

RED DEER CATALINA SWIM CLUB

MINUTES OF THE MEETING OF BOARD OF DIRECTORS

January 16, 2024, Swim Club Office

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

Absent: Tammy MacPherson (Vice-President)

Meeting Chaired by Jennifer, Sandra acting as secretary.

1. Approval of Agenda, Minutes – Review of agenda, minutes and in camera minutes from December, 2023, approved.
2. Business Arising from Minutes / Review of Action Items
 - a. Social Media – Flickr account – Evan has set up trial account, and is working on “live” account, but his focus is on Learn to Swim at the moment.
 - b. Cilantro & Chive – Jenn B to follow up again with Cilantro & Chive re: deposit from fundraising event that was cancelled during COVID, not rescheduled.
 - c. Equipment needs: Rolling partitions for Michener bike area – quote obtained and sent to City to consider. We need new projector for AGM, officials training, other training. Cost is \$500-\$800. Jenn and Lyle are looking at what’s available. Lyle is picking up new laptops tomorrow, will be able to use for Valentine meet.
 - d. Equipment on Pool Deck – Sandra has revised the City’s proposed “user sharing” agreement for items on the deck that they funded. After some discussion, Sandra will make further revisions and forward to Jenn B, Gail and Haley to consider and provide input.
 - e. City Grants - Gail & Jenn B had further conversations with the City, and they do want us to continue to apply for user grants, but will only fund things they think are appropriate (presumably add to community use). We will look at next grant opportunity and see what we need at the time.
 - f. Insurance – Policy is up for renewal, and Sandra is working with Ing & McKee to adjust our coverage to make sure that our assets are insured, either at Michener or at office. Have provided Ing & McKee with updated values of assets, and their locations. Board

approved payment of renewal premium, and we will wait to find out the proposed increase in premium based on the changes we have asked for.

- g. Policies – Sandra and Gail continue to compile them. Gail to send Sandra her “last” version of each, Sandra to confirm final versions and compare with what’s on website.
- h. Parent Reminders re: staying off pool deck and not parking in handicap space – sent. However, both of these things continue to be a problem. Board members asked to:
 - i. approach vehicles parked in handicap spaces, if no handicap pass in window, see if you can politely ask driver to move.
 - ii. approach parents on deck to ask them to leave deck area, and if they won’t, let them know that the next step will be to have the coach pull their swimmer out of the water for the rest of that practice, and for future practices that the parent comes on deck.
- i. 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.
- j. Alumni contacts – leave on Action Item list, but defer
- k. Organizational Structure / Work Plan – Sandra circulated old “work plan” template, Board to consider.

3. Committee Reports

- a. President’s Report
 - i. Valentine’s meet – City offered to bring portable bleachers from Collicutt, but we do not have room on deck for those, and don’t know if it will be useful to have them in the upstairs viewing area. With both catwalks open, we will use those. We will ask for the bleachers for Freeze or Fry.
 - ii. Credit cards – Having some difficulty with allowing correct access to account, Jen H. cannot have access to see online. Jenn B and Jen M are listed as “owners”, and only they can make changes. We have a new account rep at RBC, trying to work with her on getting the proper access for appropriate people. The Board authorized Jenn B to have a \$10,000 limit, and Haley to have a \$5,000 limit, in order to book travel, etc. As costs have gone up, lower limits are restrictive. Sandra to send AGM minutes to Jenn B, setting out banking authority
 - iii. San Diego – 8 participants went, was a great experience.

- iv. Jen H. is doing a great job in the office. Her availability may vary in the coming months, so we will make office hours “by appointment”.
- v. Victoria swim meet dates have changed from beginning of the year, and now the dates are April 19-21.

b. Treasurer’s Report

- i. Casino/AGLC Report email was received by Sandra and Jenn B, but not Jen M. It appears AGLC did not have Jen’s email typed correctly. Sandra forwarded report email to Jen M.
- ii. There are a couple of swim accounts we are watching to make sure they don’t get too far behind.
- iii. CEBA loan is repaid in full.
- iv. Pool invoices from October and November just came in. We have spent less this year (Sept – Nov) on pool fees than we did last year from Sept-Nov.
- v. Jen H. is expecting some bingo cheques to come in, and we are still reconciling December expenses, including travel costs.

c. Head Coach’s Report –

- i. JP Fiset went well, we had good performances overall. We had new Champs qualifiers, and broke several club records.
- ii. Training camp was successful.
- iii. Had lots of swimmer injuries (some from last year) early in the season, but these are now resolving, and all the kids are back to full training.
- iv. Champs – will not be team travel. Haley will set out expectations about staying for finals, including Sunday night. If we have swimmers going for an aggregate swimmer award, or the team is aiming at a team banner, she will likely want kids to stay.
- v. Canadian Open – Abbi and Nick are qualified. Haley has will take 6 other swimmers for a training camp. This will be for kids with Champs times who are trying for higher qualifications. It will be during spring break.

4. New Business

- a. Valentines Meet – good volunteer sign up, and looks like we will have 150-200 attendees. We will probably run a little shorter than last year. We will do a concession,

duck sales. Tiffany Mellon is doing hospitality job, with 2 other volunteers. We need to find a new Officials Coordinator “shadow” person to train with Gail & Jenn B.

- b. Officials Training – Swimming Canada has changed their rules, and now only a referee can run a course. Typically, Peter will do a session with us before Freeze or Fry. May talk with Lisa to see if she would do a course around our spring mini-meet, with Gail/Jenn running it.
 - c. May 4 – tentative 24-hour swim weekend, following mini-meet
 - d. Bottle Drive – Maria and James Casserly have volunteered to supervise this on February 24.
 - e. Sip ‘N Survive – Tammy and Alanna organized this, and we made around \$1600. They got useful feedback, and will plan to do a gift-card survivor in the spring. Jenn B will get the lotto license.
 - f. Fundraising - Mike Hansen has offered to connect us to the supplier that we worked with last year. Club didn’t make a lot, and there were some quality issues. If a parent would like to step up to run fundraisers for individual families to earn money, they can do so (and the Board will support), but Board will not organize these. Our focus will stay on activities that will bring funds in for the Club as a whole. We will set up an online 50/50 draw, to run until Freeze or Fry. All proceeds will go to the Club, not the individual swimmers.
5. In Camera session
6. Next meeting date – February 15, 6pm at Catalina office

Meeting Adjourned