



BTSC Board Meeting

Date:	July 28, 2022
Time:	7:30PM
Location:	Google Meet
Chair:	Ryan Blake
Secretary:	Alexandra Harrison
Attendees:	Aimee Lococo-Sarabura John Eley 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.
Moved by:	John Eley
Seconded by:	Ryan Blake
Carried:	All in Favor
Minutes/notes: The following items were requested and approved to be added to Item (7) Staffing: Resignation of Director of Coaching and Proposed SLT Structure Change. No conflicts noted.	

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No conflicts noted.

2. Approval of Minutes from June 23, 2022

Motion:	To approve the minutes as written from June 23, 2022.
Moved by:	John Eley
Seconded by:	Aimee Lococo-Sarabura
Carried:	All in Favor
Minutes/notes: No changes noted.	

Minutes/notes:

No changes noted.

3. Coaching & Ops Report

Minutes/Notes:**Operations Report:**

- It was noted that there were significant billing issues dating back three months. These have now been resolved with several meets to be billed on July 31, 2022. Members will be emailed instructions on how to check their accounts to ensure the billing is correct. The BOD thanked Sue and Amanda for all their work in resolving these issues and communicating with members.
- There was an issue with billing for Easterns related to the initial estimate provided to families being significantly under budgeted. The BOD agreed to use funds from the HP fund to cover costs related to this meet that exceed the initial estimate, with families covering 10% above the initial estimate.

Operations Manager to send email to families. For future meets, it was suggested that all Team Travel budgets should go through the Treasurer in advance of being released to families.

- Permits have been received for tryouts at the end of August 2022. The COB will be in attendance.
- BTSC Summer Camp has been successful with Week 2&3 being busier than Week 4. Coach Sam has been supporting this camp.
- Required Swim Ontario registration to be completed in August 2022.
- Website to be updated with new training schedules and information.
- Registration is targeted to take place mid to late August after swimmer placements have gone out to members at the beginning of August and all billing has been completed for last season.

Coaching/Performance:

- No update this month

4. Follow-up Items from June 23, 2022

None discussed

4. Business Arising:

- a. Miro Board: Ryan proposed a communication tool for use by the BOD and staff. There was agreement to use this tool to help with organization and completing ongoing tasks. It will not be used to share confidential information. Ryan to provide access to BOD members.
- a. Swim Ontario Club Registration: Operations Manager to complete necessary registrations.
- b. CSCA Coaches Conference: Endi has requested to attend and will provide total cost. This can be covered under the Professional Development budget for coaches.
- c. Easterns Billing: Covered under Operations Report.
- d. Other:
 - i. To support Operations Manager, Alex to act as Board Liaison related to Social Media/Website and Cathie to act as Board Liaison related to Parent Volunteers/Chaperones.
 - ii. Operations Manager to act as liaison with Aquafast going forward to ensure all requests are streamlined and timely.
 - iii. Ryan to contact Swim Ontario regarding updated contact information of BOD/President.

5. Committee Updates

Minutes/Notes:

- a. Meets Committee: No update.
- a. Finance Committee: No update - budget planning is ongoing.
- b. Strategic Planning Committee: John and Cathie noted that a small focus group met on June 25, 2022 and that the session went very well. John requested that the BOD review document previously circulated.
- c. Membership Engagement: Ryan indicated that the next focus will be on Awards Banquet and that Operations Manager will take the lead of this and identify what support is required.
- d. Governance Committee: John noted that the committee has been focused on updating policies in particular the Social Media Policy and Volunteer Incentive and Obligation Policy. VSCs have been requested from Level IV/V officials. The remaining Board record checks are in process and completion will be monitored by the governance committee.

7. Staffing

- a. **Contract Updates**
- b. **Pre-Competitive Coordinator**
- c. **Communications Specialist**
- d. **Resignation of Director of Coaching**
- e. **SLT structure change**

- a. Contract Updates: Contracts are pending for Operations Manager and Head Coach, but Ryan noted he anticipates having those signed next week.
- b. Pre-Competitive Coordinator: There is interest internally to fill this position.
- c. Communications Specialist: Position is on hold with tasks being filled by staff/coaches.
- d. Resignation of Director of Coaching: John put forward the following motion below related to the resignation of the Director of Coaching.
- e. SLT Structure Change: Ryan put forward the following motion below related to the proposed structure change from Director of Coaching/Director of Performance to Head Coach. The BOD will send an email to the membership advising of this change and next steps.

Motion:	To acknowledge and accept the resignation of the BTSC Director of Coaching (Morgan Kierstead) on July 17, 2022 with final day of August 15, 2022.
Moved by:	John Eley
Seconded by:	Ryan Blake
Carried:	All in Favor

Motion:	To approve the new BTSC Head Coach structure, led by Endi Babi.
Moved by:	Ryan Blake
Seconded by:	Catherine Gillespie
Carried:	All in Favor

9. Budget Planning 2022-23

Aimee presented the draft budget. It was noted that the budget is nearing completion and requires some information from July billing and expenses, and some additional information from Endi. There was some discussion about which groups should be offered Dryland, which will require further discussion with Endi, along with a question regarding the number of hours for Junior Development included in the budget model. Ryan and Aimee to meet with Endi to review the budget and outstanding information.

10. Motion to adjourn

Motion:	To adjourn meeting at 9:47 PM
Moved by:	Aimee Lococo-Sarabura
Seconded by:	Ryan Blake
Carried:	All in Favor