



BTSC Board Meeting

Date:	Feb 22, 2023
Time:	7:30PM-9:30PM
Chair:	John Eley
Secretary:	Alexandra Harrison
Attendees:	Steve Taylor Brandon Oevering Cathie Gillespie Christy McConachie Laura Vaughan Endi Babi Amanda Reason
Regrets:	None
Purpose:	Regularly scheduled BOD monthly meeting
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Results and Minutes

1. Approve Agenda and Declaration of Conflicts

Motion: Be it resolved that the agenda be accepted and conflicts be declared.

The motion was moved by John and seconded by Cathie with all in favor. No conflicts declared.

2. Welcome new Board Members.

John welcomed new BOD members, Steve Taylor and Brandon Oevering.

3. Approve Minutes

Motion: To approve the minutes as written from Jan 9, 2024

The motion was moved by John seconded by Cathie, with all in favor. No changes noted. Minutes to be added to the website.

Motion: To adopt the AGM minutes as written from Jan 25, 2024 for presentation to the membership.

The motion was moved by John seconded by Steve, with all in favor. No changes noted. Draft to be added to the website.

4. Head Coach and Operations Report

The Board as presented to the BOD with highlights as follows:

- There is an issue with TU Billing for on demand payments; Amanda to meet with TU on Friday to resolve.
- Ongoing review of COB shut down dates; communications to be sent to membership.
- Easterns will be both team travel and non-team travel. It was recommended that Trials be non team travel. A zoom call over the next week with impacted members was suggested.
- The March Break schedule will be sent out shortly; fees for LC training need to be determined. Amanda to get costs and provide back to the Finance Committee for review.
- Received \$5,000 Performance Grant from Swim Ontario to be spent on coach education and equipment.

5. Board Officers & Committee Assignments

Officer Positions were discussed and will be as follows until next AGM:

- President - John Eley
- Vice President - Brandon Oevering
- Secretary - Laura Vaughan
- Treasurer - Alexandra Harrison
- Directors - Steve Taylor, Christy McConachie, and Catherine Gillespie

It was noted that the ONCorp Filing will need to be completed (Cathie/Alex); Swim Ontario to be updated (John); and website to be updated (Alex).

Committee Assignments were discussed and will be as follows until the next AGM:

- Finance - Alexandra Harrison, Catherine Gillespie, Brandon Oevering and Laura Vaughan
- Meets - Christy to act as Chair/Liaison
- Governance - John Eley
- Strategic Planning - John Eley Brandon Oevering

- Sponsorship - Laura Vaughan , Christy McConachie , and Steve Taylor. To engage members who have expressed interest or who are already involved in fundraising.

6. Financial Review

January Profit and Loss:

The January P&L was reviewed. Overall, the month has a loss of approximately \$28k; total profit to date is approximately \$51k. Team Events is an area of concern, largely resulting from the Winter Training Camp - it was noted that there was an issue with some of the payments for the camp in TU, which are in the process of being resolved; the expenses are under review. An update to come forward at the next meeting and a debrief is to be planned for members.

Forecast: The Forecast completed in advance of the AGM was reviewed with the BOD. This forecast predicts a surplus of 5.4k at the end of the fiscal year.

2024/25 Budget Planning: It was noted that this work should start soon; the Finance Committee will begin this and bring it back to BOD at next monthly meeting.

7. Committee Updates

- Deferred

8. General Discussion

- Performance Review forms to be updated and circulated (Cathie)
- It was suggested to meet more frequently given the length of the meeting. John to consider and book additional meeting time.

9. Adjournment

Motion: *To adjourn the meeting at 10:43 PM.*

The motion was moved by John and seconded by Brandon, with all in favor.