



## BTSC Board Meeting

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|-------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Date:</b>      | April 28, 2022                                                                                                         |
| <b>Time:</b>      | 7:30PM                                                                                                                 |
| <b>Location:</b>  | Google Meets - <a href="https://meet.google.com/bih-dzoj-ura">https://meet.google.com/bih-dzoj-ura</a>                 |
| <b>Chair:</b>     | Kelly McCrae, Club President ( <i>left at 8:30pm</i> )                                                                 |
| <b>Secretary:</b> | Alexandra Harrison                                                                                                     |
| <b>Attendees:</b> | Aimee Lococo-Sarabura<br>John Eley<br>Ryan Blake<br>Christy McConachie<br>Cathie Gillespie ( <i>joined at 7:45pm</i> ) |
| <b>Regrets:</b>   | Nil                                                                                                                    |
| <b>Purpose:</b>   | Regular scheduled BOD monthly meeting                                                                                  |
| <b>Process:</b>   | Team discussion and decision making per agenda                                                                         |
| <b>Outcome:</b>   | Clarity and alignment on priorities and actions                                                                        |

## Results and Minutes

### 1. Approve Agenda and Declaration of Conflicts

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| Motion: | Be it resolved that the agenda be accepted and conflicts be declared |
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|           |              |
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| Moved by: | Kelly McCrae |
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| Seconded by: | John Eley |
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| Carried: | All in Favor |
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**Minutes/notes:**

The order of items was adjusted so that Item (7) followed Item (3), and the remainder of the agenda to follow as written. No conflicts noted.

### 2. Approval of Minutes from March 31, 2022

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| Motion: | To approve the minutes as written from March 31, 2022. |
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| Moved by: | Alexandra Harrison |
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| Seconded by: | John Eley |
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| Carried: | All in Favor |
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**Minutes/notes:**

No changes noted.

### 3. Reports : Operations, DoP, DoC

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

Julie presented Operations report with highlights as follows;

- Billing issues have been investigated and resolved. Communication with impacted groups has taken place with positive feedback.
- Planning is underway for remaining meets and 2022-2024 season meets
- Marketing and fundraising activities restarted
- Communications with Public Health continues as required related to COVID-19

Endi presented the DoC/DoP reports with highlights as follows:

- BTSC swimmers performed well at Easterns
- Options for dryland are being reviewed
- Tiny Trojans is running well and has waitlist
- Staff development and training is progressing well; staff coverage issues are slowly being resolved
- Planning underway for summer, including open water

#### 4. In Camera

Motion: To move the meeting in camera at 8PM and out of camera at 8:30PM.

Moved by: Kelly McCrae

Seconded by: John Eley

Carried: All in Favor

**Minutes/notes:**

#### 5. Committee Updates

- Meets Committee
- Finance Committee
- Strategic Planning Committee
- Member Engagement Committee
- Governance Committee

**Minutes/Notes:**

- Meets Committee - Christy reported that the committee is well prepared for Spring Off the Blocks meet. Steve G. to act as meet manager with support from Cathi B.
- Finance Committee - Amy noted that the committee will be meeting with SLT starting in early May to review the structure of groups to inform the 2022-23 budget. Draft budget will come to the BOD for feedback and review.
- Strategic Planning Committee - John submitted a report prior to the meeting for BOD review. Committee has developed structure and questions for BOD and selected members; feedback has been requested by May 15, 2022. Responses will then be summarized into themes and used to inform 4-year plan, with additional opportunities for feedback. BOD was supportive of work done to date.
- Member Engagement Committee - Ryan reported that a document has been developed with ideas for different types of engagement activities. It was discussed by the BOD that activities could start in the new season. Parent liaisons could be engaged to support activities. The operations and coaching staff will be engaged for feedback.
- Governance Committee - John reported that the committee will be meeting in the near future and will focus on developing a risk register and to review the policy tracker.

## 6. Staffing Vacancy

- a. Marketing Communications and Fundraising Manager - Update on Job Posting for Communications Specialist

### Minutes/Notes:

Alexandra noted that the job description for the Communications Specialist was finalized and handed off to Operations Manager to coordinate the posting process. The position has been posted in various locations online and promoted on social media, with a closing date of mid-May and proposed start date of mid-June to align with existing payroll schedule.

## 7. Budget Planning 2022-23

### Minutes/notes:

Aimee noted as per previous update that budget planning will commence May 1, 2022 and will include Finance Committee and SLT.

## 8. Motion to adjourn

|              |                              |
|--------------|------------------------------|
| Motion:      | To adjourn meeting at 9:02PM |
| Moved by:    | John Eley                    |
| Seconded by: | Christie McConchie           |
| Carried:     | All in Favor                 |