but there may be a few more joining when classes start and in the new year.

Jill reported that she is completing/submitting an application for grant funding for COVID recovery through ViaSport. It is available to clubs that have lost at least 20 percent of their membership through

covid. According to the numbers, the club has lost somewhere close to 30 percent of its registration. This year's priorities are related to securing additional funding to ensure that the club is in a healthy financial position. Pool and coaching costs are rising every year and coaches are hard to attract. The club has always relied on parent support and continues to do so. This year's support will be especially related to fundraising events and exploring and securing sponsorships.

Buffy asked about the push for National stream athletes and not Provincial stream and a related conversation followed. Chris commented that when an athlete is physically, mentally, financially and commitment-wise prepared for National stream they become role models for other swimmers in the club. Also, for those athletes at this level it is much more rewarding to have enough to form a team. They show the younger athletes what can be achieved when one strives for the best. She reiterated that there is a spot for everyone in the club. The club should look like a pyramid with many in entry level recreational programs and fewer at the higher levels. Having athletes at all levels benefits the club as a whole and coaches build teams where each athlete fits. Jill reported that the club was an inverted pyramid due to COVID. That pattern is starting to "normalize" but National stream is currently very small. The need for athletes to be a good fit for the National stream program was acknowledged.

Club Financial Review – Chris

Jill shared the Budget vs Actual 2021-22 document on the screen. Chris reported a surplus of \$22,000 last year and elaborated on the reasons for this surplus – National stream coach support was not utilized, some coach travel/meet may savings resulted due to a meet cancelled due to COVID. Jill commented that more revenue and fewer expenses than anticipated meant the club was able to navigate away from an anticipated deficit for the 2021-22 year. The surplus stays within the club. Jill shared the Balance Sheet as of July 31 document which Chris reviewed. Jill shared the Budget Overview 2022-23 which was developed by Chris in consultation with Jill, Morrie, and Jenny (treasurer). Chris reviewed this forecasted budget. She highlighted the need for a sound system and that the quote for the new system came in almost at the full \$5000 budgeted. There is a compounding 6 percent rise in the pool rate and the club is in year 3 of this 10-year change. The savings from last year's surplus can help cover a deficit at the end of the year if needed.

Buffy asked how pool time is paid for and hours allotted, and Chris described the High Performance (HP) pool legacy agreement that sets out a protected amount of time and space for each HP group at the pool. If the club is not running programs in their allotted standard week time, they might not get it back and it might be taken by other HP groups. Chris spends a lot of time ensuring the club uses its time effectively.

Motion to accept budget as presented by Buffy, seconded by Morrie, all in favour; motion passed.

BCAS – Jill

Jill shared the Financial Governance Policy on the screen. She described how BCAS, our provincial artistic swimming governing body, has handed down requirements that are in alignment with other sports organizations across the country. This is to increase professionalism in how sports clubs are run. BCAS has provided all BC clubs with two phases of operations policy requirements in order to maintain membership with BCAS. The club delivered on phase 1 last season and is well on its way to phase 2. One of the outstanding pieces is to adopt a financial policy. The 2021-22 board has reviewed the policy and Jill reviewed the document for those present. Of note is the exemption granted to the club for an

external accountant this year.

Motion to accept the financial governance policy as presented (with Quickbox changed to quickbooks) by Melissa, seconded by Diane, all in favour, none opposed; motion carried.

Election of New Board - Jill

Nominations:

- a/ President - Jill Shaw nominated by Morrie
- b/ Vice President - Morrie Ballie nominated by Jill
- c/ Secretary - Sydney Sparling nominated by Jill
- d/ Treasurer - Jenny Gan nominated by Morrie
- e/ Members at Large - Diane Stewart and Jessica Ledrew nominated by Jill
Buffy Williams nominated by Morrie

Motion to elect by slate the above nominees made by Melissa, seconded by Cathy, all in favour, none opposed; motion passed.

Open Floor

Diane asked about the upcoming training meet - what is involved, what is expected. Chris reported that with the figure changes, coaches will email out a detailed schedule once they have received it from BCAS. The second meet in December is in Surrey. The club is waiting on BCAS to see what the plan is for that meet/conference and based on that plan will decide if it is worth the expense to attend. Chris confirmed that BCAS will arrange the schedule and judging for the Nov 4-6 meet. Parents only need to ensure that they get athletes to the pool as per their coach(es). Morrie commented that because the club is hosting that there may be some expectation for assistance from the board but at this point BCAS has not asked for any support beyond the sounds system. Chris described what a training meet usually looks like for new parents at the meeting.

Melissa asked about opportunities for non-competitive families to volunteer with the club this season. It was agreed that it would be a good idea to send out volunteer information to all families in the club. Previous discussion about competitive families having a volunteer bond which they must earn points towards by volunteering and an email has already been sent to competitive families about volunteer opportunities.

Adjournment

Jill thanked everyone for attending the meeting. Meeting adjourned at 9:18 pm.