



BTSC Board Meeting

Date:	August 24, 2023
Time:	8PM-9:30PM
Chair:	Ryan Blake
Secretary:	Alexandra Harrison
Attendees:	John Eley Cathie Gillespie
Regrets:	Christy McConachie Aimee Lococo-Sarabura Laura Vaughan
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 declared.

2. Approve Minutes

Motion: To approve the minutes as written from July 25, 2023.

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

3. August Board Report

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

- Almost all meets have been billed from last season.
- Suggestion to bill meets following drop deadline rather than after meets to manage financial risk. The BOD present agreed on this approach; Refund Policy to be amended to include this change. Communication to membership on this will be important and this can be done when communicating meet deadlines.
- Additional tryout dates will be added; these are within existing permit times. Swim Ontario now requires assumption of risk form for tryouts. A plan and timeline for invites following tryouts is in place.
- Tiny Trojan/House League registration to open the week of Aug 28. Fees were approved at last budget meeting.
- New Google Classrooms have been created for this season.
- Parent package is being developed.
- Planning for Florida training camp is underway
- Hotel booking for meets is underway; suggestion to look into preferred rates and reward programs at hotel chain.
- Looking to have group parents again this season; suggestion for them to support more group events (3x/ year) as the end of the year event was enjoyed by many groups.
- BTSC finished 10th overall in the Junior Championship and 13th in the Senior Championship. 2 National Champions - JV (400 IM, 200 IM) and LO (800 Fr). It was suggested to do further media/announcement on these accomplishments.

5. Ongoing Business - Updates/Discussion:

- **Team Apparel** : Discussion regarding team apparel to be offered from Ly Sports. It was agreed that an announcement via email/Google Classroom should be done as soon as possible and then discount code can be shared once available.
- **EBCC Maintenance**: Maintenance is ongoing with support of COB. Repairs are planned for Sept 5 and 6 and Meets committee representatives will be present.
- **SO Conference (Sept 22/23)**: It was agreed to support 10 officials to attend the SO conference at a cost of \$20/official. Ryan will be attending Friday's session and Cathie will attend on Saturday. SO AGM will be held on Sunday and Ryan will attend virtually; suggestion to review agenda in advance and agree on voting, as required.
- **Registration**: It was proposed to add a deadline for registration of September 10 or 11.
- **Website**: The website requires updating for this season and to remove outdated content; this will be completed in the first week of September.

6. Committee Updates

- Meets - deferred
- Finance - Ryan noted that the move to another banking institution was still of interest and should be explored. It was agreed for a small group to review fixed expenses for this season to identify opportunities for cost savings.
- Strategic Planning - Cathie and John to meet to discuss next steps for this season.
- Communications & Engagement
 - Kick-off BBQ: Suggestion to send out jot form re: attendance.
- Governance
 - AGM Date: It was suggested and generally agreed to have the AGM in December rather than January. Would need to confirm that Financial Statements are available.
 - John reviewed the attestation/VSCs required this month.
- Fundraising & Sponsorship - deferred

7. Meeting Dates and Location for 2023/24 season

It was agreed that Thursdays still worked well and it was proposed to meet at 8pm. The group is in favor of meeting in person a few times per year and planning for an in-person gathering in December.

8. Adjournment

Motion: *To adjourn the meeting at 9:53 PM.*

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