



SWIMMING

March 7, 2012

Board Members present: Shauneen Tierney, Colleen Parr, John Eley, Stuart Green, Cathy Andrews, Lori Stevenson, Sari Cooper, Andre Widmer
Head Coach: Jason Morawski
Regrets: Linda Quennel, Ray Mellish
Invited Guests: Cindy and Serge DeCarlo

Time Keeper: Shauneen Tierney
Parking Lot Attendant: Andre Widmer

Additions to the Agenda: Fundraising updates: Sari Cooper
Photo Release: Jason Morawski
Banquet date: Cathy Andrews

Motion to approve the additions to the agenda as noted above made by Colleen Parr and seconded by Sari Cooper.

Two members of the club attended the meeting to review the governance policies from the Ministry of the Attorney General to share and provide input to the Board. Based on this discussion the following actions will be undertaken

****In Camera session:**

The concerned members were thanked for their time, research and commitment to be willing to help the Board achieve a higher standard and meet the demands of the membership.

Discussion: Board members decided on the following actions based on the presentation and to make a cohesive response in a timely manner.

Next steps were identified and prioritized with Action plans delineated.

1. Notice of Change:

Action: to ascertain if a Notice of Change had been filed and if not, to file a Notice of Change;

Who: Colleen Parr

Timeline: March 9, 2012

2. Annual Return Form:

Action: Download the Annual Return form, complete and send in
Who: Colleen Parr
Timeline: March 9, 2012

3. Corporate Profile Report

Action: File a request for Corporate Information along with a cheque for \$12.00
Who: Colleen Parr
Timeline: March 9, 2012

4. Demand Financials:

a. Action: A letter will be drafted to the Club Administrator detailing a demand for Financial reports and the Financial Review Engagement for the past five years. It will include consequences with the choice of failing to provide the requested information.

Who: Andre Widmer/ BTSC Board all to sign

Timeline: March 16, 2012

b. Action: Presentation of letter to Club Administrator

Who: John Eley, Stuart Green, Andre Widmer

Timeline: March 23, 2012

5. Signing Authority:

Action: Separate presentation of letter explaining signing authority must have two signatures from the Board as per constitution. Ray Mellish, Linda Quennel and John Eley will be the signing authorities as per the constitution.

Who: Andre to draft letter

Timeline: March 23, 2012

6. Third Party Bookkeeper:

Action: contact a number of bookkeeping services, select a few and profiles will be emailed so that they can be selected

Who: John Eley

Timeline: end of March 2012

7. Audit (cost of \$5000-\$10000):

In order to qualify to apply for the Trillium Grant, there must be two years of audited financial statements from a not for profit corporation.

Action: Find accountant/company to audit books

Who: John Eley

Timeline: end of March 2012

8. Clarify Job Descriptions of Club Administrator and Bookkeeper and Contracts

Action: Review job descriptions of above jobs and draw up contracts.

Who: Hiring Committee; Cathy Andrews

Timeline: March 31, 2012

9. Governance Committee

Action: draft changes to constitution and establish scope and structure of the committee;

Who: Board; speak with concerned members

Timeline: May 9th, 2012

10. Club Inventory:

Action: Collect inventory lists from each of the committees

Who: Lori Stevenson and Linda Quennel

Timeline: May 9, 2012

11. Constitution and Policies:

Action: Establish policies for functions and meets and obtain financial for each of these events in a detailed format

Who: Board

Timeline: May 9, 2012

12. Operations Committee:

Action: Determine the need and if so nature, function and roles and responsibilities of Operations Committee rather than narrow scope of Coaches Committee.

Who: Board

Timeline: May 9, 2012

Motions:

1. Jason Morawski motioned that Colleen file a Notice of Change if it hasn't already been done, an Annual Return Form and request a Corporate Profile Report with the Ministry of the Attorney General and report back to the Board by March 9th, 2012. Seconded by Lori Stevenson. All in Favour. Motion Carried.

2. Stuart Green moved that Andre Widmer draw up a formal letter of demand for Financial information to include an Audit review of the last five years and all BTSC Financial records which will include next steps and consequences, addressed to the BTSC Club Administrator, and to be completed by March 16, 2012. This was seconded by Shauneen Tierney. All were in favour. Motion carried.

3. Shauneen Tierney moved that Andre Widmer will draw up a second letter requesting a change to the signing authority as per our constitution, addressed to the Club Administrator by March 23, 2012. This was seconded by Sari Cooper and all were in favour. Motion carried.

4. Stuart Green moved that the Board hire a third party book keeper by selecting from potential book keepers some profiles for the Board to review and vote on the best candidates by the end of March 2012. This was seconded by Shauneen Tierney. All were in favour. Motion carried.

5. Sari Cooper moved that she will contact and confirm that the Board is covered by Indemnity Insurance with Swim Ontario by March 16th, 2012. Seconded by Colleen Parr. All in favour and motion carried.

6. All further action plans are to be drafted and summarized by Colleen Parr, circulated to the Board members for appropriate language by March 31, 2012.

7. Sari Cooper put forth a motion that all auction credits be returned to the membership for any amount over and above the \$200 fundraising credit as was originally declared by email notification last November 2011. Andre Widmer declared a conflict of interest and abstained from voting. This motion was seconded by Cathy Andrews. A counted vote was requested. Votes: For: 4 Against: 1 Abstained: 2 (Shauneen Tierney reported she was against this as it was not done for personal gain. Jason Morawski asked that it be recorded that he abstained. Previous vote: For: 8 Against: 2.

Action: as a result of this vote the affected accounts will be credited for their contributions over the \$200 fundraising commitment by Rob Fillion.

8. Drug Policy

See attached.

Jason Morawski moved that the proposed drug policy be adopted by the Club. Seconded by Andre Widmer and all in favour. Motion carried.

Fundraising Committee Report:

The Club has picked up four extra bingo shifts which amount to \$4000. CIBC has \$500 of sponsorship for BTSC. There is an information package that can be provided to potential sponsors.

Swimathon packages have been distributed today and tax receipts will be issued after funds are brought in. Any funds short of \$200 will be billed. The \$200 previously paid in September must be refunded before the event by the Club Administrator.

Communications: reported by Jason Morawski

A Photo release has been emailed out to the Board members. This release will need to be signed in order to have photos and videotape to be put out in the public domain.

Motioned by Jason Morawski to approve the Photo/Video Release Form to be distributed by Communications. Seconded by Andre Widmer; none opposed; Motion carried.

Cathy Andrews asked that we consider the timing of the Banquet or to consider a dinner/dance in late September or early October to acknowledge the accomplishments of the swimmers who continue beyond Regionals and compete in Provincials, Nationals, Tour teams and Open Water swimming.

Meeting adjourned: 10:46pm

Next meeting: March 28, 2012 at 7pm at John Eley's residence.

