



BTSC Board Meeting

Date:	May 26, 2022
Time:	7:30PM
Location:	Google Meet
Chair:	John Eley
Secretary:	Alexandra Harrison
Attendees:	Aimee Lococo-Sarabura 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

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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Moved by:	Aimee Lococo-Sarabura
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Seconded by:	Catherine Gillespie
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Carried:	All in Favor
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Minutes/notes:

No changes noted.

No conflicts noted.

2. Approval of Minutes from April 28, 2022 and May 5, 2022

Motion:	To approve the minutes as written from April 28, 2022. To approve the minutes as written from May 5, 2022.
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Moved by:	Catherine Gillespie
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Seconded by:	Christy McConachie
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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;

- Meet planning is on track for the remainder of the season. Another call is planned for swimmers/families attending the Kenn Dunn meet in Halifax and pricing will be confirmed at that time. Julie to confirm if spectators are allowed in the facility and will communicate with families accordingly.
- It was confirmed that health insurance is required for swimmers due to the pandemic and that the number of chaperones was suitable.
- Year End Banquet to be planned for September with activities for graduating swimmers to be explored.
- Budget planning is underway with SLT for next season.

- Applications for the Communications Specialist position have been reviewed following the posting closing, and interviews are being planned.

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

- Planning for dryland is underway and costs will be reviewed/included in 2022-23 budget planning.
- Equipment requests: to be costed and included in 2022-23 budget planning.
- HP Training camp: The BOD agreed that Endi should start planning for training camp in order to book suitable dates and allow communications out to members well in advance. It will also need to be costed and included in budget planning.
- Development of schedule and group placements for next year are underway.
- Tiny Trojans session to end at the end of May 2022.
- Swim Ontario video on para swimming was completed
- Swim Ontario paperwork for graduating swimmers will be completed by SLT.

4. Staffing Update and Next Steps

BOD agreed that a meeting should be scheduled to review proposed structure changes during the week of May 30, 2022. It was noted that staffing for next season for competitive and precompetitive is currently under discussion, including part-time staff.

5. Committee Updates

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

Minutes/Notes:

- Meets Committee - The Meets Committee met on May 17, 2022. A new board liaison was requested and the BOD agreed that Christy would act in the role going forward. As per the committee's request, Christy will further inquire about scoreboard repair costs/requirements and next steps.
- Finance Committee - Aimee noted that a meeting was held on May 18, 2022 to initiate budget planning with SLT. The committee will have a draft budget ready to present to BOD by mid-June.
- Strategic Planning Committee - John shared a report in advance of the meeting outlining that the committee has compiled the requested input from stakeholders and will be looking to summarize it and provide back to the BOD for further feedback. A document with the input had previously been shared with BOD.
- Member Engagement Committee - Ryan noted that almost all the required BTSC volunteers had signed up for the Honda Fun Run on June 5, 2022 and a communication will go out to members who have signed up.
- Governance Committee - John shared that the committee reviewed the policy tracker and will look to start updating policies as required, starting with the Volunteer Obligation and Incentive Policy. In addition the committee will develop a framework for a governance assessment using the risk

management policy as guide over the summer. John reminded BOD members to submit their VSC if they have not done so already.

6. Update from RTS Meeting

Christy shared that the latest RTS meeting did not include discussion of BTSC pre-competitive programming. The next meeting is scheduled for June 9, 2022.

7. Staffing Vacancy: Communications Specialist

Alexandra shared that as per the Operations Report, the posting closed on May 16, 2022 and applications were received and reviewed to determine candidates selected for interviews. The interview process will include an initial screening and a secondary interview. A short-list of recommended candidates will then come forward to the BOD for final decision. Aimee noted that as this is a part-time position, we will need to ensure candidates do not exceed full time hours if they hold another position to comply with applicable laws.

8. Budget Planning 2022-23

As per Finance Committee update, budget planning is underway and a draft will come back to the BOD in June 2022.

9. New Board Member appointment

The BOD discussed and agreed that Ryan Blake should assume the role of President/Chair and to defer any additional board member appointment(s) until September 2022. Aimee will update ONCorp and Swim Ontario with new board members/positions as this is currently out of date.

10. Business Arising:

- a. Swim Ontario:
 - i. Updates from May 3, 2022 meeting
 - ii. Determine new contact
- b. Training Opportunity: Mental Health First Aid for Adults Who Work with Youth
- c. Aquafast Service Agreement/BTSC Apparel

Minutes/notes:

- a. Swim Ontario
 - i. Cathie provided a summary of the May 3, 2022 meeting that she attended on behalf of the BOD with highlights as follows:

- All clubs must be compliant with new legislation ONCA by 2024. This may require clubs to review their by-laws and structure.
 - Clubs were reminded to ensure information about board members is current/updated.
 - The Ministry of Heritage, Sport, Tourism, Culture Industries allocated funds to Swim Ontario to distribute to its clubs. BTSC submitted an application to receive funds.
 - There are available coaching courses/mentorships.
 - More information on the 100 year celebration to follow in June 2022.
 - Bids for hosting meets are now open.
 - Swim Ontario AGM will be held on September 23-25, 2022 in Toronto
- b. Training Opportunity: Mental Health First Aid: Request came to Melissa Hunter. The BOD reviewed the request and agreed this was a good opportunity for coaches. Cathie will reach out to the contact regarding next steps and to find out more information to share with SLT.
- c. Aquafast Service Agreement: A concern was raised about the turnover time for apparel to be used at the Kenn Dunn meet. Aimee to follow-up with Julie and Morgan before reaching out to Aquafast, as required.

8. Motion to adjourn

Motion:	To adjourn meeting at 9:43PM
Moved by:	Aimee Lococo-Sarabura
Seconded by:	Ryan Blake
Carried:	All in Favor