



BTSC Board Meeting

Date:	February 23, 2023
Time:	7:30PM-9:30PM
Chair:	John Eley
Secretary:	Alexandra Harrison
Attendees:	Ryan Blake Christy McConachie Laura Vaughan
Regrets:	Aimee Lococo-Sarabura Cathie Gillespie
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.

John welcomed Laura to the BOD.

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

2. February Board Report

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

- All meet billing is up to date for January/February.
- BTSC Google Classroom is launched
- Posters for ARC and EBCC are being printed
- Tryouts will be held March 6/7 for competitive and pre-competitive. An intent to return form is also being sent out to Tiny Trojans to determine numbers for the next session.
- Team pictures are being planned for later in April. There is an option to do individual photos if there is interest.
- Travel planning for Easterns is underway
- Swim Ontario/Swim Canada system is back online but with significant data loss related to both coaches and swimmers. Amanda will continue to monitor the situation and determine next steps for the club.
- Swimmers did well at Regionals, OYJ and Festivals. BTSC is the Huronia Region Champions!
- The competitive schedule has been updated for March/April with dates pending confirmation for May/June.
- Job posting for an additional part time coach has been posted.

3. Approve Minutes

Motion: To approve the minutes as written from January 19, 2023.

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

4. Election of Board Officer Positions

It was proposed that all existing officer positions be maintained for the next year as follows:

- President - Ryan Blake
- Vice President - John Eley
- Secretary - Alexandra Harrison
- Treasurer - Aimee Lococo-Sarabura

A vote was held with all in favor.

5. Committee Review

The BOD discussed the existing committees and addition of new committees to meet the strategic goals of the club. A motion was made regarding the proposed committees.

Motion: To have the following BOD committees moving forward: Finance Committee, Governance Committee, Meets Committee, Strategic Planning Committee, Sponsorship & Fundraising Committee and Communications & Engagement Committee.

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

6. Ongoing Business - Updates/Discussion:

- **EBC Timing Scoreboard:** Installation is scheduled for February 27, 2023 with the hope to have the scoreboard functional for the upcoming meet. The Meets Committee is supporting as required.

- **Air Quality at EBCC:** COB has made some changes to support improved air quality with positive initial results. Ryan and Paul are connecting regularly regarding this issue.
- **BTSC Apparel:** Christy will be connecting with Cathie and Aimee to determine next steps/dates.
- **Launch of Sponsorship Committee:** Laura will take the lead on this committee to identify sponsors/fundraising opportunities. It was suggested that the sponsorship package be updated to support this work.
- **Canada Post Grant:** Alex shared this potential grant opportunity and the BOD discussed some options. Sponsorship & Fundraising Committee to review.

7. Committee Updates

- **Meets Committee:** Christy shared that planning for the Pentathlon is continuing to go well. When the committee last met, the possibility of hosting Summer OYJ was discussed and it was determined there was not capacity at this time.
- **Strategic Planning Committee:** John reminded the BOD that a template had been sent out related to reporting on the annual objectives in the Strategic Plan. It was agreed that John would reach out to all individuals objective owners and then the group involved in developing the objectives would be invited to review. **ACTION: John to reach out to BOD/Endi/Amanda regarding the objectives.**
- **Member Engagement Committee:** Ryan noted that the Google Classroom for the club had been launched and response was being monitored. In addition, the Rotary Fun Run will take place at the end of May and the committee will be looking for some swag for swimmers involved.
- **Governance Committee:** Alex reported that the committee had completed its review of the Harassment Policy and was now reviewing the Screening Policy. The BOD was reminded that a review of the current by-laws had been completed and sent out to the group for review and feedback in advance of the March BOD meeting.

8. Budget Update

Ryan indicated that the budget was still on track for the 2022-23 season. Budget planning for next season has been started and a draft will come back to the BOD for feedback shortly.

9. January AGM

The BOD reviewed the appendix to the minutes containing feedback/suggestions from members present. It was agreed to have the relevant committees consider how to respond to and/or incorporate this feedback into their ongoing work. The draft minutes are completed and will come back to the group for approval at the March BOD meeting.

10. Review of Anti-Harassment Policy

John asked for any feedback on the revisions to the policy. No changes were requested. It was suggested that a sign-off process for all policies be considered in the future and it was agreed that the Governance Committee would discuss this. A motion was made to approve the revised policy.

Motion: To approve the Anti-Harassment Policy as presented to the BOD.

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

ACTION: Alex to request Amanda add to website and Ryan to discuss next steps of the policy with Endi/Amanda.

11. Adjournment

Motion: To adjourn the meeting at 9:29 PM.

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