



Monthly BTSC Board Meeting Agenda

Date & Time:	Thursday Apr. 25: 7:30-9:30 PM
Location:	This is a virtual meeting. Zoom joining info Video call link: https://us06web.zoom.us/j/81617044820?pwd=OWZG9UpnpNKn9WLY9waQwJjUaSCEu6.1 See meeting invite for dial-in numbers

Item	Lead	Time
1. Approve Agenda and declaration of conflicts Motion to approve: John Eley Seconded: Christy McConachie	Chair	
2. Approve Minutes for Mar. 28, 2024 BoD meeting. Motion to approve: Laura Vaughan Seconded: Steve Taylor		5 min
3. Head Coach & Operations Report a. June schedule Discussion: - Update on Canadian Swimming Open - Update on Brantford meet - June schedule review; Innisfil time - Summer pool time availability is excellent from the City for summer programming - Named caps placed on rush order to hopefully receive before Trials - Kudos to Jess on her communications and design work - amazing support to the club - Decisions: - reduce membership fees commensurate with savings in pool time; 10% reduction across the board equates to pool time savings -	Amanda/Endi	15 min
4. Financial Review a. Review of P&L and comparison with 2023/24 budget b. Winter Training Camp review c. 2024/25 season budget update d. AGM Action items	Finance Committee/All	30 min

i. further breakdown of Team Events account ii. increase transparency of meet billings iii. regular financial reporting Discussion: - Alex reviewed financials as at the end of March - Explored ideas around how to increase transparency of meet billings - Should we do a winter training camp “after-action review” with parents - Pros: transparency & communication are a priority for the BoD - Cons: conversation could turn highly negative Decision: - facilitate a winter training camp debrief with both groups of parents		
5. Team Performance Reviews Discussion: - Brandon and John will meet with Endi to for performance discussion - Brandon, John and Alex to meet with Amanda for same - BoD to compile feedback in advance of these discussions - Provide written version as summary to the conversation -	John	10 min
6. Coach/Staff Contracts Discussion: - Communication with Endi and Amanda that it is the club’s intention to continue their contracts - Is there value in having an end-date on our employment contracts? - Vacation portion of employment agreements need review and research	John	10 min
7. Committee Updates a. Sponsorship & Fundraising b. Meets i. Brock Long Course Regional Meet c. Communications d. Governance e. Strategic Planning i. Membership Survey Discussion: - Swim-a-thon up and running, with ~ \$4k raised so far! - SOTB very well-subscribed! - Brock LC meet has 40 swimmers signed up, meeting our commitment as a club; 10 chaperones are ready to go - 45 membership responses to the survey in the first 4 days	Committee Leads	20 min

7. Volunteer Officials Incentive and Obligation Policy Discussion: - John to schedule a separate meeting for the team to review	John	20 min.
8. Team Apparel Discussion: - members are asking about re-introducing general team apparel - Cathie, Christy & Alex to meet to discuss	Alex	10 min
9. Previous Meeting Follow-ups a. Ask the City if we can have a presence during the week of June 17th to engage with parents and hand out pamphlets - DONE, we have the City's full support b. Reach out to Chris at the City; explain our contracts do not contemplate retroactive pricing adjustments - DONE, pricing adjustments will be go-forward only	All John John	15 min
10. General Discussion Discussion: - Board still needs to establish parameters for Endi re: pay increases for coaching - CPI increases are roughly 3% Decision: - Alex to calculate a total "bucket" of 3% to allocate as Endi deems appropriate to his existing coaching staff who remain in their positions	All	10 min
11. Adjournment Motion to Adjourn: Laura Vaughan Seconded: John Eley	Chair	

Next Meeting: May 23, 2024