

RED DEER CATALINA SWIM CLUB

MINUTES OF THE MEETING OF BOARD OF DIRECTORS

August 22, 2023, Swim Club Office

Board Members Present: Gail Bateman (President), Jennifer (“Jenn B”) Bahler (Past President), Tammy MacPherson (Vice President), Jennifer (“Jen M”) Milman (Treasurer), Sandra Manning (Secretary), Alanna Cellini (Director), Mike Hansen (Director), Tristan Cote (outgoing Head Coach), Haley Bennett (incoming Head Coach)

Meeting Chaired by Gail, Sandra acting as secretary.

1. Introduction and welcome to Haley, thanks to Tristan for his service to the Club and the swimmers. Haley and Tristan left meeting to work on some transition planning.
2. Approval of Minutes – Review of minutes and in camera minutes from May and June 2023 gave rise to minor changes, to be made by Sandra.
3. Business Arising from Minutes / Review of Action Items
 - a. Kidsport Reporting – Jen M and Alanna will work on the financial reporting portion. Sandra to review how we put grant budget together re: our expenses for Learn To Swim (emails with Jen M., Gail, Jenn B)
 - b. Team Photos – try to do early in year (October?)
 - c. Alumni contacts – leave on Action Item list, would still like to compile
 - d. Shared file directory – we would like to create a shared file directory, drop box, or other method of compiling all of the documents and resource materials that each of the Board members has, so it can be used/passed on to future Boards. Jenn B to look at how the office computer has been set up, decide what method/software, etc will be easiest to work with. Each board member to work on compiling their documents/information/precedents, etc.
 - e. Policies – work on updating each policy. AS reviewed, mark date of review on bottom and then can be uploaded.
 - i. Fee/grant Policy – Gail revised, circulated draft to Board for input prior to next meeting.
 - ii. Operating Surplus Policy – Jen M to review/revise.

- iii. In Camera, Arrears, Chaperone policy – Sandra to review/revise
- iv. Safe Sport/Universal Access – Tammy to compare ours to the Swim Alberta policy, and advise if same.

- f. Organizational Structure / Work Plan – Sandra circulated old “work plan” template, Board to consider.

4. Committee Reports

- a. President’s Report – none

- b. Treasurer’s Report

- i. Pool fees – May’s numbers were accurate, looking at June/July
- ii. Collecting amounts for Nationals travel costs now
- iii. GIC renewal – Jen to look at renewal date, thought it was soon
- iv. Budget completed

- c. Bingo Report – none

- d. Head Coach’s Report - none

5. New Business

- a. Annual General Meeting – consider 2 dates (Thurs Nov 2 and Mon Nov 6). See what is best for Haley, and when the gym is available.

6. In Camera session

- 7. Next meeting date – September 19th, 6pm at Catalina office

Meeting Adjourned