



BTSC Board Meeting

Date:	May 22, 2025
Time:	7:00PM-9:30PM
Chair:	Steve Taylor
Secretary:	Mark Oatway
Attendees:	Steve Taylor Brandon Oevering Laura Vaughan Mark Oatway Christy McConachie Stacey Miller Carmine Palermo Endi Babi Amanda Reason
Regrets:	
Purpose:	Monthly Board Meeting
Process:	Team discussion and actions as per agenda
Outcome:	Information sharing and decision-making as per agenda

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 Carmine and seconded by Stacey with all in favor. No conflicts declared.

2. Approve Minutes

Motion: To approve the minutes as written from April 24, 2025.

The motion was moved by Mark seconded by Carmine with all in favor. Minutes to be added to the website.

4. Head Coach and Operations Report

Operations Report

- Intent to Compete for summer
 - Will determine permits for remainder of summer to be solidified ASAP
 - Good responses thus far
- Summer Camps
 - Banner on website
 - Needs to be posted on IG
 - Some interest from outside the club – opens externally next week
- Banking transition through RBC nearly complete
 - Awaiting credit cards before closing down Meridian
- Spiritwear had great uptake across the club
- Swimathon wrapping up

Coach's Report

- Congratulations to Sam for taking a positive step in his career development
- Head Age Group coach job posting now up
- Very successful MAC meet with numerous records across club, provincial and national
- 12 swimmers at trials
- 47 swimmers qualified for OSC
- Swimathon coming up with participation across the team from Tiny Trojans to competitive groups

5. BTSC Initial Budget Discussion

- Review of mechanics of budgeting process for 2025-26
- Discussion regarding considerations for lottery structure and modifications – based on family size, prize, etc.
 - A consideration for feedback within membership survey
 - **ACTION STEVE:** Fundraising committee to take this on for further exploration
 - **ACTION LAURA/BRANDON:** gather inputs from Endi and Amanda; look at payroll context and add to June agenda

6. Meets Committee Flat Fee Proposal

- Decisions aligned on:
 - Alignment that optimizing meet profitability is a focus
 - Introduction of splash fees for visiting clubs
 - What portion of meet profitability gets incorporated into the budget?
 - 50% as a balance around appropriate revenue generated and to balance objectives for registration fees – aligns with current budget model

- o When meets exceed that budget, what happens to the surplus?
 - To go into reserve to be set aside for future capital expenditure and unpredicted/unanticipated financial situations.
 - **ACTION STEVE, CHRISTY, LAURA** - breakout to draft a comms

7. Review Previous WWW

- Completed

8. President's Update

- Review of coach recruitment process and next steps
- Performance Assessments will initiate in May

9. Feedback on COB Recreation and Sport Community Grant

- Financial categories
 - o Set of pads (or replacement of certain pads) = 2pads + 2 kickplates (2 spare pads)
 - **ACTION CHRISTY**: F/U with Rob Meuse: REktech (Tim) – need an actual quote (christy to gather quote)
 - Mandatory meet equipment items
 - Fits the larger financial category
 - Are kickplates feasible with the CoB
 - o Elevating Home Meet experience through reliable capital equipment (training related)
 - Pads, kick plates, ledges
- **ACTION STEVE**: F/U with Endi for quote on Video equipment (\$2500-3000)
- **ACTION MARK**: F/U with Christine for completion of grant application

10. Discussion on Travel Expense Policy

- **ACTION LAURA**: establish process for logging coaches expense forms with bookkeeper
 - o Incorporate into next season process
- Hold per diem where it is
- **ACTION CARMINE**: to incorporate updates and take to closure

11. Committee Updates

- **Meets** – no new updates
- **Sponsorships** – no further updates
- **Governance** – no further updates
- **Strategic Planning** – Explore at summer meeting the refresh on club vision to follow-up with Coach
- **Communications** - no further updates

12. Review of Agreed Upon Actions

ACTION BRANDON: to share former survey with group to comment/edit proposed questions. Ideal to keep similar to capture against baseline

13. Adjournment

Motion: *To adjourn the meeting at 9:26PM*

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