



BTSC Board Meeting

Date:	September 29, 2022
Time:	7:30PM
Chair:	Ryan Blake
Secretary:	Alexandra Harrison
Attendees:	John Eley Christy McConachie Cathie Gillespie Aimee Lococo-Sarabura
Regrets:	Nil
Purpose:	Regularly 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:	Ryan Blake
Seconded by:	John Eley
Carried:	All in Favor
Minutes/notes: No changes noted. Alexandra noted she had a conflict with agenda item 9 pertaining to the OTF Final Report.	

2. September Board Report - Operations/Head Coach

The Board Report was not circulated in advance to the BOD however Ryan provided an update. Endi and Amanda sent their regrets.

- Pre-competitive registration is now open and will be starting up the first week of October.
- Masters groups are starting up the first week of October.
- The Banquet is planned and information will be sent to members shortly. It was suggested for this to be added to the Team Events calendar. The cost per person is \$22. It was noted that although the date (October 16) was announced at the team meeting at the beginning of the season, information should be sent out earlier regarding this type of event in the future.
- Swimmer registration with Swim Ontario is well underway. It was suggested that next season, step by step instructions be sent with the email out to families, which has been done in the past.
- Planning for the Christmas Breakfast is underway. It was suggested that as soon as the date is known, a save the date should be sent to members.
- Florida training camp planning is underway. A budget is still required for this as requested by Aimee.
- Planning for the parent/coach meetings is ongoing. It was agreed that these meetings happen as soon as possible.
- Attendance at practices is being tracked to support a review of training group schedules.

3. Approve Minutes

Motion:	To approve the minutes from August 25, 2022.
Moved by:	John Eley
Seconded by:	Catherine Gillespie
Carried:	All in Favor
Minutes/notes: No changes noted.	

4. Committee Updates

- a. Meets Committee
 - No update - the committee continues to meet regularly.
- b. Strategic Planning Committee
 - The Strategic Planning process is now complete and annual priorities have been identified. These priorities have been added to the Communication Board.
 - Information has been sent to Amanda to post to the website.
- c. Member Engagement Committee:
 - There is interest in planning a viewing party of the Swimming World Cup. It was determined it was too costly for swimmers/families to travel to Toronto and too challenging to purchase large

blocks of tickets. Possible locations were discussed, including one outdoor location and/or to ask parents to host groups. **ACTION: Aimee, Cathie and Christy will meet to discuss options and organize.**

- Ryan noted it has been decided that the Silent Auction at Aquafast will not be held due to time constraints. Cathie suggested this be held at Trojan Cup instead.

d. Governance Committee:

- The committee now has a monthly meeting schedule with an upcoming meeting on October 4.
- An ongoing review of VSCs/required attestations indicated that Board VSCs are now up to date and some VSCs/attestations are pending from Coaches and officials.
- Further updates deferred to items 7 &8

5. Budget

Aimee provided an update on the budget, specifically competitive and pre-competitive registration.

Competitive:

- Aimee shared that most groups are not at capacity as the goal for each group is to have 19-20 swimmers. It was noted that although we anticipate taking in some swimmers throughout the season, there is currently a significant deficit in revenue related to registration fees. To support an increase in revenue, the BOD agreed to request that Endi (Head Coach) review the current registration numbers, assess possible options for training group movement (including a review of requests that have come forward from families) to increase numbers in groups that have less than 18-19 swimmers. It was suggested that it may be helpful to do more advertising and/or to reach out to past swimmers to increase registration numbers.
- It was noted that age restrictions on some practices may result in some families paying training fees for practices their swimmers are not eligible to attend. It was recommended that Endi (Head Coach) review the age restrictions and/or an option be considered for these families that are impacted. It was noted that this approach is being used to ensure swimmers attend the number of practices that is developmentally appropriate for their age.
- There was also a concern brought forward regarding the Senior dryland schedule. It was recommended to investigate if there was capacity for swimmers in this training group to attend other scheduled sessions and/or if the sessions can be rescheduled. It was also noted that the current schedule may not be consistent with the goals of dryland training as swimmers are attending dryland on a day they are not swimming.
- It was suggested to review any potential revenue opportunities from our home hosted meets and John indicated he would follow-up with the Meets Committee regarding this.
- **ACTION: Ryan to meet with Endi to discuss registration revenue, age restrictions and dryland schedule. A meeting with the BOD will be booked as required.**
- **ACTION: John to follow up with the Meets Committee.**

Pre-competitive:

- Tiny Trojan registration: TT1, TT2 and TT3 groups are almost full and registration numbers are currently low in TT4 and TT5 and very low in House League. The BOD discussed options such as cancelling one

or more of these pre-competitive groups and placing these swimmers into other pre-competitive or competitive groups.

- **ACTION: Ryan and Aimee will meet with Debbie as soon as possible to review options and determine next steps.**

6. Update from Swim Ontario AGM

Ryan and John attended the virtual Swim Ontario AGM on September 20, 2022. They provided an update on the meeting discussion and outcomes.

7. Discussion on BTSC AGM

John brought forward that planning for the BTSC AGM needs to be initiated. Based on the by-laws, the AGM should be held in January 2023. Possible dates were discussed. Aimee indicated that she will be reaching out to the auditors. It was shared that there is one vacancy on the BOD and Cathie's term will be ending in January. John noted that existing honorary members may require renewal in order to vote at the AGM and he will reach out to them to confirm their interest.

ACTION: John, Alex, Ryan and Aimee will form a committee to plan the AGM and bring back an update to the next BOD meeting.

8. Approval of Athletic Group Membership and Training Group Policy

Motion	<i>To approve the Athletic Group Membership and Training Group Policy as presented to the Board of Directors.</i>
Moved by:	John Eley
Seconded by:	Ryan Blake
Carried:	All in Favor
Notes:	The Governance Committee indicated that they had revised the policy based on feedback from Endi and that this policy combined two existing procedures. It was agreed that an excerpt of the policy should be added to the website so that it is accessible to families, along with training group descriptions. Ryan noted that Endi is working on these descriptions. Christy noted that all coaches should review the revised policy to support discussions with families regarding their swimmer's placement. ACTION: Alex/John to draft content for website and follow-up with Endi for the descriptions.

9. OTF Community Building Fund: Operating Grant - Final Report

Aimee noted that the Final Report for the OTF grant was due October 9, 2022. The BOD reviewed the draft responses, revised them and submitted the report to OTF.

10. Motion to adjourn

Motion:	To adjourn the meeting at 10:25PM.
Moved by:	Ryan Blake
Seconded by:	John Eley
Carried:	All in Favor