



BTSC Board Meeting Agenda

Date:	24 February 2022
Time:	730 pm
Location:	Google Meet - https://meet.google.com/bih-dzoj-ura
Chair:	Kelly McCrae, Club President
Secretary:	Cathie Gillespie
Attendees:	Aimee Lococo-Sarabura, John Eley, Ryan Blake, Christy McConachie, Alexandra Harrison
Regrets:	Nil
Purpose:	Regular scheduled BOD monthly 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
2. Approval of minutes from January 24, 2022
3. Reports:
 - a. Operations
 - b. Director of Performance
 - c. Director of Coaching
4. Committee updates:
 - a. Meets Committee
 - b. Finance Committee
5. Staffing vacancy: Marketing Communications and Fundraising Manager
 - a. Job Description – updates required
 - b. Job Posting
6. Board Terms and roles
7. Committees and Chairs
8. Vaccination Policy : Extending beyond March 1st

- 9. Review of Position overviews
- 10. Budget planning : 2022-2023
- 11. Motion to adjourn

Agenda, Results and Minutes

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:	Cathie Gillespie
Carried:	all in favour
Minutes/notes:	

2. Approval of Minutes from January 24, 2022	
Motion:	Motion to approve the minutes as written for January 24, 2022
Moved by:	Cathie Gillespie
Seconded by:	Kelly McCrae
Carried:	all in favour
Minutes/notes:	

3. Reports : Operations, DoP, DoC

Motion:

Moved by:

Seconded by:

Carried:

Minutes/notes: Endi presented both DoP and DoC reports: shared data/metrics that have been collected, 90% of the way through the fulsome schedule, meets through to May have been decided and will be updated, request for HP funding: 2 swimmers going to Victoria BC and others will be attending Pointe Claire Quebec for Easterns

Endi provided examples of how this has been achieved in other clubs, offered ideas for BOD to consider in the future

Operations report: Julie - Anette Nossiter resigned on Feb 18 last day of work March 4th - how to instruction manuals were created prior to leaving position

update on PH - how it affected JD and Masters swimmers - monthly fees will be reduced

ongoing issues with TU

Tiny Trojans - great response with limited spots left

House League - may be down to 1 session

4. Committee Updates : Meets, Finance

Motion:

Moved by:

Seconded by:

Carried:

Minutes/notes:

MEETS COMMITTEE: currently meeting bi weekly, great group - many officials moving up through the process -now have capacity to host home meets

Pentathlon - 349 swimmers registered with 7 teams attending

RTR documents - Swim Ontario communication: March 1st - no longer required to maintain only 14 swimmers per lane

FINANCE COMMITTEE: Aimee reports new member has joined the committee : Meghan Simpson, also reaching out to Chantal Chapman (Connor - JR) - will f/u

5. Staffing Vacancy

Motion:

Moved by:

Seconded
by:

Carried:

Minutes/Notes: Job Description currently being updated - Christy and Alexandra will take away and review with update to follow at next meeting

6. Board Terms and Roles

Motion:

Motion to have John Eley move into role of Vice President, Alex Harrison to transition into role of Secretary and Kelly McCrae and Aimee Lococo-Sarabura to continue in their respective roles as President and Treasurer.

Moved by:

Kelly McCrae

Seconded
by:

Ryan Blake

Carried:

All in favour

Minutes/Notes:

Kelly to share document outlining BOD terms with all members : discussion on terms and commitments, John suggested that all terms become 3 years.

As per the current terms and commitments: Cathie - 2 years left

2yr terms: Aimee Lococo-Sarabura Ryan Blake John Eley

3 yr terms : Christy McConachie , Alexandria Harrison, Kelly McCrae

7. Committees and Chairs

Motion:

Moved by:

Seconded by:

Carried:

Minutes/notes: Deferred to next meeting

8. Vaccination Policy

Motion:

Moved by:

Seconded by:

Carried:

Minutes/notes: email sent from Operations Manager to be discussed as per Kelly McCrae
Discussion: Prioritizing safety staff and swimmers will maintain current vaccination policy as written.

Kelly shared with BOD discussion that occurred with members in January. Fulsome discussion: as a Board we are within our rights to maintain this policy. Therefore agreement by all, policy written to remain in place for all children 12+

We wish to maintain the safety of our staff and all swimmers.

9. Position overviews DoP and DoC

Motion:

Moved by:

Seconded by:

Carried:	
Minutes/notes: Deferred to next meeting	

10. Budget Planning 2022-2023	
Motion:	
Moved by:	
Seconded by:	
Carried:	
Minutes/notes: Deferred to next meeting	

11. Motion to adjourn	
Motion:	Motion to adjourn at 9:23pm
Moved by:	Kelly McCrae
Seconded by:	John Eley
Carried:	All in favour