



BTSC Board Meeting

Date:	March 31, 2022
Time:	7:30PM
Location:	Google Meet - https://meet.google.com/bih-dzoj-ura
Chair:	Kelly McCrae, Club President
Secretary:	Alexandra Harrison
Attendees:	Aimee Lococo-Sarabura, John Eley, Ryan Blake, Christy McConachie, Cathie Gillespie
Regrets:	Nil
Purpose:	Regular scheduled BOD monthly meeting
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Agenda Items

1. Approval of agenda and declaration of conflicts
2. Approval of minutes from February 24, 2022 and March 7, 2022 (E-vote)
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. Update on job description
6. Establish working committees, chairs and members
7. COVID-19 Communications
8. Strategic Planning Discussion
9. Budget planning
10. Tiny Trojans update
11. Motion to adjourn

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:	John Eley
Seconded by:	Aimee Lococo-Sarabura
Carried:	All in Favor
Minutes/notes: No conflicts of interest were declared.	

2. Approval of Minutes from February 24, 2022

Motion:	To approve the minutes as written for February 24, 2022.
Moved by:	Cathie Gillespie
Seconded by:	Kelly McCrae
Carried:	All in Favor
Minutes/notes: No changes noted. The minutes from March 7, 2022 e-vote were approved as written.	

3. Reports : Operations, DoP, DoC

Minutes/Notes: Report submitted prior to meeting for BOD review.

Julie presented Operations report with highlights as follows:

- Update on public health guidelines pertaining to COVID-19 positive swimmers.
- New Facebook page has been started due to technical issues with the existing page.
- Tryout schedule for next season is being reviewed.
- Issues related to billing of pre-competitive programs have been resolved.
- It was suggested that staff consider an orientation package/peer mentoring for new members.

Endi presented DoC and DoP reports with highlights as follows:

- Racing opportunities have increased, however it was noted that there continue to be limits on the number of swimmers able to attend each meet and this is being balanced throughout the competitive groups.
- Competitive schedule shared via team call on March 28, 2022 and will be posted online shortly.

- Tiny Trojans/House League is at capacity and running well.
- Staff development/hiring progressing well.

4. Committee Updates : Meets, Finance

Minutes/Notes:

Meets Committee Update (Kelly):

- Committee continues to meet bi-weekly
- Planning is underway for Spring Off the Blocks (end of April). Melissa H. and Stephanie T. will act as Co-Club officials for this meet.

Finance Committee Update (Aimee):

- Committee is currently focused on growing its membership in advance of budget planning; no additional members from the previous update.

5. Staffing Vacancy: Marketing Communications and Fundraising Manager

Minutes/Notes: Christy and Alexandra provided an update on their review of existing job description/role. Based on information gathered from staff and BOD, proposed to shift focus of the existing role to Communications and Operations Support. Board members were asked to review the job description and provide additional feedback within a week.

6. Establish Working committees/Chairs/Membership

Minutes/Notes: John proposed a review of working committees and associated Board Lead(s) and members. There was discussion regarding the existing committees, including Finance, Governance, Strategic Planning, and the possible introduction of new committee(s). Ryan proposed a new committee focused on member engagement with the goal of bringing members together and adding value to their experience with the club. It was agreed this would be beneficial and that the membership should have parent representation from different competitive groups.

Leads/members for each groups were reviewed and the following was decided:

- Governance: Kelly, John, Alexandra
- Member Engagement: Ryan, Christy (Cathie to support, as required)
- Strategic Planning: John, Kelly, Cathie
- Finance: Aimee

7. COVID Communications

Minutes/notes: Kelly requested feedback from the BOD pertaining to the need for further communications to the membership related to COVID-19 following the member communication that went out on March 24, 2022

and additional Swim Ontario communications. It was shared that there was no additional feedback from BTSC members. It was decided that no further communications were required at this time, however the Meets committee will continue to provide meet-specific information, as required.

8. Strategic Planning

Minutes/Notes: John initiated a discussion around Strategic Planning and the timing to begin this activity. The group reviewed some options for how to undertake planning, including the scale of the plan and the length of the plan (3-5 years). Further discussion around the process/planning to be initiated.

9. Budget Planning : 2022-2023 season

Minutes/Notes: Aimee indicated that budget planning will commence May 1, 2022 with support of the Finance Committee and DoC.

10. Tiny Trojans Update

Minutes/Notes: Kelly shared that concerns were brought forward by the City of Barrie (CoB) pertaining to the pre-competitive program. A meeting is scheduled for April 2, 2022 to discuss opportunities for collaboration and ongoing quality improvement with representatives from CoB and BTSC.

11. Motion to Adjourn

Motion:	To adjourn meeting at 9:14pm.
Moved by:	Kelly McCrae
Seconded by:	Aimee Lococo-Sarabura
Carried:	All in Favor
Minutes/Notes:	