

BTSC Monthly Board Meeting	
Date:	Wednesday December 7, 2016
Time:	7:00 to 9:30 pm
Location:	2484 Doral Dr, Innisfil, ON L9S 0A3
Facilitator:	Trevor Cowan, President
Timekeeper:	(need a volunteer)
Minutes:	Paul Melnyk, Secretary
Attachments:	
Attendees:	Eric Hart, Paul Melnyk, Todd Shivers, John Eley, Trevor Cowan, Dave Koopmans , Patrick Russell, Anna Keenan, Peter Keir, April Higginson, Stephen Hanzlick, Jason Morawski
Regrets:	
Purpose:	Monthly BTSC board meeting
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Proposed Agenda Items

1. Approve the agenda and declaration of conflicts (All)
2. Vote to approve the minutes of the October 6, 2016 regular monthly board meeting (All)
3. Vote to approve the minutes of the October 28, 2016 AGM (All)
4. Vote to approve the minutes of the November 2, 2016 regular monthly board meeting (All)
5. Vote to approve the minutes of the November 9, 2016 supplementary board meeting (All)
6. Quick update on the discussion with Zach (Trevor, Jason, Todd)
7. Discussion about BTSC policy related to uncollected dues in circumstances of a member hardship and vote to send to special committee for recommendation (All)
8. Finance committee update (Eric, chair)
9. Vote to approve compliance letter as required by Club Excellence Standard #26 (Eric, chair)

10. Governance committee update (John)
11. Risk management review (Jason, John)
12. Update from the special committee looking into policy regarding coaches training with the club and other job benefits (Paul, chair)
13. Update from special committee looking into athletic membership standards (Todd, Chair)
14. Update from the strategic planning committee (David, Chair)
15. Adjourn

Agenda Results and Minutes

1. Approval of the Agenda and Declaration of Conflicts (All)	
Motion:	To accept the agenda and declaration of conflicts
Moved by:	April
Seconded by:	Patrick
Carried:	Yes
Minutes: None	

2. Vote to approve the minutes of the October 6, 2016 regular monthly board meeting (All)	
Motion:	To accept the minutes of the October 6, 2016 regular monthly board meeting
Moved by:	John
Seconded by:	April
Carried:	Yes
Minutes: None	

3. Vote to approve the minutes of the October 28, 2016 AGM (All)	
Motion:	To accept the minutes of the October 28, 2016 AGM
Moved by:	John

Seconded by:	April
Carried:	Yes
Minutes: None	

4. Vote to approve the minutes of the November 2, 2016 regular monthly board meeting (All)

Motion:	To accept the minutes of the November 2, 2016 regular monthly board meeting
Moved by:	John
Seconded by:	April
Carried:	Yes
Minutes: None	

5. Vote to approve the minutes of the November 9, 2016 supplementary board meeting (All)

Motion:	To accept the minutes of the November 9, 2016 supplementary board meeting
Moved by:	John
Seconded by:	April
Carried:	Yes
Minutes: Discussion about whether to make the in-camera minutes private or public. The board decided not to make the in-camera minutes public, but indicate that we had a vote and whether the decision was carried or not.	

6. Quick update on the discussion with Zach (Trevor, Jason, Todd)

Motion:	None, discussion only
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Moved by:	
Seconded by:	
Carried:	
Minutes: A summary of the meeting with Zack was presented and discussed. Action: Trevor will draft a communication to the HP parents to summarize the outcome of the Board decision for the purpose of providing closure communication to this stakeholder group.	

7. Discussion about BTSC policy related to uncollected dues in circumstances of a member hardship and vote to send to special committee for recommendation (All)

Motion:	None, discussion only
Moved by:	
Seconded by:	
Carried:	
Minutes: Eric provided a summary of the Finance committee assessment. The team agreed to support the Finance committee recommendation to continue to follow the existing past due policy which includes developing a payment plan. April will continue to coordinate fundraising efforts to support the family.	

8. Finance committee update (Eric, chair)

Motion:	
Moved by:	
Seconded by:	
Carried:	
Minutes: Eric provided an updated from the Finance committee. The banking authorities are resolved. All 4 officers plus Jason and Peter V. are signing authorities. Jason provided a financial forecast. 3 key topics. (1) net increase in competitive registration, 9 over forecast. (2) Junior white and up are over subscribed compared to budget. (3) Forecasting a small year-end surplus (about 1%). Approximately 74% of our budgeted revenue has been collected already as a result of changes this year to the timing of payments (quicker). Eric	

discussed the draft of the quarterly financial newsletter. Eric suggested a townhall meeting for members in order to promote transparency. This is a substitute for non board members being part of the Finance Committee. Trevor would like to book this for January.

9. Vote to approve compliance letter as required by Club Excellence Standard #26 (Eric, chair)

Motion:	To accept the Statutory Remittance letter
Moved by:	Eric
Seconded by:	John
Carried:	Yes

Minutes: The letter was reviewed by board members prior to the meeting and the vote was held without discussion or debate.

10. Governance committee update (John)

Motion:	To increase the legal budget to \$3,000
Moved by:	John
Seconded by:	Stephen
Carried:	Yes

Minutes: John provided an overview of the governance committee meeting. Highest priority is the club constitution and bylaws. The governance committee recommended engaging professional support to assess and recommend revisions to the Club Constitution. A motion to increase the legal budget to \$3,000 to fund this work was passed. This represents a budget increase of \$1,000.

11. Risk management review (Jason, John)

Motioned by:	None, discussion only
Moved by:	

Seconded by:	
Carried:	
Minutes: Discussion about police background checks need to be completed. Add 'in progress' as a status on the tracker for the police checks. Board members reviewed the risk tracker. Jason discussed the risk tracker for coaches and staff. Trevor gave an overview of what Swim Canada is doing with respect to risk management. Three potential risks were raised by the group for follow up. a) Effectiveness of orientation and code of conduct training for swim school coaches. Action: Jason to assess and propose a course of action as applicable. b) Risk associated with current employment contracts in context of minimum wage requirements. Action: Trevor to assess current employment contracts for minimum wage risk and share his assessment with the Board." c) The governance tracker should be updated to reflect current status of progress towards completing Board member security screening checks. Currently the tracker only indicates status of completed or not. Action: John to update the tracker to show security screening check progress..	

12. Update from the special committee looking into policy regarding coaches training with the club and other job benefits (Paul, chair)

Motion:	None, discussion only
Moved by:	
Seconded by:	
Carried:	
Minutes: Paul asked for clarification of the deliverable. Compensation and benefits. E.g. Is registration to a program part of the compensation package. Paul to provide an update next board meeting.	

13. Update from special committee looking into athletic membership standards (Todd, Chair)

Motion:	To accept the Athletic Membership proposal
Moved by:	Todd

Seconded by:	Stephen
Carried:	Yes
Minutes: Todd and Jason walked the directors through Athletic membership proposal as attached to the minutes.	

14. Update from the strategic planning committee (David, Chair)	
Motioned by:	None, discussion only
Moved by:	
Seconded by:	
Carried:	
Minutes: Group met on November 15th. Reviewed what the previous board was looking at. Mission, vision, and strategic priorities. There is a draft of some of the strategic goals this year and through to 2020. Need another meeting and look to present something at the next board meeting. John: we need annual objectives this year. Dave: we are looking at that. The committee will aim to expedite this.	

15. Adjourn	
Motioned:	Move to adjourn
Moved by:	John
Seconded by:	Todd
Carried:	Yes
Minutes: None	