



BTSC Board Meeting

Date:	December 22, 2022
Time:	7:30PM
Chair:	Ryan Blake
Secretary:	Alexandra Harrison
Attendees:	John Eley Christy McConachie (joined at 8:00pm) 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 Aimee with all in favor. It was noted that the discussion item related to Fundraising/Sponsorship was to be deferred to the January meeting. No conflicts declared.

2. December Board Report

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

- Meet billing is up to date as of December 15, 2022.
- Swimmers and coaches enjoyed the Quad Meet. Holiday Festive Dinner was a success with great attendance and \$500 raised for the local Food Bank. The event was slightly overspent due to higher than expected food costs.
- Pre-competitive registration opened for the winter session. It was identified that some additional communication may need to take place to share expectations and Debbie will take the lead of this.
- Amanda to start “office hours” on Thursday nights at EBCC to support competitive and pre-competitive members.
- Credit card limits continue to be an issue and are affecting operations/travel/etc.
- Club swimmers continue to perform very well.
- The competitive schedule for January is still in development and once finalized will be communicated to members.
- Training group moves will be shared at the end of December so that swimmers can start training with new groups after the holiday break.
- A discussion was raised regarding a different fee schedule for relays. **ACTION: Endi to propose options regarding fees for relays**

3. Approve Minutes

Motion: To approve the minutes as written from November 27, 2022.

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

4. Ongoing Business - Updates/Discussion:

- EBC Timing Scoreboard. John shared that he had requested quotes for various parts relating to the repair of the scoreboard and would bring those back to the BOD once available.
- Volunteer Physiotherapist: Christy met with the candidate and felt that they could add value to the club by educating the coaches (i.e. injury prevention, recovery, stretching, dryland, etc.). Christy noted they could also offer on deck support related to conditioning/injury if consent was given by swimmers and this would primarily be an option for older swimmers (Senior, SD, HP, etc.). The BOD agreed there would need to be very clear communication with the members about the role of this individual and all appropriate checks related to insurance/certification/screening would need to be completed. As a next step, Christy will suggest that Endi meets with the candidate to discuss how they can support the club to ensure it fits with the competitive programming plan.

5. Committee Updates

- a. Meets Committee
 - No update
- b. Strategic Planning Committee
 - The new Strategic Plan is posted to the website. Other website updates will need to be made pertaining to the revised vision, mission and values.

- **ACTION: Alex to work with Amanda on these additional updates.**
- c. Member Engagement Committee:
 - BTSC Apparel: The BOD discussed the existing Aquafast contract relating to club apparel and all agreed to gather information about additional options for next season.
ACTION: Ryan, Aimee and Cathie to gather information and determine next steps.
 - Membership Communications Tool(s): Ryan noted that there have been some challenges with using email to connect with members and suggested the group consider an additional method of communication such as an app (such as Remind). It was noted that we already have TeamUnify, Google Classroom, social media (FB/Instagram) and the website but we may need to ensure we are using these tools effectively and that members know how to access/use them and that they are being used by both swimmers and parents, particularly Google Classroom.
ACTION: Ryan and Alex to look into functionality of existing tools/need for new tools.
- d. Governance Committee:
 - Updated Board Orientation Materials have been added to the website.
 - As per previous update, the current Harassment Policy is being reviewed and will come back to the BOD for approval once revised.

6. AGM Update

The AGM is scheduled for January 26, 2023 at 7:30pm. John shared that the AGM invite is ready to send to members and Ryan to send this after the holidays. This invite will include the board nomination process/form and proxy form. Alex noted that these documents have been posted to the website. In advance of the AGM, John reminded the group that the BOD will need to identify scrutineers and confirm the voting list, should voting be required.

7. Financials Update

- a. Approval/Review of 2021/22 Financial Statements: Aimee reminded the BOD that the 2021/2022 statements had been completed and circulated, and inquired if there were any questions. Aimee confirmed that the net assets continued to hold steady. John inquired if the statements could be shared with the members, and Aimee confirmed they would first need to be finalized by Rumley Holmes. Ryan thanked Aimee for all her work supporting last year's budget given the significant challenges related to the pandemic.
- b. Confirmation of type of Financial Statement for 2022/23: The BOD discussed the options of moving from a Review Engagement to Compilation Engagement. The cost for Review Engagement will be higher. John noted that as per the new legislation, BTSC may require an audit. All agreed to stay at the same level of financial review and this will be brought forward at the AGM.
- c. Status of Budget: Aimee reviewed the Profit/Loss Statement to date with the BOD. Finances are on track to date based on information available.

8. Banking Establishment Change Proposal

Ryan/Aimee shared there have been considerable challenges recently with the existing banking establishment. This relates to credit limits and customer service. This is significantly impacting operations, in particular purchases related to travel. The BOD agreed it would be worthwhile to explore additional banking options suitable for non-profits.

Motion: *To look at a change to the banking establishment for the BTSC, to be put in place before next season.*
The motion was moved by Ryan and seconded by Cathie, with all in favor.

9. Head Coach involvement in BOD meetings - Discussion

The BOD discussed inviting the Head Coach to participate in portions of the monthly meetings to improve efficiency of decision-making processes.

ACTION: Ryan to further discuss this with Endi.

10. Discretionary Spending Policy

John noted that the changes proposed at the previous BOD meeting in November were made to the policy and requested its approval.

Motion: *To approve the Discretionary Spending Policy as presented to the Board of Directors.*

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

11. Adjournment

Motion: *To adjourn the meeting at 9:25 PM.*

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