

Date:	Monday March 18, 2019
Time:	7:00 to 9:30 pm
Location:	Child Advocacy Center
Chair:	Patrick Russell President
Timekeeper:	
Minutes:	
Attachments:	
Attendees:	Kelly McCrae, Dave Koopmans, Aimee Lococo-Sarabura, Cathie Gillespie, Scott Hunter, Patrick Russell, Hans Witolla
Regrets:	
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 the agenda and declaration of conflicts (All)
 2. Approve the minutes from the January 7, 2019 board meeting
 3. MOL updates and action plan
 4. Kelly to provide: Coaching Report: Hans Witolla and Operations Report : Sue Brooker
 5. Staffing update and succession planning for coaches in 2019/2020 season
 6. Meet management succession planning next season
 7. Discuss additional funds required for additional June pool time related to new July meet
 8. Policy approvals: done via E Vote: updates only
 - (i) Team travel (minor amendment)
 - (ii) refund policy
- Outstanding policy:
- (iii) employee reimbursement
 9. New Board Committees: (Suggestions: Finance, Governance, Officiating, fundraising, grant committee)

- 10. Sue's coverage during vacation (May 1 -18)
- 11. Satellite club: pros/cons
- 12. CATS Fundraising success, BTSC opportunity?
- 13. Adjourn

Agenda Results and Minutes

1. Approve the Agenda and Declaration of Conflicts (All)	
Motion:	To accept the agenda and declaration of conflicts
Moved by:	Kelly
Seconded by:	Aimee
Carried:	All in favour
Minutes:	

2. Approve meeting minutes from the January 7, 2019 board meeting	
Motion:	To approve the meeting minutes from the January 7, 2019 board meeting
Moved by:	Scott Hunter
Seconded by:	Aimee
Carried:	All
Minutes:	

3. MOL update and action plan	
Motion:	
Moved by:	
Seconded by:	
Carried:	

Minutes Motion not presented but decision made for Cathie and Sue to work collaboratively in prepping the required documentation for Hans to present to the coaches. Signatures and MOL documents need to be completed prior to doing the online requests. Letterhead to be used for letters to coaches.

4. Coaching and Operations update: Hans Witolla

Motion:

Moved by:

Seconded by:

Carried:

Video clinics to run in April for all levels, receipts to be submitted to Swim Ontario Regionals tried to change date but this can not be accomplished for 2019, hope to push it back in 2020 into June.

Recruitment needs 1 new F/T coach, 2 new P/T coaches

Liam would like to continue with the club, but is returning to his Education at Georgian College in September.

Hans is undertaking doing a coach evaluation with every coach

Did offer coach training a few weeks ago, went pretty well with all coaches in attendance

Training camp in Guelph was well received, chaperones did an amazing job,

Fundamental camp in Owen Sound - selections have been made

Discussion surrounding planning for Easterns in Quebec

5.Coaching: Succession Planning 2019-2020

Motion:

Moved by:

Seconded by:

Carried:

Minutes: Hans is currently working on a plan, see above.

4. Policy approvals - EVote update	
Motion:	Approvals for the following policies: Team Travel Policy BTSC refund policy (2019) Employee Reimbursement Policy (2019)
Moved by:	
Seconded by:	
Carried:	
Minutes: Team travel minor amendment Refund policy updated Reimbursement policy motion deferred due to board absences review for evote	

5. Board Committees	
Motion:	
Moved by:	
Seconded by:	
Carried:	
Minutes Board responsibilities for suggested committees including finance, officiating, governance, Each director to come to next meeting with committee they would like to represent	

6. Pool Closure in June	
Motion:	<insert motion if applicable>

Moved by:	
Seconded by:	
Carried:	
Minutes: EBC closed annual maintenance June 8 - July 2 On target for rental fees with budgeted	

7. Operations manager coverage : May 1 - 18	
Motion:	<insert motion if applicable>
Moved by:	
Seconded by:	
Carried:	
Minutes:	

8.	

9.	

10. Accounting	
Motion:	#1 To contact Ramos Tax Services, end the current contract with cause #2: To hire Aimee Lococo-Sarabura (CPA) to be the interim bookkeeper effective March 18, 2019.
Moved by:	Kelly McCrae
Seconded by:	Patrick Russell
Carried:	All- yes
Minutes: ongoing issues discussed, TAX Services Inc. no longer a viable resource for our bookkeeping needs. We will also be moving everything to QB online for a more efficient process.	

11. Motion to Adjourn	
Motion:	MOtion to adjourn the meeting
Moved by:	Patrick Russell
Seconded by:	Dave Koopmans
Carried:	All
Minutes:	