



BTSC Board Meeting Agenda

Date:	2021-02-25
Time:	19:00 to 20:15
Location:	Virtual - Google Meets
Chair:	Kelly McCrae, Club President
Secretary:	Guy Debroux
Attendees:	Cathie Gillespie 19:15, Aimee Lococo-Sarabura left at 19:40, Mike Barbour
Regrets:	Trevor Cowan,
Purpose:	BTSC Board Meeting
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Proposed Agenda Items

1 - Approve Agenda and Declaration of Conflicts (All)	2
2 - Approve and discuss minutes from 2021-01-28	3
3 - HC Report	3
4 - OPS Report	4
5 - Financial Review	4
6 - RTS & Pandemic Committee Updates	5
7 - 50m Pool Committee Update	5
8 - Gouvernance Committee Update	6
9 - Board Direction through 2021	6
10 - Board Committees	7
11 - In-Camera	7
12 - Motion to adjourn	7

1 - Approve Agenda and Declaration of Conflicts (All)

Motion:	Be it resolved that the agenda be accepted and conflicts be declared
Moved by:	Kelly McCrae
Seconded by:	Guy Debroux
Carried:	Unanimous consent

Minutes/notes: No Conflicts or additions

2 - Approve and discuss minutes from 2021-01-28

Motion:	Be it resolved that the agenda be accepted and conflicts be declared
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Moved by:	Aimee Lococo-Sarabura
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Seconded by:	Mike Barbour
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Carried:	Unanimous consent
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Minutes/notes: No corrections brought forth

3 - HC Report

Motion:	N/A
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Moved by:	
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Seconded by:	
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Carried:	N/A
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Minutes/notes: No report presented by Head Coach, however quick update provided by treasurer regarding courses taken by a coach and Kelly advised Coaches Lifeguard certifications would be renewed on Sunday

4 - Ops Report

Motion:	N/A
Moved by:	
Seconded by:	
Carried:	N/A

Minutes/notes: Report submitted by the operations manager and was reviewed by the BOD. Secretary to reach out to ops manager and Headcoach, on a go forward basis, a week before the BOD meetings to request reports.

5 - Financial Review

Motion:	Be it resolved that swimmers not be charged for the one week of in-water training during February
Moved by:	Aimee Lococo-Sarabura
Seconded by:	Mike Barbour
Carried:	Unanimous

Minutes/notes: A financial review of our current and forecast position at the end of August was presented by the Treasurer. Due to having been able to take advantage of the subsidies provided by the government the club is in an excellent fiscal position despite the effect of COVID on the club's operations. The BOD recognizes the outstanding work performed by Aimee, as our secretary-treasurer in sourcing and obtaining subsidies to support BTSC during the pandemic.

6 - RTS & Pandemic Committee Updates

Motion:

Moved by:

Seconded by:

Carried:

N/A

Minutes/notes: The RTS committee will be meeting with the COB to review the process and policies in place as well as to ensure compliance with the regulations in place. The HC has reached out to his team to update the screening question to be in line with the regulations

7 - 50m Pool Committee Update

Motion:

N/A

Moved by:

Seconded by:

Carried:

N/A

Minutes/notes; 50m committee sent all the reports, documents supporting our position to the COB before lockdown. They are now in the process of cleaning up the spreadsheets to create a printed document that can be handed out formally to all the stakeholders in this project and to create an easy-to-access reference.

8 - Governance Committee Update

Motion:	N/A
Moved by:	
Seconded by:	
Carried:	N/A

Minutes/notes: A review was made of the policy tracking spreadsheet with an eye to best practice, which is to review policy on a three-year basis and update as required. The BOD members were asked to review the proposed policy changes and submit comments by the 5th of March with the hope that these can be then circulated to the stakeholders for comment and adopted at our next BOD meeting. Discussion was also had regarding archiving certain policies as they are either redundant or no longer applicable.

9 - Board Direction through 2021

Motion:	N/A
Moved by:	
Seconded by:	
Carried:	N/A

Minutes/notes: A high-level discussion was had regarding the goals of this BOD, possible education and looking at risks going forward. The President asked that the BOD members submit to her their priorities for 2021 to create a document that can then be used to formalize BOD goals for 2021.

10 - Board Committees

Motion:	N/A
Moved by:	
Seconded by:	
Carried:	N/A
Minutes/notes: The existing standing committees are: Finance, Membership engagement/nominating and governance. Guy to refine TORs and will liaise with other clubs in the process.	

11 - In-Camera

Motion:	N/A
Moved by:	Kelly
Seconded by:	Guy
Carried:	N/A
Minutes/notes: At 20:45 the BOD went In-Camera.	

12 - Motion to adjourn

Motion:	Be it resolved the meeting be adjourned
Moved by:	Kelly McCrae
Seconded by:	Cathi Gillespie
Carried:	Unanimous