

# RED DEER CATALINA SWIM CLUB

## MINUTES OF THE MEETING OF BOARD OF DIRECTORS

October 30, 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), Haley Bennett (Head Coach)

Meeting Chaired by Gail, Sandra acting as secretary.

1. Approval of Agenda, Minutes – Review of agenda, minutes and in camera minutes from September, approved.
2. Business Arising from Minutes / Review of Action Items
  - a. Annual General Meeting preparations – Sandra to send Agenda to Jenn B. to circulate. Jen M to send financials to Jenn B, to attach to the Agenda.
  - b. Equipment on Pool Deck – City wants to have a “user sharing” agreement in place for items on the deck that they funded. Gail and Haley discussed it with City, will see what City comes up with. We would like to look at ways to better secure, or at least isolate, our equipment that is at Michener. Mike waiting on some info as to cost of rolling partitions to put around bike area. Ask City to cover the cost?
  - c. Team Photos – November 14. Will be in newsletter.
  - d. Social Media accounts – are operating. Haley decides who will be able to post. Evan has shared Flickr account with Haley, they will upload pictures. Jenn B is helping coordinate this, will send out login info to swimmers/families, when it is ready to launch. Sandra needs to update photo waiver for next year’s registration package – either allow full use of swimmers’ photo/video and name, or not. No in-between options – too hard for club to keep track.
  - e. Shared File Directory – Board members should start gathering 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 – Alanna working on it, needs Jen M’s help with showing actual LTS expenses/revenue.

- g. Gift Cards – 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. Insurance – Sandra continuing to work with Ing & McKee regarding insurance for our equipment at Michener.
- i. Surplus Policy – Jen M. updated it with numbers we discussed, will send it to Sandra, Gail and Jenn B.
- j. Discipline Policy – Gail and Sandra working on it. Going to require a small fee to initiate a formal complaint process (can be refundable).
- k. Alumni contacts – leave on Action Item list, but defer
- l. Organizational Structure / Work Plan – Sandra circulated old “work plan” template, Board to consider.

### 3. Committee Reports

- a. President’s Report – Gail reviewed some issues with particular swimmers/families, all in camera.
- b. Treasurer’s Report
  - i. CRA issue re: old/new payroll deduction account – thinks this is resolved, have not had further replies/requests from CRA.
  - ii. 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. Toronto Meet – Kids did well, given where they are in the season. They got good feedback from other club/coaches.
  - ii. Staffing – Haley feels staff are doing well, Tait has helped to cover Tejas’ absences (due to his injury). Cam has helped on deck, as well.
  - iii. We have received a commitment for a donation to cover a certain amount of cost of coach education/training. Haley would like Board input on what we should do for coach training/education.
  - iv. Haley is looking at different options for fitness training for the swimmers.

4. New Business

- a. Congratulations to Haley, who is getting a Coaching Excellence Award at the Petro Canada Sport Leadership Conference. This is awarded by the Canadian Coaching Association, and is a prestigious award.

5. In Camera session

6. Next meeting date – December 5, 6pm at Catalina office

Meeting Adjourned