

RED DEER CATALINA SWIM CLUB

MINUTES OF THE MEETING OF BOARD OF DIRECTORS

December 5, 2023, Swim Club Office

Board Members Present: Jennifer Bahler (President), Gail Bateman (Past President), Tammy MacPherson (Vice President), Jennifer ("Jen M") Milman (Treasurer), Sandra Manning (Secretary), Alanna Cellini (Director), Maria Mill (Director), Haley Bennett (Head Coach)

Meeting Chaired by Jennifer, Sandra acting as secretary.

1. Jenn B welcomed the new Board, and reviewed Board goals/expectations, procedures. Board members signed confidentiality policy and conflict of interest declaration.
2. Approval of Agenda, Minutes – Review of agenda, minutes and in camera minutes from October 30, approved.
3. Business Arising from Minutes / Review of Action Items
 - a. Equipment on Pool Deck – City wants to have a “user sharing” agreement in place for items on the deck that they funded. City provided a draft letter agreement, but it is not satisfactory. Sandra will revise with Jenn B, Gail and Haley.
 - b. Equipment needs: Rolling partitions for Michener bike area – quote obtained and sent to City to consider. Laptop purchase is complete (approx. \$4,000). We need new projector for AGM, officials training, other training. Cost is \$500-\$800. Board approved the purchase. Jenn B will look for Christmas / Boxing Day sales.
 - c. Social Media – Flickr account – Evan has started uploading pictures, have not permitted swimmer access yet.
 - d. Board – signed Christmas cards for coaches, city staff.
 - e. Shared File Directory (ongoing item)– Board members should gather their documents/information related to the Club, and send to Jenn B to build a shared file with all Club documents/records.
 - f. Kidsport Reporting – Jen M provided last amounts needed for reporting, Alanna will upload report.

- g. Cilantro & Chive – Jenn B to ask Cilantro & Chive if we can convert our deposit with them to gift cards (deposit was from fundraising event that was cancelled during COVID, have not rescheduled).
- h. Grocery gift cards – Board would like to discontinue purchasing these. Only 2 families buy. Club makes no money on these, but it ties up cash, the gc’s aren’t insurable as part of office contents, and it takes Jen H. time to buy/administer them. Consider asking the 2 families if they would share the savings on the cards with the Club, but may be better for club to discontinue this program.
- i. Insurance – Sandra working on insurance renewal/changes for January.
- j. Policies – Sandra working on amalgamating all the newest versions of our policies.
- k. Alumni contacts – leave on Action Item list, but defer
- l. Organizational Structure / Work Plan – Sandra circulated old “work plan” template, Board to consider.

4. Committee Reports

a. President’s Report

- i. Jenn B. reviewed some issues with particular swimmers/families, all in camera.
- ii. Handicap parking at Michener – this is an ongoing problem, despite previous reminders in newsletters. Families of our swimmers continue to park in the handicap spot at curb, which means that people and vehicles that are meant to use that spot cannot. We will send more reminders, and Board members will try to speak with people if they observe this happening.

b. Treasurer’s Report

- i. Bank balance looks good, no cash flow issues.
- ii. One family in arrears, but have arranged with us how they will catch up. 2 LTS families are not paying amount that Jen M thought they should be, and she will look into it with Jen H.
- iii. City has been slow to invoice us for pool use
- iv. Bottle Drive revenue (\$2384) still to come in, along with money from Toronto and GP events
- v. We budgeted \$5,000 revenue from a 70th anniversary event, which we are not doing, so will need to find revenue elsewhere. Will have approximately \$1200 from Sip ‘n Survive fundraiser, that will partially offset this.
- vi. Jen M. has arranged with Servus to pay CEBA loan this month.

- vii. Tax return will be due at end of Feb, add this to Action Items
- viii. Still need to change the “authorized people” on our CRA account. Jen M. plans to do this at the same time as our next tax return is filed.

c. Head Coach’s Report –

- i. The GP meet went very well. Team travel was a good experience. Not sure if we would do it again, very long bus trip. Thanks to Jen M. for chaperoning.
- ii. JP Fiset – almost all of Performance/Elite are going to this team travel meet. Jenn B chaperoning.
- iii. Red v. Blue – Haley learning how this needs to be run, and will take this off Evan’s plate in the future. Swimmers enjoyed the meet, Learn To Swim kids who came liked it, and we have a good turn out (80 swimmers) for the LTS meet.
- iv. Swimming Canada are making a documentary about Nick and Haley. They will do some filming at the pool. They won’t talk to our swimmers, but Catalinas may be in the background. Jenn B will check photo waivers to see if there is anyone who did not consent to allow their swimmer to be photographed/videoed.
- v. Haley has been on deck more with all squads, pleased with progress.
- vi. Upcoming meets – Blue Bears, Valentines.

5. New Business

- a. Nutritionist – private donor has made funds available to engage a nutritionist from Collegiate Sports to meet with swimmers in Elite, Performance, Prospect. Male/female swimmers will have separate sessions. Haley has approved this. She will see how this goes, and may look at incorporating nutrition sessions every year, depending on our resources.
- b. Casino – we have been given our casino dates (April 4 and 5). We will ask Kellie to give back a bingo on the 5, to help make sure we have enough volunteers for the casino.

6. In Camera session

7. Next meeting date – January 16, 6pm at Catalina office

Meeting Adjourned