



BTSC Board Meeting

Date:	November 24, 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.*

The motion was moved by Ryan and seconded by John with all in favor. No conflicts or changes noted.

2. November Board Report

The Board Report was presented to the BOD by Amanda with highlights as follows:

- Meet billing is up to date with billing for Aquafest taking place at the end of the month.
- Holiday Festive Dinner scheduled for December 20, 2022 at the Barrie Legion. Invite has gone out with good interest to date. Cost is \$5/swimmer. Advertising is being done via social media and the website. Parents were asked to volunteer from each training group to put together gift baskets and expectations will be sent to parents regarding the baskets. Amanda inquired about incentives for parent volunteers.
- Letter of intent was sent to parents of precompetitive members and there was a lot of interest in returning for the winter session
- Tryouts are planned for December 5, 2022. Interested parents were informed and ongoing social media posts will advertise.
- To support movement of swimmers from pre-competitive program to competitive there will be some further training group moves in January.
- Winter training camp for January 1-10, 2022 is planned and meetings with HP parents/swimmers are taking place over the next few weeks.

ACTION: BOD to consider possible incentives for parent volunteers.

ACTION: Amanda to confirm if pool time is booked in Markham for the Senior training group over the holidays.

3. Approve Minutes

Motion: *To approve the minutes as written from October 24, 2022.*

The motion was moved by Ryan and seconded by John, with all in favor. No changes noted.

4. Ongoing Business - Updates/Discussion:

- Coach Meet Pay/Per Diem: The per diem amount has been revised and part-time coach contracts will need to be updated to reflect this. **ACTION: Ryan/Aimee to update relevant contracts.**
- EBC Timing Scoreboard: John has arranged for the City of Barrie, scoreboard Technician and meet committee members to look at scoreboard issue on November 25, 2022.
- GBSSA Meet at EBC: Ryan noted that this was taking place later in December and a contract will be signed for use of the pool and equipment. Officials are also welcome to volunteer.
- Volunteer Physiotherapist: In advance of the meeting, Ryan shared the resume of a Physiotherapist interested in volunteering with the club. BOD is interested in further exploring the option of having this Physiotherapist to support the club. Questions were raised from the BOD related to insurance, fees, place of treatment, support of dryland, and travel costs. Ryan confirmed there would be no cost to the club. **ACTION: Christy to set up a meeting with Endi and candidate and report back to BOD.**
- Compassionate Swimmer Leave Fund: Ryan and Aimee inquired if there was interest from the BOD to support refunds for swimmers injured at practice and/or with serious illness. **ACTION: Aimee and Ryan to develop a proposal and bring it back to BOD.**
- Masters Program: The Masters program will be undergoing a review with a potential schedule change. **ACTION: Ryan to bring back a plan to the BOD with proposed short-term/long-term changes.**

- Volunteer Obligation Update: John noted that the first round of the incentives/penalties outlined in the Volunteer Obligation Policy is being put in place following Aquafast.

5. Committee Updates

- Meets Committee
 - Trojan Cup: Planning is ongoing and there is very good subscription to date. Christy noted that the Board message needs to be drafted for the meet program.
- Strategic Planning Committee
 - No update
- Member Engagement Committee:
 - Ryan noted that there have been a few swimmer volunteers for the Volunteer Army and they are supporting a few different initiatives (swimmer head shots, display case, etc.). Parent leads have been recruited from training groups (5 of 9 groups to date).
 - An initial meeting was held with Amanda and Sue to discuss fundraising and sponsorship opportunities.
- Governance Committee:
 - Update was provided on AGM planning. Date is currently set for January 26, 2023 with the invite to go out to members in early December. The in-person location is still pending.
 - Alex asked the group for feedback on which policies the committee should review next. It was agreed to review the Harassment Policy, in addition to the By Laws. **ACTION: Governance Committee to review and revise existing Harassment Policy; Ryan to be involved. Policy to come back to BOD for approval once review is completed.**
 - Alex noted that the committee had updated the Board Orientation documents in advance of any new board members joining in the new year.

6. Budget Update

- Forecast - Revised training group numbers are still required to create the budget forecast. There was interest from the BOD in seeing the current status of the budget.
- Update on 2021 Financial Statements - no update

ACTION: Aimee with support from Ryan to review the budget and develop the forecast/current status.

7. Grant Opportunities - Resilient Communities Fund/Hydro One Grants

The BOD discussed some potential options such as Mental Health First Aid or officials training. It was agreed by the BOD that the club has some additional needs that are not aligned with the grant streams and to continue to look for other opportunities. Ryan noted there was a parent who had expressed an interest in supporting the club with grants.

ACTION: Ryan to reach out to interested parent and share information about opportunities.

8. Discretionary Spending Policy

John reminded the BOD that this policy was identified as a priority in the Strategic Plan. It was noted that a provision had been included for the Meets Committee to manage the meet budget without approval for each expense to prevent administrative burden. Cathie provided some minor feedback related to language. The amount of \$500 required for approval was discussed and it was agreed to keep this amount, and review in the future as required. It was confirmed that this policy is different from regular operational approval of expenses.

ACTION: John to make minor revisions and bring back to the BOD for approval.

9. Adjournment

Motion: *To adjourn the meeting at 10:00 PM.*

The motion was moved by Ryan and seconded by Cathie, with all in favor.